



Salaries & Remuneration
Commission

REQUEST FOR EXPRESSION OF INTEREST

SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF A JOB EVALUATION SYSTEM SRC/EOI/JE/09/2019-2020

1. Background

The Salaries and Remuneration Commission is established by the Constitution of Kenya 2010 with the mandate to set and regularly review the remuneration and benefits of all State Officers; and advise the national and county governments on the remuneration and benefits of all other public officers. Section 12 (1) of SRC Act of 2011 requires the Commission to further be guided by the principle of equal remuneration for work of equal value. Consequently, the Commission undertakes Job Evaluation for State Officers and other Public Officers jobs to determine the relative worth of jobs for each institution.

In the 1st Job Evaluation exercise, the Commission used the Paterson Job Grading Philosophy, which has been widely applied with great success globally to band Public Service jobs. Role Value Index (RVI), Tuned Assessment of Skills and Knowledge (TASK) and REMeasure JE systems were used to evaluate jobs and thereafter, correlated to Paterson for purposes of job grading/banding. The three (3) systems are point factor based, developed using the same principles which are: Accountability; Decision Making; Impact; Working Conditions; Responsibility; Job Knowledge; Managerial Skills; Independent Judgment; Interpersonal Skills; and Problem solving. The factors for each unique job were clustered in the following three (3) broad factors:

- (i) **Input** – The minimum requirements for a job holder to be able to effectively deliver on job;
- (ii) **Process** – The process a job holder follows in execution of their job; and
- (iii) **Output** – The impact the job holder's responsibility at different levels.

Since the systems are based on the same principles, they can be correlated.

The Commission formulated its 2nd Strategic Plan for the period 2019 - 2024 and focuses its efforts in delivering on its mandate through mainstreaming Information and Communication Technology (ICT) through development of a Job Evaluation (JE) System.

The Commission therefore, invites interested, bidders who have competency, experience and capacity to carry out the assignment.

2. Objective of the Assignment

The objective of the assignment is to supply, deliver, install, test, commission and maintain a JE System which will be responsible for the following:

- (i) Assess comparable and relative worth of the jobs indicated under the scope of work;
- (ii) Provide criteria for classifying the jobs; and
- (iii) Provide a rationalized, harmonized, and equitable job-grading structure.

The Commission is seeking for reputable firm(s) or consortium (vendors) that has competency, experience and capacity to develop a JE system. Vendors will be evaluated in terms of Functionality and Technical Expertise and the best fit vendor shall be identified.

3. Expected Deliverables

- a) Inception Report giving a detailed understanding of the assignment;
- b) A detailed work plan with the resource requirements schedule/ Roadmap for Implementation;
- c) "As Is" JE System document;
- d) "To be" JE System document;
 - i. User requirement analysis document
 - ii. System analysis document
 - iii. Business processing Maps
- e) Implementation and full operationalization of an JE system focusing on high corporate level risks
- f) Develop a Gap Analysis Report arising from the Commissions' system requirements;
- g) Design, develop and implement a JE system;
- h) Working with senior management and process owners in aligning the process maps of a JE system
- i) Inbuilt SRC's JE factors onto system;
- j) Production of JE system demo;
- k) Training of key staff and Officers on JE system;
- l) Supply of Servers and back-up components;
- m) Pilot Testing;
- n) Data Migration;
- o) Documentation and Training;
- p) Source Code handover
- q) Go-Live and Commissioning.

4. Requirements

A detailed company profile attaching the following:

- (i) Certified copies of company Certificate of incorporation
- (ii) Valid Tax compliance certificate
- (iii) Signed CV's of Software Developers including the lead consultant
- (iv) Evidence of having completed similar engagement/assignment for a public organization with a staff establishment of not less than one hundred employees (attach five reference letters from public organizations for projects completed during the past 3 years)

5. Shortlisting

A shortlist of qualified firms will be compiled based on their responsiveness to the requirements as listed under Part 4 above and only responsive firms will be invited for submission of Request for Proposal which will include submission of technical and financial proposal through a Letter of Invitation including Specific terms of reference.

6. Duration

The assignment is expected to take not more than thirty eight (38) weeks from the date of commencement.

Further details on this EOI advertisement can be accessed through the following websites:- www.src.go.ke, <https://tenders.go.ke/website/>

The completed expression of interest and accompanying documents must be submitted enclosed in a plain sealed envelope clearly marked 'SRC/EOI/JE/09/2019-2020: 'SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF A JOB EVALUATION SYSTEM' and deposited in the Tender Box at Williamson House 6th Floor, 4th Ngong Avenue, or posted to:-

The Commission Secretary
Salaries and Remuneration Commission
P.O Box 43126-00100 NAIROBI

The deadline for the expression of interest is **19th November, 2019 at 12.00 Noon Kenya time**. The EOI's submitted later than the indicated closing date and time shall be automatically disqualified. Opening of the submitted Expressions of Interest will take place immediately on the same date in the meeting room on the 6th Floor, Williamson House immediately after the closing time and firms or their representatives are allowed to witness the opening.

This EOI does not entail any commitment on the part of SRC, either financial or otherwise. SRC reserves the right to accept or reject any or all EOIs without incurring any obligation to inform the affected applicant(s) of the grounds.