

REQUEST FOR EXPRESSION OF INTERESTS (EOI) FOR CONSULTANCY SERVICES FOR CONDUCTING JOB EVALUATION

TENDER REF NO: GDC/HRPS/EOI/019/2016-2017

1.0 INTRODUCTION

Geothermal Development Company (GDC) is 100% state-owned corporation registered under the Companies Act (CAP 486); it was incorporated in 2008 as a special purpose vehicle to accelerate the development of geothermal energy in Kenya. GDC falls under the Ministry of Energy & Petroleum (MoE&P). The Company has offices in Nairobi, Naivasha and Nakuru towns with most of its operations within the Menengai Caldera in Nakuru. Drilling operations are set to begin in the North-Rift areas of Baringo County.

2.0 SCOPE OF THE ASSIGNMENT

The company intends to engage a consultant for the provision of Consultancy Services for Job Evaluation and Skills Audit for GDC with an objective of undertaking a complete review and evaluation of both the management and lower cadre Jobs to ensure alignment of the structures, functions, grading and salary structures, taking into account the basic concept of equal pay for equal value of work as well as address any inequities and disparities in similar job functions.

The Consultant will conduct the following:

- Review information on the organizational structure, grading structure and functions of each department/region/unit;
- Analyze jobs in the management and lower cadre grades within the GDC workforce and determine the grade level of the job and compare functions carried out by those in similar jobs and corresponding responsibilities in the different departments/regions/unit;
- Interview samples of position holders, supervisors and managers;
- Prepare a full report on the review including findings, recommendations and implementation plans;
- Identify and recommend addition scope for further actions;

3.0 QUALIFICATION REQUIREMENT

The Geothermal Development Company (GDC) now invites eligible Consultants to indicate their interest in providing this Service. Interested Consultants must provide information indicating that they are qualified to carry out the task. Consultants may constitute joint-ventures to enhance their chances of qualification. Interested consultants are required to submit applications in English language with the following specific information:-

- a) A brief profile of the Consultant/Firm including description of the Firm or Consortium firms;
- b) Evidence of registration/incorporation in the domicile country (Articles and Memorandum of Association, Certificate of Incorporation, Joint Ventures Agreements etc.);
- c) A description and evidence of relevant experience in carrying out at least three (3) similar assignments in the last five (5) years including names, contact details and references of the clients;
- d) Availability of appropriate skills among staff, provide CVs of at least three (3) key staff proposed for the assignment;
- e) Provide a Valid Tax Compliance Certificate;
- f) Provide audit accounts for the last two (2) years.

Only firms shortlisted under this procedure will be invited to submit their technical and financial proposals.

Interested consultants may obtain further information in writing at the address below during week days.

Manager, Supply Chain
Geothermal Development Company Limited
Kawi House, South C Bellevue,
P. O. Box 100746-00101
Nairobi, Kenya

dkyaka@gdc.co.ke & pkapto@gdc.co.ke and copied to: myunus@gdc.co.ke

The responses to the EOI clearly marked “**GDC/HRPS/EOI/019/2016-2017 - Expression of interests (EOI) for CONDUCTING JOB EVALUATION**” should be addressed to:

THE MANAGING DIRECTOR & CEO,
GEOTHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746-00101
NAIROBI

and deposited in the tender Box provided on the Ground Floor, Kawi House Office, **not later than 30th September 2016 at 2.00PM (1400Hrs).**

The applications will be opened immediately thereafter in the presence of firms representatives who choose to attend at Kawi House Ground Floor Boardroom.

Late applications will not be accepted.

MANAGER, SUPPLY CHAIN