

**TENDER No. AE/024/2008 – 09/HQ/C/23**

**Expression of Interest (EOI)**

Date: 17<sup>th</sup> March, 2009

**CONSULTANCY SERVICES FOR ESTABLISHMENT OF  
PERFORMANCE MANAGEMENT SYSTEM (PMS) FOR EWURA**

This request for expressions of Interest follows the General Procurement Notice for this procurement which appeared in *the Guardian, Daily News, Tanzania Daima* and *Majira* of 16<sup>th</sup> July, 2008.

The Energy and Water Utilities Regulatory Authority (EWURA) has set aside funds in the financial year 2008/2009 Budget towards the cost of its operations and intends to apply part of the proceeds of the funds to cover eligible payments due under the contract for provision of consultancy services for establishment of Performance Management System (PMS) as a key management tool to be applied to improve its staff appraisal system and implementation of its strategic objectives.

Specific main duties of the consultant shall include but not limited to:

- 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.

EWURA now invites firms to express their interest in carrying out the above assignment. Interested firms must submit information indicating their qualifications and experience for performing the assignment. The Expressions of interest should include information and supporting documentation regarding the legal status of the firm, indicating that they are qualified

to perform the services (brochures, description of experience of the consultants in assignments of similar nature undertaken during the last five years and availability of competent professional staff to manage the assignment).

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.

Short-listing and final selection of consultants will be in accordance with the procedures set under the Public Procurement Act No. 21 of 2004 (Selection and Employment of Consultants) Regulations, 2005.

This is not a request for proposals. After a review of the letters of interest, a short list will be prepared and short-listed firms will be invited to submit their proposals through a letter of invitation including specific Terms of Reference

Interested consultants may obtain further information at the address below from 8.00 am to 4.00 pm Mondays to Fridays inclusive except on public holidays.

Expressions of interest in one original and two copies must be delivered in sealed envelopes to the address below on or before 2.00 pm on 31<sup>st</sup> March, 2009.

The Secretary,  
EWURA Tender Board,  
5<sup>th</sup> Floor, Harbour View Towers,  
Samora Avenue,  
P. O. Box 72175,  
DAR ES SALAAM  
TANZANIA.

**DIRECTOR GENERAL  
EWURA**