

KEMRI | Wellcome Trust

**KEMRI – Wellcome Trust Research Programme (Centre for Geographic
Medicine Research Centre - Coast**

REQUEST FOR PROPOSAL

**PROVISION OF CAREER PROGRESSION PLAN/GUIDELINES
RFP NO. KWTRP/10/2024**

MAY 2024

2nd May 2024

Dear Sir/Madam,

REQUEST FOR PROPOSAL (RFP) NO. KWTRP/10/2024: PROVISION OF CAREER PROGRESSION PLANs/GUIDELINES

1. Health Research Operations Kenya Limited (HROK), operating as KEMRI Wellcome Trust Research Programme (KWTRP) hereby invites proposals for the provision of assets verification services.
2. This RFP is sent by email to the registered official company email address of the designated recipient.
Bidders are required to acknowledge receipt of the RFP document by return mail.
 - 2.1 On receipt of this RFP please inform us
 - (a) that you have received the letter of invitation; and
 - (b) whether or not you will submit a proposal for the assignment

Important Instructions:

3. The whole RFP document is to be printed, completed, and sealed in a plain envelope clearly marked with the RFP number and title. Each page of the RFP document should be signed/ initialed accordingly.
4. Complete and Sealed tender documents marked with the tender reference number and name “KWTRP/10/2024: PROVISION OF CAREER PROGRESSION PLAN/GUIDELINES” shall addressed to the **Procurement Department P.O BOX 230-80108, Kilifi**, and must be deposited in the tender box located at the **Main gate in KEMRI –KILIFI before 17th May 2024 AT 14.00 HRS or emailed to purchasing@kemri-wellcome.org**
5. Late bids or incomplete bids will **NOT** be accepted under **any** circumstances.
6. Upon the award of the contract to the successful bidder, the service shall be provided with the highest standards of professional and ethical competence and integrity, together with fulfillment of all applicable legal requirements.
7. The service to be provided under this RFP is detailed under the 3rd Schedule (Terms of reference). Any subsequent amendments shall be notified in writing to bidders.
8. RFP **Must** be typed; handwritten bids will not be accepted.

Time table:

10. The bidder is advised to acquaint themselves with the following critical Submission dates.

	EVENT	VENUE	DATE	TIME
1.	Clarification meeting			
2.	RFP Closing	KWTRP Offices	17 th May 2024	14.00Hrs
3.	RFP Opening	KWTRP Offices		Immediately
4.	Pre- contract meeting	KWTRP Offices	TBA	10.00Hrs
5.	Work Commences	KWTRP Offices	TBA	08.00Hrs
6.	Work Completion	KWTRP Offices	TBA	17.00Hrs
7.	Focal person – Senior Human Resource Manager			
8.	Enquiries regarding this Request for Proposal should be directed to Procurement Department on purchasing@kemri-wellcome.org or call 0709983064			

Preliminary mandatory requirements:

11. ALL Bidders will be required to submit their company profile and to satisfy all relevant licensing and/or registration with the appropriate statutory bodies in Kenya. Bidders MUST;

- a) Submit Company; profile
- b) Submit copy of Certificate of Incorporation/ Registration
- c) Submit copies of Valid PIN, VAT certificate
- d) Submit valid Business Permit
- e) Submit current Tax Compliance Certificate
- f) Submit Copy of CR-12 from the Registrar of Companies
- g) Have been in business for a period exceeding ten (10) years
- h) Provide duly signed audited financial statements for the last 3 years (2020, 2021, 2022)
- i) Ensure that the Confidential Business Questionnaire has been duly filled and relevant supporting documentation attached.
- j) Submit a letter from your indicating that you hold the account with them.

Evaluation of Proposals:

12. The proposals will be evaluated in 3 stages, namely:

- a) Preliminary Evaluation/ Determination of Responsiveness (Mandatory requirements)
- b) Detailed Technical Examination (Using the criteria detailed within the scope of work) Including Oral presentation.
- c) Financial Evaluation (Audited financial accounts & pricing)
- d) Supplier Due Diligence

Yours faithfully.

