TERMS OF REFERENCE FOR REVIEW OF RCMRD PERFORMANCE MANAGEMENT SYSTEM

1. Background

The Regional Centre for Mapping of Resources for Development (RCMRD) was established in Nairobi, Kenya in 1975 as a sub-regional institution to provide services to member States in the fields of surveying, mapping, remote sensing, Geographical Information System, Global Positioning System and in natural resources and environmental management. Under this mandate, the Centre has a significant role to play in promoting the development of geo-information and allied information communication technologies; timely provision of data and information; and building of capacity of member States in the application of geo-information so as to achieve sustainable development.

2. Rationale for the Review of RCMRD Performance Management Systems

RCMRD has been implementing a Performance Management System for its staff from 2011 with a few changes made to its components over the years. In addition, it has also implemented a Performance Evaluation System for its Director General from 2015. The two systems have the main objective of ensuring that staff performance is well guided and coordinated to address the strategic objectives of the organization. The Performance Management Systems are linked to the Strategic Plan through Individual Work Plans and Centre wide Annual Work Plans.

Over the years it has become necessary to re-examine the two systems for purposes of continuous improvement by refining the former through benchmarking with similar systems from kindred organizations. Regarding the system for the DG, it has always posed challenges using it. As a result, the RCMRD Governing Council determined that it needs to be reviewed for ease of use. Again, both systems have to be in tandem with the Vision 2050 and Strategic Plan 2023-2026. There is also an element of customizing the main PMS to fit the purposes of various professions such as teaching staff.
3. **TORs for the Review of RCMRD Performance Management Systems**

The review exercise will specifically address the following: -

a) Examine the effectiveness of the current systems.
b) Identify gaps in the systems.
c) Propose changes and improvements.
d) Benchmark with similar systems employed by similar organizations.
e) Customize the PMS to apply to Lecturers and other staff.
f) Simplify the DG’s Evaluation System to make it user friendly and simple to use.
g) Refine the systems to internationally recognized system which are easy to use like balanced scorecard, KPI etc

4. **Duration of the Assignment**

The duration of the assignment will be **Three (3) months.**

5. **Approach**

The consultant shall specifically undertake the following: -

a) An inception report prepared before beginning a full review exercise. The inception report will detail the Consultant’s understanding of the assignment, as well as proposed methods, tools, sources of data and procedures intended to answer each review question. The inception report should also include the full scope, a proposed schedule of tasks, activities, timelines, deliverables and key issues.
b) Conduct Literature Review on RCMRD and relevant documentation to the exercise.
c) Conduct consultations with various levels of staff.
d) Carry out benchmarking with relevant organizations on the systems employed.
e) Deliver two refined systems.
f) A final report delivered within the agreed time frame.

6. **Consultants Qualifications**
Eight years’ experience in Human Resource Management with emphasis on Performance Management. Key staff should be in possession of MSc. in Human Resource Management or related field and proven experience in Human Resource Management of not less than Five (5) years or BSc. in HRM or related field with Eight (8) years’ experience. Proven experience in developing Performance Management or Appraisal systems is a requirement.

7. Technical Evaluation

Will be based on the following:

a) Mandatory Requirements (0 marks)
   - Certificate of incorporation
   - Tax compliance

b) Technical evaluation (70% of overall score)
   - Firm experience as shown by number of years in HR consultancy and professional membership of the firm (5 marks)
   - List of (5) current and/or previous Corporate Clients (Attach Evidence LSO, copy of contract or completion certificates or recommendation letters in client’s letterhead) each reference should have amount, the task and a contact person. NB client can contact the reference sites without informing the bidder. (35 marks)
   - List of five (5) key professional staff and specify their portfolios/tasks, attaching their CVs, copies of academic and professional certificates including professional membership of the professional staff. (30 marks)
   - Methodology of carrying out the assignment indicating any tools that will be used. (20 marks)
   - Workplan indicating all activities, their duration and deliverables. (10 marks)

NB: Bidders must possess the necessary professional and technical qualifications and competence, managerial capability, reputation, and the personnel to perform the contract. They should also have legal capacity to enter into contracts and that they have continuously fulfilled obligations to pay taxes and social Security contributions.

c) Financial evaluation shall comprise 30% of the overall combined score.

d) Additional Information:
   - The Consultant should give the following information in their Proposal:
     - Fee in KES.

This tender is open to qualified consultants only. Please submit the proposal according to the specifications listed in 3 and 5 above.

8. Submission details

The deadline for submission of the bids is **18th March 2024 at 10:00AM**. Bid documents will be submitted through rcmrd e-procurement portal titled REVIEW OF RCMRD PERFORMANCE MANAGEMENT SYSTEM

The financial proposal must be submitted as a separate document from the technical proposal documents.

All applications should be made on the eProcurement portal [https://eprocurement.rcmrd.org](https://eprocurement.rcmrd.org) a link for the same is available at [https://www.rcmrd.org/tenders](https://www.rcmrd.org/tenders).

For the prequalified supplier please log in with the registered email and for those not prequalified create new account.

For any inquiries or clarifications please send an email through the procurement@rcmrd.org and copy rcmrd@rcmrd.org at least two days before the tender submission deadline.

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**THE DIRECTOR GENERAL**

**REGIONAL CENTRE FOR MAPPING OF
RESOURCES FOR DEVELOPMENT**

Kasarani Road, P. O. Box 632-00618 Thika Road, Nairobi, Kenya

Tel: +254 020 2680748/2680722

Mobile: +254 723 786161/735 981098

Website: [http://www.rcmrd.org](http://www.rcmrd.org)

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Sample matrix for the summary of experience of the firm.

LPO/LSO, Contract, recommendation letter, award letter copy should be attached individually and then summarized in the table below.

NB: Supplier are encouraged to design a sample tables to fill in the required details
## Sample matrix of summary of the experience of the proposed project team

<table>
<thead>
<tr>
<th>Name of the Team member</th>
<th>Proposed designation/position</th>
<th>Company description of a project or Position</th>
<th>Start and End date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

## Sample matrix of summary of the qualification of the project team

<table>
<thead>
<tr>
<th>Start and end Date</th>
<th>Level or type of qualification e.g. degree, diploma, professional/technical, certification or membership</th>
<th>Training professional institution or Level of qualification</th>
</tr>
</thead>
<tbody>
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