



TERMS OF REFERENCE FOR ENGAGEMENT OF A HUMAN RESOURCE RECRUITMENT AGENCY (REF: AAIU/SRVS/2026/002/HR)

Background

ActionAid International Uganda (AAIU) is a development agency working in over 47 countries to achieve social justice, gender equality, and poverty eradication. AAIU partners with communities, civil society organizations, and social movements to promote human rights, accountable governance, and gender responsive public services. The organization is currently implementing strategic and operational transitions to strengthen its effectiveness and impact, which has created the need to reinforce team cohesion, communication, and collective wellbeing.

Purpose

The Terms of Reference (ToRs) have been formulated to facilitate the procurement of an external service provider to provide pertinent recruitment and selection services to AAIU in accordance with the specifications outlined herein.

Objective of the assignment

Advertisement of positions, screening of candidates according to laid down criteria. initial interviews for the various positions, facilitation of final interviews with AAIU, reference check for the various positions, facilitation of regret letters to the unsuccessful candidates, review and align job roles in line with the revised organisational structure.

Scope of Service

In executing the assignment, the service provider will report to the Board; to facilitate advertisement sourcing, screening, assessment, interview facilitation, and recruitment of various positions. The consultants are expected to design this process and to assign time frames.

Proposal Submission Guideline

The proposal should demonstrate sound knowledge, technical skills, and capability as required by the nature of the work of the assignment and understanding of the requisite tasks outlined in the terms of reference.

Eligible Agencies should submit technical and financial proposals. The financial proposal should quote consultancy fees and administration costs. Proposals should also include *inter alia*:

1. Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years;
2. Propose separate fees for each of the recruitment processes as listed below:



3. Complete Recruitment Service (Starting from vacancy advert through to final interviews)
4. Partial Recruitment Service (for example – only conducting personality & psychometric tests, other non-technical written tests or interviews, etc.)

Qualifications and Experience

The recruitment agency must meet the following specifications:

- At least 10 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with INGOs
- Specific experience of the Lead Consultant and Associate(s) relevant to the assignment. Please provide details of similar assignments undertaken.
- Technical capacity of three consultants in terms of their qualifications and competencies for the assignment. Please attach detailed CVs.
- Clear understanding of the assignment/interpretation of the TORs
- Designated personnel should possess;
 - a) An advanced degree in Human Resources Management or a related subject
 - b) Extensive knowledge of local and international labor laws, acts, regulations and procedures
 - c) Strong IT skills
 - d) Strong communication and interpersonal skills
 - e) Flexible, creative, detail-oriented, and well organized
 - f) Ability to maintain the highest standards of confidentiality and professionalism and sound judgment.
 - g) Excellent analytical, writing, *and communication skills; and*
- Methodology to be used during the assignment.
- Work plan clearly indicating the maximum time/duration required for the assignment.

Financial Proposal

PLEASE NOTE: Proposals are based on;

Senior position

Middle position

1. Clear breakdown of the financial proposal including all the chargeable taxes.
2. Terms of payment
3. Total quote for the assignment

Expected Outcomes:

1. Qualified candidates
2. Initial screening of potential candidates
3. Recruitment reports for the position.



4. Reference/background checks of candidates
5. Placement of best candidates

EVALUATION CRITERIA:

Technical Assessment (70/100 total Points)

No.	Criteria	Description	Score
1	Firm Experience in Recruitment Services	Demonstrated experience in HR consulting and recruitment assignments over the last five years, preferably with INGOs. Evidence of comparable contracts is required.	15
2	Lead Consultant and Team Qualifications	Academic qualifications, professional certifications, and relevant experience of the Lead Consultant and at least three technical personnel. CVs must demonstrate recruitment expertise.	10
3	Understanding of the TOR	Clarity in interpreting the assignment including advertisement, screening, interviews, reference checks, and job role alignment.	10
4	Methodology and Approach	Sound recruitment methodology covering sourcing, screening tools, interview techniques, psychometric testing (if applicable), confidentiality safeguards, and reporting.	15
5	Work Plan and Timelines	Realistic schedule with clear deliverables, milestones, and turnaround times for different recruitment levels.	5
6	Technical Capacity and Resources	Availability of qualified consultants, IT capability, recruitment platforms, databases, and assessment tools.	5
7	Compliance with Professional Standards	Knowledge of local and international labour laws, ethical recruitment practices, and data protection/confidentiality mechanisms.	5
8	Relevant Similar Assignments	Proven track record delivering similar assignments with measurable outcomes and client references.	5

Technical Rating Scale:

Rating	Interpretation
0-2	Poor / Non-responsive
3-4	Fair - partially meets requirements
5-6	Good - meets requirements
7-8	Very Good - exceeds some requirements
9-10	Excellent - significantly exceeds requirements



Note: **ONLY** firms that Score above 50/70 Shall advance to the financial stage of evaluation.

Financial Evaluation / Criteria: (30/100 total Points)

The Evaluations team shall evaluate ONLY the technically Compliant bids.

List of Requirements

Sn	Description of Position Category to be Recruited	Rate (Ugx)
1	Senior Level Positions	
2	Middle Level Positions	

Financial Assessment Should Verify:

1. Separate pricing for:
 - Complete recruitment service
 - Partial recruitment services
 - Breakdown of consultancy fees, administrative costs, and taxes
2. Payment terms
3. Total cost per position category (Senior, Middle)
4. Price realism (identify abnormally low or inflated bids)

Child protection, sexual harassment, exploitation, abuse, and safeguarding standards

The service provider shall adhere to child protection, fraud, and safeguarding standards regarding the protection of children, women, young people and adults from abuse, exploitation, and neglect. ActionAid International Uganda maintains a corruption free environment, for all complaints relating to fraud and Corruption involving ActionAid international Uganda staff in the administration of this contract, report to the email addresses; whistleblower.uganda@actionaid.org / safeguarding.uganda@actionaid.org

AAIU reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.

AAIU reserves the right not to make any appointment from the proposals submitted. Service providers shall not make available or disclose details pertaining to their Project proposal with anyone not specifically involved, unless authorized to do so by the organisation. Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without prior written approval.



Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. AAIU also reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

SUBMISSION AND OPENING OF PROPOSALS

Interested Firms Shall Submit a technical and financial proposal in relation to these terms of reference.

Sealing and labelling of Proposals.

1. a) The Offerors should submit their proposals in hard copies one (1) original and two (2) copies clearly marked (as original and copies) **AAIU/SRVCS/2026/002/HR -Recruitment Agency** to the address below;

Deadline for submission of Proposals

Proposals must be received by **ActionAid International Uganda, P.O Box 676, Kampala, Uganda, Plot 2514/2515, Ggaba Rd, no later than Wednesday 7th February 2026 at 16:00 Hrs**

ActionAid International Uganda may, at their own discretion, extend the deadline for the submission of Proposals by amending the solicitation documents, in which case all rights and obligations of ACTIONAID INTERNATIONAL UGANDA and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

For more inquiries, please contact Procurement.Uganda@actionaid.org