For KEMRI/Wellcome Trust Research Programme

Sadimba Anne
Procurement Department



SCHEDULE I

GENERAL CONDITIONS OF CONTRACT

1.0 GENERAL CONDITION OF CONTRACT

1.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered between KWTRP and the contractor as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to KWTRP under the Contract.
- c) "KWTRP" means the organization sourcing for the services under this Contract.
- d) "The bidder" means the individual or firm providing the services under this Contract.
- e) "GCC" means general conditions of contract contained in this section
- f) "Day" means calendar day

1.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

1.3 Services

- (i) The Contractor shall perform the Services specified in Schedule III, "Terms of Reference and Scope of Service," which is made an integral part of this Contract.
- (ii) The Contractor shall provide all requirements to perform the Services as specified in Schedule III.
- (iii) The Contractor shall submit to KWTRP the relevant reports in the form and within the time periods specified in Schedule III.

1.4 Term

The Contractor shall perform the Services during the period indicated on the invitation to tender or any other period(s) as may be subsequently agreed by the parties in writing.

1.5 Payment

(i) Ceiling

For Services rendered pursuant to Schedule III, KWTRP shall pay the Contractor an amount not to exceed the amount which shall have been established based on the understanding that it

includes all the Contractor's costs and profits as well as any tax obligation that may be imposed on the Contractor.

(ii) Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty (30) days following submission by the Contractor of invoice (s) in duplicate to the KWTRP focal point.

(iii) Price Variation

Contract Price Variation shall not be allowed for contracts not exceeding one year(12months)

Where contract price variation is allowed the variation should not exceed 10% of the original contract price.

1.6. Project Administration

(i) Focal Point

KWTRP designates as the Focal Point, the contact person specified on the invitation to tender. The focal point will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the KWTRP and for receiving and approving invoices for payment.

(ii) Reports

The reports listed in Schedule III, shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made.

1.7. Performance Standards

The Contractor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Contractor shall promptly replace any employees assigned under this Contract that the KWTRP considers unsatisfactory.

1.8. Confidentiality

The Contractor shall not, during the term of this contract and within two years after its expiration disclose any proprietary or confidential information relating to the services, this contract or the KWTRP's business or operations without the prior written consent of the KWTRP.

1.9. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Contractor for the KWTRP under the Contract shall belong to and remain the property of the KWTRP. The Contractor may retain a copy of such documents and software.

1.10. Insurance

The Contractor will be responsible for taking out any appropriate insurance coverage.

1.11. Assignment

The Contractor shall not assign this Contract or sub-contract any portion of it without the KWTRP's prior written consent.

1.12. Law Governing Contract and Language

The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language.

1.13. Dispute Resolution

Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

1.15 Termination for Default

KWTRP may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractors terminate this contract in whole or in part:

- a) If the contractor fails to provide any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by KWTRP.
- b) If the contractor fails to perform any other obligation(s) under the contract
- c) If the Contractor in the judgment of KWTRP has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event KWTRP terminate the contract in whole or in part, it may procure upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to KWTRP for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not to terminate.

1.1.16 Termination of Insolvency

KWTRP may at any time terminate the contract by giving written notice to the contractor if the

contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to KWTRP.

1.2.16 Termination for Convenience

KWTRP by written notice sent by contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

1.2.17 For the remaining part of the contract after termination KWTRP may elect to cancel the service and pay the contractor an agreed amount for partially completed services.

SCHEDULE II - INSTRUCTIONS TO BIDDERS

SCHEDULE II - INSTRUCTIONS TO BIDDERS

2.1 Introduction

2.1.1 KWTRP will select a successful bidder among the invited bidders, in accordance with the method of selection detailed under this section.

2.1.2 Bidders are invited to submit a Technical proposal and a financial proposal in accordance with the instructions to the Request for Proposal.

2.1.3 Please note that;

- (i) The cost of preparing the proposal and negotiating the contract including any visit to KWTRP are not reimbursable as a direct cost of the assignment.
- (ii) KWTRP is not bound to accept any of the proposals submitted.

2.2 Clarification and amendment to the RFP documents

2.2.1 Bidders may request clarification of the bidding documents not later than the date stated in the Request for Proposal. Any request for clarification must be sent in writing by email to KWTRP's address indicated under the Request for Proposal. KWTRP will respond by email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders invited to submit proposals Five (5) days before the closing date.

2.2.2 At any time before the deadline for submission of the proposals, KWTRP may for any reason; whether at its own initiative or in response to a clarification requested by a bidder, amend the RFP. Any amendment shall be issued in by email to all bidders and will be binding on them.

