



## **TENDER NOTICE**

### **CALL FOR EXPRESSION OF INTEREST**

<b>TENDER NO.</b>	<b>34 OF 2020/2021</b>
<b>NAME</b>	<b>REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR JOB EVALUATION AND GRADING EXERCISE, DEVELOPMENT OF A PERFORMANCE MANAGEMENT SYSTEM AND STAFF TRAINING PLAN</b>
<b>ISSUE DATE</b>	<b>8<sup>th</sup> JANUNARY 2021</b>
<b>CLOSING DATE</b>	<b>5<sup>th</sup> FEBRUARY 2021</b>

#### **PREAMBLE**

The Malkerns Town Board wants to embark on a job evaluation and grading exercise, develop a Performance Management System (PMS) and Training Plan and align it with best practice. These systems will be required to facilitate the attainment of individual and corporate goals and enable the organization to track and monitor the performance of individual employees, departments, and the overall organization. Our culture is supported by an approach that fosters open, honest, and ongoing feedback throughout performance and training period, offers opportunities for rectifying performance shortcomings, and ensures proper, fair, and evidence-based performance appraisal. Amongst other things the consultant will be expected to provide training to managers and staff at different levels on inter alia;

- i. Giving and receiving positive and constructive feedback
- ii. Conducting effective performance dialogues
- iii. Handling difficult performance conversations.
- iv. Identifying employee goals
- v. Identifying and creating new training opportunities to help employees in career development.
- vi. Conduct job evaluation of all positions
- vii. Develop and recommend a model or system for annual salary progression for all salary ranges
- viii. Recommend and describe in detail methodologies to be utilized for the ongoing maintenance of the classification and compensation system



## **INVITATION**

The Malkerns Town Board, a local authority governed by the Urban Government Act 1969, and is based in the Manzini Region of the Kingdom of Eswatini, requires a competent, registered and reputable company for **JOB EVALUATION AND GRADING EXERCISE, DEVELOPMENT OF A PERFORMANCE MANAGEMENT SYSTEM AND STAFF TRAINING PLAN.**

### **1. Information Required From Tenderers**

The Board will require the tenderers to submit the following information alongside the proposals:

- i. A Company profile
- ii. Certified copy of valid Trading License
- iii. Original/Valid Tax Compliance Certificate Certified
- iv. Certified copy of current Labour Compliance Certificate
- v. Certified copy of Swaziland National Provident Fund Certificate
- vi. Certified copy of Form J and Form C (Company Ownership and Shareholding)
- vii. Financial Statements for the past 3 years
- viii. Names and Contacts of at least (3) Reference Customers
- ix. Certified copy of a Certificate of Incorporation
- x. Certified copy of Police Clearance for All company Directors
- xi. Certified copy of proof of Legal Joint Venture (where necessary)

**Failure to submit the statutory documents listed above may cause disqualification of the tenderer.**

### **EOI SELECTION CRITERIA**

- i. Overall completeness of the response
- ii. Experience of service provider
- iii. Experience if key personnel
- iv. Proof of similar work done in the last 3 years

### **SUBMISSION AND CLOSING DATE**

Signed EOI documents must be submitted by placing them in a suitably large envelop which must be sealed and marked **TENDER NO.34 OF 2020/2021- REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES JOB EVALUATION AND GRADING EXERCISE, DEVELOPMENT OF A PERFORMANCE MANAGEMENT SYSTEM AND STAFF TRAINING PLAN.**

The envelop should be deposited in the tender box situated at Malkerns Town Board offices, Mahlanya – Luyengo Road, Portion 59 of Farm 65, Malkerns.

The closing date for the EOI is 5<sup>th</sup> February 2021 at 12:00hrs at Malkerns Town Board offices, MR27, Mahlanya – Luyengo Road, Portion 59 of Farm 65 Malkerns. Late, faxed, emailed, incomplete, telegraphic tenders will not be considered.

It is the responsibility of the tenderers to ensure registration of their proposals on submission. EOI opening will not be publicly opened.



## ENQUIRIES

All enquires must be directed to the following: [enquiries@malkernstownboard.co.sz](mailto:enquiries@malkernstownboard.co.sz) and/or [accounts@malkernstownboard.co.sz](mailto:accounts@malkernstownboard.co.sz)

**The Town Board does not bind itself to accept the lowest or any submitted proposal.**

