



## **TERMS OF REFERENCE (TOR)**

### **BACKGROUND CHECKS SERVICES FIRMS ONLY NOT INDIVIDUALS**

---

#### **Background**

The Micro-Enterprises Support Programme Trust (MESPT) has developed a niche in supporting the growth of Micro, Small, and Medium Enterprises by providing integrated business solutions for sustainable development. The Trust is a multi-donor entity jointly founded by the Government of Kenya and the European Union who later relinquished its position to the Royal Danish Embassy in Kenya.

The purpose of MESPT is to support sustainable economic development of smallholder farmers and Agri MSMEs to increase productivity, and income and enhance competitiveness for job creation, especially for youth and women. This is achieved through capacity building, which includes skills development, technical support, business advisory, and financial and market linkages. MESPT has implemented its mandate through two key segments: Value Chain & Enterprise Development (VC&ED) and Financial Services (FS). VC&ED largely focuses on value chain and market systems development while FS has been geared towards wholesale lending and capacity building of financial intermediaries with a focus on creating financial inclusion in targeted excluded enterprises and Agri- SME lending. Our Vision is “to build a more prosperous society” and our Mission is “to provide sustainable business development and financial services to smallholder farmers and Agri SMEs in Kenya”.

#### **Purpose of the Terms of Reference**

MESPT intends to engage a qualified service provider to conduct background checks for shortlisted and/or selected candidates. The purpose is to support informed hiring decisions, safeguard the organisation, and ensure compliance with internal HR policies, donor requirements, and Kenyan law, particularly within the NGO and development sector.

#### **Objective**

The objective of this assignment is to verify the accuracy of candidate information and identify any potential legal, reputational, financial, or safeguarding risks before engagement or employment.

#### **Scope of Services**

The service provider will conduct background checks as applicable to the role, which may include:

- Identity verification (National ID/Passport)

- Academic and professional qualifications verification
- Professional Membership
- Employment history and reference checks
- Criminal record/police clearance checks
- Credit checks (where applicable)
- Sanctions and compliance screening
- Social Media
- Rights to Work
- Safeguarding and integrity checks (where applicable)
- Additional role-specific checks may be conducted with prior approval.

### **Methodology**

The service provider shall obtain written consent from candidates, use lawful and confidential verification methods, rely on credible sources, and clearly document findings and any discrepancies.

### **Deliverables**

- Background check report per candidate
- Summary of verified information and risk flags
- Turnaround time as agreed in the Service Level Agreement (SLA)

### **Confidentiality and Data Protection**

All information shall be treated as confidential. The service provider must comply with the Kenya Data Protection Act, 2019, and ensure secure handling and storage of personal data.

### **Duration**

The engagement may be on a call-off basis or for a fixed contract period, subject to organisational needs.

### **Reporting and Coordination**

The service provider will report to the Human Resources Department or a designated focal person. Any adverse findings shall be communicated promptly and discreetly.

### **Roles and Responsibilities**

Service Provider:

- Conduct checks professionally and within agreed timelines
- Ensure accuracy, legality, and confidentiality

MESPT:

- Provide candidate details and consent
- Review reports and make final recruitment decisions

### **Service Provider Requirements**

The service provider should demonstrate experience in background checks, knowledge of Kenyan legal requirements, and capacity to deliver timely and reliable reports.

At least 5 years of experience in pre-employment verification

### **Technical Evaluation**

The following criteria shall apply for the technical evaluation. Failure to meet the requirements of the technical evaluation shall lead to disqualification from the rest of the bidding process.

	<b>Criteria</b>	<b>Score</b>
1.	Understanding of the assignment	10 Points
2.	Relevance of Firm's Experience in Undertaking Similar Assignment; State the name of organizations and positions handled successfully (please provide 3 references and their contacts including their recommendation letters and completion certificates)	20 points
3.	Relevance of Approach & methodology with a detailed work-plan and clear timeframes	20 points
4.	Relevant Academic Qualification and expertise of proposed team	20 points
5.	Testimonials on similar work	10 Points
	<b>Total points</b>	<b>80 points</b>

**Pass score 60 points.**

### **Selection criteria**

The bidder with the highest technical score will be selected.

### **Payment Terms**

Fees shall be agreed per/candidate or per/package of checks and paid according to contractual terms upon acceptance of deliverables.

### **Application Process**

Interested applicants should send a CV with previous work and a cover letter explaining how their experience addresses the requirements of the trust to the email address [procurement@mespt.org](mailto:procurement@mespt.org)

### **Application Deadline:**

Submit your proposal to MESPT by 1<sup>st</sup> February 2026.

### **Application Conditions:**

- MESPT reserves the right to accept any proposals or reject all proposals.



Any canvassing will lead to automatic cancellation of the submitted proposal