KWTRP may at its discretion extend the deadline for the submission of the proposals.

2.3 Validity and Preparation of proposals

2.3.1 Proposals shall remain valid for **120 days** after date of Proposal opening prescribed by KWTRP, under the RFP. The RFP valid for a shorter period shall be rejected by KWTRP as non-responsive.

2.3.2 In exceptional circumstances, KWTRP may solicit the Bidder's consent to an extension of the period of validity pursuant to clause 2.2 above. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify its proposal.

2.3.3 The Bidder's proposal shall be written in English language.

2.3.4 In preparing the Technical proposal, bidders are expected to examine the documents constituting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.5 Documents constituting the RFP are;

- (i) Request for Proposal

- (ii) General terms and Conditions
- (iii) Instructions to Bidder
- (iv) Terms of Reference
- (v) Confidential business questionnaire form

2.4 Submission, Receipt and opening of proposals

2.4.1 The technical proposal and the financial proposal shall be prepared in indelible ink. Both proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.4.2 Bidder who would wish to send physical copies or Hard copies should ensure that the Technical proposal are placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" and the financial proposal shall be placed in a sealed envelope duly marked "FINANCIAL PROPOSAL. Both envelopes shall then be placed in an outer envelope and sealed. This outer envelope shall bear KWTRP's address and clearly marked "DO NOT OPEN before the date indicated in the Request for Proposal as the deadline for submission. Bidders who intend to Submit their Proposal on email, should submit their technical and financial proposals separately as two(2) attachments.

2.4.3 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the Request for Proposal – Section I. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual bidder unopened.

2.4.4 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee.

2.4.5 Bidding documents must be paginated/serialized. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2,3..... n where n is the last page) **(MANDATORY)**.

2.5 Evaluation of the Proposal (General)

2.5.1 To assist in the examination, evaluation and comparison of Proposals, KWTRP may at its discretion, ask the bidder for a clarification of its Proposal. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.5.2 Any effort by the bidder to influence KWTRP in KWTRP's evaluation process, proposal comparison or contract award decisions may result in the rejection of the bidders Proposal.

2.5.3 The proposals will be evaluated in 4 stages, namely:

- a) Preliminary Evaluation/ Determination of Responsiveness (Mandatory requirements)

b) Detailed Technical Examination (Using the criteria detailed within the scope of work) including oral presentation.

c) Financial Evaluation (Audited financial accounts & pricing)

c) Supplier due Diligence.

2.6 Determination of Responsiveness

2.6.1 This stage of evaluation shall involve examination of the Preliminary mandatory requirements as set out in the letter of Request for Proposal and any other conditions stated in the bid document.

These conditions may include the following (*Preliminary Evaluations*).

(a) Two envelop submission – Technical & Financial Bid (if sent or email, financial bid should be password protected)

(b) Submit Company; profile

(c) Submit copy of Certificate of Incorporation/ Registration

(d) Submit copies of Valid PIN, VAT certificate

(e) Submit valid Business Permit

(f) Submit current Tax Compliance Certificate

(g) Submit Copy of CR-12 from the Registrar of Companies

(h) Have been in business for a period exceeding ten (10) years

(i) Provide duly signed audited financial statements for the last 3 years (2020, 2021, 2022)

(j) Ensure that the Confidential Business Questionnaire has been duly filled and relevant supporting documentation attached.

(k) Submit a letter from your indicating that you hold the account with them.

(l) Memorandum of Understanding/Articles of Association

(m) Attach Power of Attorney...indicating who has been mandated to transact on behalf of the company.

2.6.2 The bidders who do not satisfy any of the above requirements shall be considered Non-Responsive and their proposals will not be evaluated further.

2.7 Detailed Technical Examination

2.7.1 The evaluation committee appointed by KWTRP to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out below.

The Technical criteria that to be used in evaluating the Proposals will be as follows: -

To be eligible for the next stage of Evaluation, bidders must score a minimum of 75 marks and provided a minimum of 50% of the total marks is scored in each of the eight qualifying criteria mentioned below.

