

TENDER NO. AE/024/2009-10/HQ/C/12

**FOR
CONSULTANCY SERVICES FOR ESTABLISHMENT OF PERFORMANCE
MANAGEMENT SYSTEM (PMS), REVIEW OF STAFF REMUNERATION
STRUCTURE AND SCHEME OF SERVICE AND PREPARATION OF TRAINING
PROGRAMME**

Call for Expressions of Interest

Date: 16th October, 2009

1. This invitation for expressions of interest follows the General Procurement Notice (GPN) which appeared in the Guardian Issue no. 4573 dated 24th July, 2009.
2. The Energy and Water Utilities Regulatory Authority (EWURA) has set aside funds for its operations during the financial year 2009/2010. It is intended that part of the proceeds of the funds will be used to cover eligible payments under the contract for provision of consultancy services for establishment of Performance Management System (PMS), review of staff remuneration structure and scheme of service, and preparation of training programme.
3. EWURA now invites eligible firms to indicate their interest in providing the services. The services will include but not limited to the following three major components:

Component 1: Establishment of Performance Management System

Specific main duties of the consultant under this component shall include:

- a) Studying the existing staff appraisal system.
- b) Designing and recommending a Performance Management System suitable for the Authority's objectives and working environment.

- c) Designing operational framework of the system by recommending appropriate performance assessment rating system including guidance to supervisors on the proposed assessment rating.
- d) Providing appropriate PMS software capable of implementing the performance appraisal and monitoring process in the recommended PMS.
- e) Training staff on the proposed PMS and its software to ensure complete understanding and implementation of the system.

Component 2: Review of Staff Remuneration Structure and Scheme of Service

Specific main duties of the consultant under this component shall include:

- a) Studying the existing Human Resources Manual and international best practices particularly on the staff remuneration structure and scheme of service of the regulatory authorities.
- b) Designing and recommending appropriate Staff Remuneration Structure and Scheme of Service that will attract and retain skilled and experienced staff.

Component 3: Preparation of Training Programme

Specific main duties of the consultant under this component shall include:

- a) Reviewing the existing Staff Training and Development Policy and evaluating the effectiveness of the training conducted since establishment.
 - b) Conducting Training Needs Assessment and developing appropriate Training Programme that will enable the Authority to achieve its objectives.
4. Interested firms must provide information indicating that they are qualified to perform the services by submitting consultant's profile, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.
 5. For each assignment performed, the consultant shall provide the name and address of the client, date(s) of execution, value and financing sources. Consultants may associate to enhance their qualifications. Duly signed Memorandum of understanding should be attached in the EOI as a proof of such association.
 6. A consultant will be selected in accordance with the procedures set out in the Public Procurement Act No. 21 of 2004 and the Public Procurement (Selection and Employment of Consultants) Regulations - Government Notice No. 98 of 2005.
 7. Selection will be conducted through the Quality and Cost Based Selection (QCBS) procedures specified in the Public Procurement Regulations.
 8. Interested eligible consultants may obtain further information from the office of the Secretary, EWURA Tender Board, 5th Floor, Room No. 516, Harbour View Towers,

Samora Avenue/Mission Street from 8.00 A.M to 4.00 P.M on Mondays to Fridays inclusive except on public holidays.

9. Expressions of Interest (EoI) in one original plus two copies must be delivered to the Secretary, EWURA Tender Board, 5th Floor, Room No. 516, Harbour View Towers, Samora Avenue/Mission Street at or before 2.00 P.M on Friday, 30th October, 2009.
10. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

**DIRECTOR GENERAL
ENERGY AND WATER UTILITIES REGULATORY AUTHORITY**