



EXPRESSION OF INTEREST (EOI)

PROCUREMENT OF CONSULTANCY SERVICES

**FOR HR CONSULTANT TO UNDERTAKE A REVIEW OF
THE CORPORATION'S STAFFING RESOURCE**

PROCURING ENTITY:

SEYCHELLES BROADCASTING CORPORATION

February 2020

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INVITATION for EXPRESSION of INTEREST

PROCUREMENT OF CONSULTANCY SERVICES FOR HR CONSULTANT TO UNDERTAKE A REVIEW OF SBC'S STAFFING RESOURCE

The Seychelles Broadcasting Corporation is seeking the expertise of a qualified HR Consultant and/or a Consultancy firm, locally or internationally, to provide consultancy services in the field of human resources.

This exercise is expected to provide an independent analysis of pay and benefits, a review of the schemes of service and related documents such as job descriptions and contracts, provide advice on optimal staffing levels with regards to the operational needs and strategic objectives of the Corporation.

Further details on the scope of work are provided in the Terms of Reference within the Expression of Interest (EOI) document.

The Expression of Interest (EOI) document contains:

- Background and Objective of the Consultancy
- Terms of Reference
- Instructions to Consultants, which includes Submission Requirements, Qualification Criteria, and Evaluation Criteria

The timeframe for the consultancy will not be more than six months upon receipt of the letter of acceptance.

The Consultant must have:

- Relevant training and qualifications in Human Resources Management or related field
- Consultancy experience at organizational level with proven effectiveness and a credible portfolio.
- Possess excellent research and analytical skills

The EOI Document can be collected from CEO Secretariat Office, Seychelles Broadcasting Corporation Headquarters, Hermitage, Mont Fleuri as from **Friday 21st February 2020 to Monday 02nd March 2020** from **9am to 3pm** or alternatively emailed to hr@sbc.sc.

Applicants must place their submissions in a sealed envelope, with caption "**EOI; HR CONSULTANT**", and to be hand delivered to the CEO Secretariat Office, Seychelles Broadcasting Corporation Headquarters, Hermitage, Mont Fleuri or emailed to HR@sbc.sc **before 3.00 pm on Friday 06th March 2020**.

No responses will be accepted after the deadline.

Applicants meeting the qualification criteria shall be shortlisted.

Bid document will be subsequently issued to the short-listed applicants.



SEYCHELLES BROADCASTING CORPORATION

P.O.Box 321, Hermitage, Mahe, Republic of Seychelles
Tel: (+248) 4289 600, Fax: (+248) 4225641, Email: ceo@sbc.sc

Please address all correspondence to the Chief Executive Officer

[21st February 2020]

Letter of Invitation for Expression of Interest

Dear Sir/Madam,

The Seychelles Broadcasting Corporation (SBC) is inviting Expression of Interest (EOI) from qualified and experienced consultants or consultancy firms to provide **“Consultancy Services to undertake a Review of the Corporation’s Staffing Resource”**

Please find enclosed the EOI Document which contains the following;

1. Background & Objective of the Consultancy
2. Terms of Reference
3. Instructions to Consultants

You must submit your responses in sealed envelopes in prescribed format to CEO Secretariat Office, Seychelles Broadcasting Corporation Headquarters, Hermitage, Mont Fleuri or emailed to HR@sbc.sc by **3.00 pm on Friday 06th March 2020**.

Queries, if any, must be referred in writing to the undersigned.

Yours faithfully,

Savinia Barra
Senior HR Officer

Phone: +248 4289698
Email: hr@sbc.sc

EXPRESSION OF INTEREST FOR HR CONSULTANT TO UNDERTAKE REVIEW OF SBC STAFFING RESOURCE

The Seychelles Broadcasting Corporation is seeking the expertise of a qualified HR Consultant and/or a Consultancy firm, locally or internationally, to provide consultancy services in the field of human resources.

1. Background:

The present schemes of service for SBC employees were last updated in October 2015. A review at this point in time is both timely and apt.

The issue relating to Scheme of Service and Benefits has also been discussed extensively within the SBC Board, and recently within the National Assembly. Both bodies are insisting that we give utmost priority to this exercise, which will help address on-going staffing dissatisfaction, whilst feeding into and support the Corporation's strategic endeavours.

2. Objective:

The exercise is expected to provide an independent analysis of pay and benefits, a review of the schemes of service and advice on optimal staffing levels with regards to the operations needs and strategic objectives of the Corporation.