2.7.2 Any technical proposal which fails to achieve the minimum score indicated above shall be rejected at this stage and will not proceed to the next stage of evaluation

2.7.3 The evaluation factors used in proposal scoring are described below:

	SUB-CRITERIA	TOTAL SCORE
1. Bidder's Previous Experience	<p>(i) Firms/Consultants to provide a statement of Capabilities and references in a similar project undertaken over the last five (5) years including a brief description of the project undertaken and at least five (5) projects with supporting reference letters from previous/current clients. - 5 marks (1 mark per reference listed).</p> <p>(ii) Copies of contracts/Purchase orders must be attached indicating the values per contract or per Purchase order from five (5) clients - 10 marks (2 marks per reference evidence provided).</p>	15 Marks
2. Key Personnel	<p>Provide the details of the qualification of the principal resource persons to be deployed in the project and must include current curriculum vitae (CVs) and copies of academic and professional certificates. - 10 marks</p> <p>Attach copies of certificates and CVs of the;</p> <p>(a) Team Leader;</p> <p>i. A team leader must have ten (10) years of experience in carrying out similar services - 2.5 marks.</p> <p>ii. A team leader must have a Master's Degree in Human Resources or any other related field - 2.5 marks.</p> <p>iii. A team leader must be a current member of the IHRM - 1 mark.</p> <p>iv. Indicate the number of similar completed projects by the Team Leader. - 2.5 marks</p> <p>v. A team leader must have CHRP or other certification in the relevant field. - 1.5 marks</p> <p>(b) Technical personnel (Minimum of 5 Staff) - 25 marks</p> <p>i. A minimum of five (5) years experience in carrying out similar services - 7.5 marks (1.5 marks per staff)</p> <p>ii. Master's degree in Human Resources or any other related field - 5 marks (1 mark per staff)</p>	35 Marks

	<ul style="list-style-type: none"> iii. Current member of the IHRM - <i>5 marks (1 mark per staff)</i> iv. Indicate the number of similar completed projects by each staff - <i>7.5 marks (1.5 marks per staff)</i> 	
3. Methodology & Work Plan	<p>The Bidder is expected to give a methodology of how the works will be implemented and indicate a work plan for carrying out the assignment.</p> <ul style="list-style-type: none"> i. Methodology indicating the activities and strategies proposed to meet the requirements of the terms of reference or scope of works. - <i>20 marks</i> ii. Work Plan indicating the timelines for undertaking the activities including the total time for completing the assignment. - <i>10 marks</i> 	30 Marks
4. Financial Capability	<p>Financial Capacity to undertake the assignment. Bidders are required to provide duly signed financial audited accounts for the years 2020, 2021, & 2022 - <i>5 marks</i></p> <p><i>N/B: Bidders who will have scored 75% and above on Criteria 1,2,3,5,6, & 7 will advance to the Financial valuation stage (Audited accounts & Pricing).</i></p>	5 Marks
5. Post Implementation on Support and Value Addition	<p>Bidder is required to submit the below;</p> <ul style="list-style-type: none"> i. Follow-up work plan - <i>1.5 marks</i> ii. Dedicated team for support - <i>1.5 marks</i> iii. Other value addition - <i>2 marks</i> 	5 Marks
6. Capacity Building Approach	<p>Bidder required to provide;</p> <ul style="list-style-type: none"> i. A brief on how to train the HR Department Staff and provide guidelines for periodic career progression reviews. - <i>2.5 marks</i> ii. Training Manual and Materials - <i>2.5 marks</i> 	5 Marks
7. Overall Presentation	<p>Based on Technical scores, the successful bidders who have scored more than 70% on the above evaluation criteria (1,2,3,5 &6), will be called for oral presentation of their proposal.</p>	5 Marks
Total		100%

(a) Other factors demonstrated to be in the best interest of the Programme (A good to have feature)

These include other value addition services that the Respondent would offer in addition to those described

above. These will be evaluated based on the value and alignment with Programme's requirements.

N/B

The criteria considered in the evaluation of each proposal follows: (*The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent*).

2.8 Financial proposal and Evaluation

2.8.1 In preparing the financial proposal, if any, the Bidders are expected to take into account the requirements and conditions as outlined in the RFP document. The Financial proposal will therefore be as per the Pricing Schedule.

2.8.2 The Financial proposal, if any, must remain valid for 120 days after the submission date. KWTRP will make best efforts to complete negotiations within this period.

