

EOI Advert



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ESCOM LTD.

JOB ANALYSIS, EVALUATION AND GRADING IN ESCOM LTD REQUEST FOR EXPRESSION OF INTEREST (EOI No.: HRAD/2009/01)

ESCOM TENDER No.: 18/2009

1.0 INTRODUCTION

The Electricity Supply Corporation of Malawi (ESCOM) Limited is undergoing a number of reforms in a bid to maximize its mandate to Generate, Transmit and Distribute electricity to the Malawi Nation. As part of the reforms, ESCOM Ltd intends to re-evaluate and re-grade various job positions in order to enhance performance of the national electricity supply under its mandate.

2.0 REQUEST FOR EXPRESSION OF INTEREST

ESCOM Ltd now invites Expressions of Interest (EOI) from reputable Firms/Consortiums to undertake the Job Analysis, Evaluation and Grading exercise as detailed in the Description of the Services in 3.0 below.

Firms/Consortiums submitting EOIs shall demonstrate and clearly indicate in their EOIs their technical qualification and capacity to analyse, structure and grade jobs for organisations of similar or comparable size and complexity as well as their financial capacity to handle an exercise of this magnitude. This shall be demonstrated through the provision of company brochures, description of similar exercises conducted, key staffing levels, proposed organisational arrangements for the execution of the exercise. Firms/consortiums shall also submit financial statements related to the company as a whole and also in connection with exercises of a similar nature undertaken in the recent past and any other information the firm might consider relevant to enhance its qualification.

Interested Firms/Consortiums requiring further information/clarifications regarding this EOI can contact:

The Secretary
Internal Procurement Committee
Electricity Supply Corporation of Malawi (ESCOM) Limited
ESCOM House
9 Haile Selassie Road
PO Box 2047
Blantyre
MALAWI

Tel.: (265) (0) 1 822 000
Fax: (265) (0) 1 822 008
Email: gntaila@escommw.com

3.0 DESCRIPTION OF THE SERVICES

It is expected that the tasks under the services will include, but not limited to:

- Review the current structure of ESCOM Ltd to identify major areas of structure deficiency with respect to effective and efficient service delivery in its core business namely, Generation, Transmission and Distribution of power;
- Carry out job analysis and evaluation of the current job positions and grades to determining their relevance to the core business of ESCOM Ltd and support services that are provided to the Corporation;
- Propose and recommend the new job structures, grading and titles that will be consistent with those obtained in commercial entities or organisations providing similar services;
- Develop and implement a plan with measurable milestones;
- Train the Client's Team in management and monitoring of the exercise

4.0 QUALIFICATION FOR EXPRESSION OF INTEREST

Only those firms with the experience and capacity to undertake this exercise may express interest for the proposed consultancy for Job Analysis, Evaluation and Grading. The minimum criteria outlined below, shall be used for the evaluation of Expressions of Interest and short listing:

- Proof of experience in conducting similar exercise within the past 5 years;
- Evidence of registration with relevant Regulatory and Professional Bodies;
- Proof of current financial and technical capacity;
- References of past clients who would certify as to the satisfactory services provided. List to include Address, Fax, Telephone and e-mail address;
- List of personnel and their qualifications that will be engaged in the assignment

Therefore those firms not meeting the above criteria shall not qualify to participate in the Request for Proposals.

5.0 SUBMISSION AND RECEIPT OF EXPRESSIONS OF INTEREST

Expressions of Interest (EOIs), comprising one (1) original and one (1) copy, in sealed envelopes and clearly marked '**Expression of Interest for Job Analysis, Evaluation and Grading Consultancy Services**', shall be submitted to the address shown below by **14:00 Hours on Friday, 04 September 2009**:

The Chairman
Internal Procurement Committee
Electricity Supply Corporation of Malawi (ESCOM) Limited
ESCOM House
9 Haile Selassie Road
PO Box 2047
Blantyre
MALAWI

6.0 TIMELINE FOR REQUEST FOR PROPOSALS (RFP) AND AWARD OF CONTRACT

It is intended to invite for Proposals for the consultancy services from short listed firms by **November, 2009** and have the consultancy services contract awarded by mid **February 2010**.

Note that only those firms who submit Expressions of Interest (EOI) and are subsequently short-listed would be invited to submit Proposals for the Job Analysis, Evaluation and Grading Consultancy Services.