Consultancy - Review existing grading, compensation and organogram

REQUEST FOR PROPOSALS

RFP20-007-consultancy – Review existing grading, compensation and organogram

Procurement Section
0097143046331
Procurement@biosaline.org.ae

The International Center for Biosaline Agriculture (ICBA) is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.
I. GENERAL INFORMATION

1.1 Purpose of the RFP
This Request for Proposals (“RFP”) is an invitation to prospective bidders with experience and expertise to:
- Conduct a review of the existing grading structure and salary scales at ICBA.
- To review and propose a robust organization chart to ICBA.

1.2 Who may Respond
HR Consultancies with expertise in developing organization frameworks and compensation structures.

II. Instructions to Bidders

Bidders are requested to read the bidding document carefully to be able to submit a complete proposal. In submitting the proposal, bidders must follow all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal.

2.1 Deadlines

| Deadline for requesting clarifications and meetings | March 18th, 2020 |
| Deadline for submission of proposals | March 23rd, 2020 |

2.2 Submission of Proposals
Proposals must be submitted in sealed envelopes at ICBA’s reception or electronically through ICBA’s procurement portal: https://procurement.biosaline.org/

2.3 Proposal Contents

Experience/Qualifications

- The bidder should describe their HR experience in developing grading structure with compensation benefits, expertise in organization review and design.
- Experience advising clients conducting similar programs and government funded services
- Experience advising non-profit organizations.

The proposal shall be submitted inclusive of:

a. A company’s valid trade license and VAT Registration Certificate.
b. Each bidder must provide a summary statement outlining the company’s history and experience, including experience within the last three years.
c. The bidder should describe its organization, size, structure, areas of expertise and office locations(s)
d. Each bidder shall certify that it has the financial capacity to provide services outlined in this RFP and there is not
any pending litigation, bankruptcy proceedings or financial events against the organization that may impact its financial capacity.

e. At least 3 client references including clients similar to ICBA. References will be contacted as part of the selection process. References should include the contact name, title, company/organization, address, email and phone number.

2.4 Validity of proposals

Proposals must remain valid and open for the acceptance of ICBA for 90 days from the RFP’s closing date. Proposals specifying a shorter acceptance period will be considered as non-responsive proposals.

2.5 Incomplete and Late offers

Incomplete and late proposals will not be accepted. It is the bidder’s responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.

2.6 Inquiries

Bidders may submit questions in writing before the deadline stated in the table of deadlines.

Contact person:    Ms. Zareen Nyambura
                  Procurement Assistant
Tel. no:                00971 4304 6331
Email:                  procurement@biosaline.org.ae

Any clarification issued by ICBA will be communicated in writing to all the bidders before the date stated in the table above.

No further clarifications will be given after the stated date.

Note: Any clarification issued by ICBA will be communicated in writing to all the bidders and will be published on ICBA’s procurement portal: www.procurement.biosaline.org

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding process.

2.7 Alteration of proposals

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

2.8 Eligible Bidder

Bidders considered eligible to submit proposals are defined as follows:

• An entity/organization that is legally registered to do business in the UAE and can provide a valid certificate of legal registration/trade registration license.
• A bidder must have the technical and financial capacity to fulfil this contract successfully.

2.9 Costs for preparing proposals

Under no circumstances will ICBA be liable for any costs incurred in connection with the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

2.10 Clarification
During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications regarding the submitted proposal.

2.11 Evaluation of proposals

The proposals will be reviewed and evaluated based on the following criteria:

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<thead>
<tr>
<th>Range</th>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Non-Price</td>
<td>70% Qualification and experience in undertaking similar engagements</td>
<td>40%</td>
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<tr>
<td></td>
<td>30% Reference from Clients</td>
<td>30%</td>
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<tr>
<td>Price</td>
<td>30% Competitive Price</td>
<td>30%</td>
</tr>
</tbody>
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2.12 Amendments

During the proposal submission period, if ICBA decides to modify/change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

2.13 Confidentiality

The entire evaluation procedure is confidential, and all proposals are for official use only and may not be communicated to the bidders or any party other than ICBA.

2.14 Bid Cancellation

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

2.15 Discussion/Negotiation

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

2.16 Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA’s needs. Please note that an award letter is not a contract and can be withdrawn at ICBA’s sole discretion. If the selected bidder fails to accept the award after receiving the notification from ICBA, ICBA has the right to award the contract to the next best bidder.

2.17 Bidder Responsibility

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or provision of the services.
• To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and other related documents.

2.18 Governing Law and Language

This bid is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bidding document and all notices pursuant to the provisions thereof shall be in English. The commercial proposal shall be submitted in AED.

III. SCOPE OF SERVICES

The work to be undertaken by the consultancy provider in the preparation of output/deliverables should include, but not limited to:

- Interview senior Management
- Provide initial findings
- Review existing compensation packages and organization chart of similar organizations and conduct a comparative study
- Propose a revised grading scale with detailed breakdown of compensation, benefits and personal growth
- Propose a revised organizational chart
- Propose a competency framework
- Implementation plan for the revised changes
- Presentation for the management
- Conduct a comparative study for similar organization in Uzbekistan