2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e.) whether the bidder has costed all the items in the schedule of prices. The cost of any unpriced items in the schedule of prices shall be assumed to be included in other costs in the proposal.

2.8.4 Proposals determined to be substantially responsive shall be checked for any arithmetic errors in based on the rates and the total sums indicated in the pricing schedule.

2.8.5 Confirmation shall be sought in writing from the proposals whose proposal sums will be determined to have a significant arithmetic error to their disadvantage, to confirm whether they stand by their proposed sums.

2.8.6 The amount stated in the proposal will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the proposal may be rejected

2.8.7 The Financial proposal shall provide the information required under the pricing schedule

2.8.8 The lowest bidder will be allocated the maximum score of 100 and will be invited for negotiations where necessary.

2.9 Negotiations (*where necessary*)

2.9.1 Having selected the winning bidder, KWTRP will hold negotiations with the winning bidder to reach agreements on all points regarding the project and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, proposed methodology and work plan. Special attention will be paid to getting the most economically advantageous bidder that can best offer the service within the available budget and to clearly define the inputs required from KWTRP to ensure satisfactory implementation of the project.

2.9.3 The negotiations will be concluded with a review of the draft contract. To complete negotiations

KWTRP and the selected bidder will initial the agreed Contract. If negotiations fail, the KWTRP will invite the bidder whose proposal achieved the second highest score to negotiate a contract

2.10 Award of Contract

2.10.1 The contract will be awarded following negotiations. After negotiations are completed KWTRP will promptly notify the other bidders that they were unsuccessful.

2.10.2 The selected bidder is expected to commence the project on the date at the location specified by KWTRP.

2.11 KWTRP' Right to accept any Proposals and vary quantities

2.11.1 Notwithstanding clause 10 above, KWTRP reserves the right to accept or reject any proposal, and to annul the RFP process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders on the grounds of KWTRP's action.

2.12 Confidentiality

2.11. Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual bidders who submitted the proposal or to other persons not officially concerned with the process, until the winning individual bidder has been notified that he/she has been awarded the contract.

2.15 Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the programme.

SCHEDULE III – TERMS OF REFERENCE

SCHEDULE III: TERMS OF REFERENCE FOR PROVISION CAREER PROGRESSION PLAN/ GUIDELINES

Background

The KEMRI-Wellcome Trust Research Programme is a partnership between the Kenya Medical Research Institute (KEMRI), Oxford University and the Wellcome Trust. The Programme is well known internationally for its work tackling malaria and other infectious diseases among children and has a broad scope in medical research, carrying out basic laboratory-based research, clinical and community-based studies, health systems and health policy research. The twin overriding aims of the Programme are to conduct research to the highest international scientific and ethical standards on health problems which are major causes of morbidity and mortality in Africa, and to build strong and sustainable national and regional research capacity.

The Programme has its headquarters in the KEMRI Centre for Geographic Medicine Research - Coast (CGMRC) in Kilifi and research groups in Nairobi and Mbale in Uganda. The Programme has a total of approximately 850 employees.

KWTRP is planning to review schemes of service and develop with a career progression plans for all job families in the Programme.

Career management in the Programme has been based on schemes of service, some are not documented, while others are not well documented, are inflexible and have not been reviewed for a long period and thus do not meet current job demands and personal career goals. In the recent past, there have been fundamental reviews of various schemes by the national government and the various professional bodies have also, enhanced their professional requirements.

It is against this background that KWTRP is seeking the services of consultants or a consultancy firm to develop comprehensive career progression guidelines that will provide career guidance to all employees and enhance parity of treatment among the various cadres. It is envisaged that these guidelines will eventually lead to a reduction in employee turnover, heighten employee motivation and satisfaction as well as guide in succession planning.

Objectives

The main objectives of the exercise are:

- i) To develop with career progression guidelines for all job families in KWTRP
- ii) To review and update the existing schemes of service in the Programme
- iii) To work with all departments to enable them to develop with career progression plans.

- iv) To develop the Knowledge, Skills, Attitude and Attributes (KSA) requirements for all jobs in the Programme to clearly distinguish growth from one level to the next

The outcome of the exercise will enable the Programme to facilitate the development and implementation of career progression guidelines.

Scope of Work

To enhance productivity, the Programme intends to commission a consultant or consultancy firm, to develop with a clear career progression plan for all jobs in the Programme.