3. Terms of Reference (TOR):

The review will achieve the following:

1. **A Comprehensive Human Resource Review**
2. **A Fundamental Pay Review**

Tasks and Outcomes:

1. **Conduct a Comprehensive Human Resource Review and make recommendations accordingly**
 - a. Establish current and medium-term manpower needs in line with the objectives and strategic plans of the organization.
 - b. Review existing organizational structures, lines of authority and functional effectiveness of same.
 - c. Identify skills gaps and draw up training plans for existing staff to improve quality and quantity of service delivery.
 - d. Review job descriptions to ensure that they are consistent with the duties of the posts.
 - Conduct a detailed job analysis resulting in design of job specifications with orientation towards clear targets and outputs.

- e. Design an effective performance appraisal system with measurable performance indicators.
- f. Assess current outputs and performance levels in line with managerial and public expectations.
- g. Assess employee empowerment and motivation levels and suggest ways to improve.
- h. Review and advise on existing HR Policies & Procedures and make recommendations for improvements
- i. Establish guidelines for effective change management.

2. Conduct a Fundamental Pay Review and make recommendations accordingly

- a. Undertake a comprehensive job evaluation exercise to revalidate salaries, allowances, bonuses and schemes of service
- b. Establish relative value and monetary worth of all jobs in the organization, and benchmark these against public and private sector pay and benefits.
- c. Formulate new schemes of service where necessary.

The timeframe for outcome on the above tasks and outcomes, which must be within six months upon receipt of the letter of acceptance.

INSTRUCTIONS TO THE CONSULTANTS

1. Submission requirement

Please include the following documents, (as appropriate for Business or Individual):

- Letter explaining your motivation and why you are suited for the role
- Portfolio: Document showing proof of working on projects of similar nature
- At least two written references from previous clients
- A copy of your Business Registration Certificate
- Full Curriculum Vitae
- A copy of National Identity Card and/or Passport
- Document showing proof of relevant training and qualifications in Human Resources or related field

2. Qualification Criteria:

The successful candidate must:

- Have relevant training and qualifications in Human Resources Management or related field
- Have Consultancy experience at organizational level with proven effectiveness and a credible portfolio.
- Possess excellent research and analytical skills
- Deliver high quality and timely work outputs.

3. Evaluation Criteria and Method of Evaluation of the EOI:

Evaluation will be based on the following:

- Good track record of quality outputs and timely delivery
- Competencies of the individual (qualifications, experience and knowledge in coordinating surveys and using statistical software)
- Tangible evidence of quality outputs

4. Response:

Bidders must ensure that their Bid response is submitted as per the “**APPLICANT’S EXPRESSION OF INTEREST RESPONSE–FORMAT**” in Annex 1

5. Conflict of Interest:

- A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful.
- Actual and potential conflicts of interest must be declared by a person involved in the Bid process.
- Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Seychelles Broadcasting Corporation, detailing the conflict in writing as an attachment to this Bid.
- There must be no direct relationship between the Bidder, Procurement Officer and Project Officer.
- There must not be any disclosure of confidential information prior to and during the bidding process.
- The Bidding documents will be opened and discussed by the Bid Evaluation Committee in a transparent manner.

6. Condition under which the EOI is issued:

- Deviation from the Terms of Reference will not be accepted.
- The EOI is not an offer and is issued with no commitment.
- The SBC reserves the right to withdraw the EOI and or vary any part thereof at any stage.

7. Last date of submission of EOI:

The last date of submission of EOI is 3.00 pm on Friday 06th March 2020.

Annex 1

APPLICANT'S EXPRESSION OF INTEREST – FORMAT

The Chief Executive Officer
Seychelles Broadcasting Corporation
Hermitage
Mont Fleuri
P.O. Box 321

Sub: Submission of Expression of Interest “Consultancy Services for HR Consultant to undertake a Review of the SBC’s Staffing Resource”

Dear Sir

In response to the Invitation for Expressions of Interest (EOI) published on for the above purpose, I/we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents:

1. Letter explaining motivation and suitability for the role
2. Portfolio: Document showing proof of working on projects of similar nature
3. Updated CV and Related Experience
4. At least two written references from previous clients
5. License (if applicable)
6. Tax Identification Number (TIN)
7. A copy of Business Registration Certificate (if applicable)
8. A copy of National Identity Card and/or Passport
9. Document showing proof of relevant training and qualifications in Human Resources or related field

Having examined the details given in EOI Notice and EOI document for the above project;

- a) I / We hereby certify that all the statements made, and information provided and accompanying statements are true, complete, accurate and correct.
- b) I/we acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by SBC might result in the rejection of our application or any other administrative sanction by SBC.
- c) The Seychelles Broadcasting Corporation may verify any statements which I made in this application.
- d) I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- e) I / We also agree that SBC or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.

Yours faithfully,

Signature of the applicant

[Full name of applicant]

[Date]