KIPSAINA CRANE AND WETLAND CONSERVATION GROUP
Community-Based Conservation Organisation | Trans Nzoia County, Kenya

KCWCG
OPEN TENDER

OPEN TENDER: HR POLICY CONSULTANCY

Reference: KCWCG/RFP/HR/01/2026 | Location: Trans Nzoia County, Kenya | Deadline: 31/10/2026 5:00 P.M EAT

KCWCG invites qualified individual consultants or registered firms to develop a comprehensive, Board-ready Human Resources Policy and Procedures Manual aligned with Kenyan labour requirements and appropriate NGO/CBO practice.

SCOPE & DELIVERABLES

- Review KCWCG structure and existing HR practices.
- Consult management and selected personnel.
- Draft a legally aligned HR Policy and Procedures Manual.
- Include practical HR forms and templates.
- Present the draft for management/Board review.
- Submit final editable Word and PDF versions.
- Provide a brief implementation/orientation session.

MINIMUM QUALIFICATIONS

- Relevant HR, labour relations, law, business or related qualification.
- At least 5 years of relevant HR experience.
- Knowledge of Kenyan employment law.
- Previous policy/manual development experience.
- NGO/CBO experience and professional membership are advantages.

BIDDER SUBMISSION CHECKLIST

- Signed cover letter/expression of interest.
- Technical proposal and understanding of the assignment.
- Methodology, work plan and proposed timeline.
- CV(s) or company profile.
- Contacts for at least two professional references.
- Financial proposal in KES, inclusive of taxes and all costs.
- National ID/Passport (individual) or registration certificate (firm).
- KRA PIN certificate.
- Valid Tax Compliance Certificate.
- Relevant professional certification/membership, if applicable.
- All documents combined into one PDF.

EVALUATION

Qualifications/experience 30% | Methodology/work plan 30% | Similar NGO/CBO work 15% | Timeline 10% | Financial proposal 15%.

SUBMISSION

Email: kipsainacranes@gmail.com	**Subject: KCWCG/RFP/HR/01/2026 - HR Policy Consultancy**
Deadline: 31/10/2026	**Format: One combined PDF attachment**

KCWCG reserves the right to accept or reject any proposal, request clarification, negotiate with the successful bidder, or cancel the process in line with organizational and donor requirements. Canvassing or improper influence will lead to disqualification. The lowest-priced proposal will not necessarily be selected. Only shortlisted/successful bidders will be contacted.

KCWCG is committed to fair, transparent and competitive procurement.