The Consultant will employ varied approaches and strategies as indicated below.

- a) Review the existing job descriptions and any existing schemes of service
- b) Conduct interviews and consultations with key stakeholders including HR, Operations and Science department heads, and employees to understand job requirements, responsibilities and expectations.
- c) Carry out an analysis of all the roles within the Programme
- d) Train a career progression committee from various departments to form the review of job families in various departments
- e) To review all the job families with the various committees in the departments
- f) Analyze Market data to benchmark roles against the industry standards and ensure a competitive career progression plan.
- g) Provide recommendations for adjustments of job titles, classification, and job requirements levels based on the analysis of the job families
- h) Develop a communication plan to transparently convey career progression plans for the various job families and any resulting changes to employees.
- i) Collaborate with HR to implement the recommended changes and ensure a smooth transition.
- j) Explore options for advancement, including promotions, lateral moves, and skill development programmes.

Outputs / Deliverables

The key expected outputs/deliverables of the exercise will be: -

- a) Concept paper on career progression guidelines
- b) Inception report on the assignments with detailed finalized work plans.
- c) Comprehensive career progression report detailing the methodology used, analysis results for each job and recommendation for adjustments.

- d) Benchmark analysis comparing internal job roles to relevant external market data including the organization structure.
- e) Assimilation Report for the various job families.
- f) Communication plan outlining how outcomes of the career progression plans will be communicated to the staff.
- g) Implementation plan with timelines, milestones and responsibilities clearly defined.
- h) A career progression Manual for use by the Programme
- i) A career progression process guideline/framework for future review of job families
- j) To provide a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent employees at the Programme.
- k) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable an employee understand the requirements and demands of their job.
- l) To establish standards for recruitment, training and development, and advancement within the career structure on the basis of knowledge, competence, merit, experience and ability as reflected in work performance and results.
- m) To ensure appropriate career planning and succession management
- n) A Comprehensive Manual with all the jobs in the Programme.
- o) Guidelines for promoting diversity, equity, and inclusion in career progression.

Duration

The career progression analysis and review is expected to take two (2) months from the date of the award and signing of the contract by both parties.

Confidentiality statement

All data and information received from KEMRI-Wellcome Trust Research Programme for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the KEMRI-Wellcome Trust Research Programme.

SCHEDULE IV – PRICING

4.0 SCHEDULE IV - PRICING SCHEDULE FOR PROVISION OF CAREER PROGRESSION PLANS/ GUIDELINES

4.1 The amount specified in the Pricing Schedule shall be the full and complete compensation to the trainer for the service. The rates specified shall be fixed for the contract duration or extension thereof. All rates are based on the service provider’s anticipated costs for providing the manpower and specialized services resources specified in the Scope of Work and Specification - Schedule III. Whereas the service providers are free to enter rates in the Pricing Schedule for various activities as they may find justified, KWTRP reserves the right to seek clarification on the markup of rates, prices, or lump sums which are judged to be overstated. Overstated prices are those considered to be beyond 10% of the programme counter estimate.

4.2 KWTRP counter estimates are based on universal statistics and public sources, and accepted as reflective of market levels

4.3 If clarifications are not forthcoming or are found to be unsatisfactory, KWTRP shall have the right to reject such rates, prices or lump sums, and expunge them from the proposal. KWTRP shall be entitled to demand clarification on such rates, prices or lump sums, irrespective of whether the bidder is lowest or not. Such information shall be *strictly confidential*. If the bidder fails to amend or justify such rates or prices, KWTRP shall reserve the right to reject the entire bid.

4.4 All prices shall be inclusive of value-added tax where applicable. Total Cost will be subjected to 5% withholding tax.

4.5 Payment will be made by bank transfer to an account provided by the contractor 30 days after the date of invoicing.

4.6 The quotation based on Lump-sum payment for Terms of Reference detailed in Schedule III will be in the following format;

Item Description	Amount	Total amount
Provision of Career Progression plans/guidelines		
SUB TOTAL		

Additional costs (<i>Indicate nature of costs</i>)	
TOTAL COST	

Amount in Words: _____

The offer is valid until: 120 Days after submission date

Bidder's signature and rubber stamp: _____ Date: _____

For KWTRP USE
(*Opened By*)

Procurement

Finance

User Department