

Request for Proposal (RFP) for the selection of an HR Consulting Firm to Provide services relating to the implementation of Job Evaluation process through the analysis of existing job descriptions and, developing positions' requirements-based Training Plan.

Objectives and Scope of Services

The purpose of this Request for Proposal (RFP) is to solicit offers from various Consulting Firms to assist AFCAC to:

- Analyze, evaluate and classify the positions (and not the employees) within the organization according to their importance and level of contribution.
- Identify training needs and develop a budgeted training plan in accordance with the strategic directions and developments envisaged by the organization, while referring to international standards and best practices.

2. Elements of the Proposal

A proposal must be specific and include the following key requirements in order to be able to successfully execute this assignment.

A. Human Resources Management

The Firm must have experience in the development and implementation of human resources policies and procedures at an international level; in a multi-national and multi-cultural working environment; and experience in the development and implementation of HRM strategies, policies, procedures within an international organization of the United Nations Common System.

The Firm is to demonstrate the capability to develop a training plan which aims at securing job retention skills, or acquiring knowledge and developing new skills of staff members; which entails creating the link between the skills available within the organization and those that will need to be mobilized to meet the strategy deployed by AFCAC.

B. Project Management

The proposal must demonstrate the capability to assure that the execution of the assignment will be efficiently managed and coordinated. This should include guaranteeing that reports to AFCAC are submitted according to the schedule. It must also show the competence and safeguards to ensure that the project is run and completed within schedule and conforms to AFCAC requirements.

Therefore, the Lead Consultant of the Firm must possess relevant advanced level university degree (Masters' degree or academic equivalent), preferable in Management/administration, project management or business administration. In addition, the Lead Consultant of the Firm must have held leadership position/s human resource management in either a Civil Aviation Organization, the African Union Commission, the United Nations or ICAO or conducted studies on Human Resource Development for a minimum period of ten (10) years.

He / She must also have extensive know-how in leading job assessment exercise, comprehensive methodology including information gathering, choice of evaluation criteria, weighting, assessment and job classification, which integrates with other HR processes such as recruitment, training and development, and performance management. Experience in project management should also be demonstrated.

C. Experience of Bidder

The Bidder, through its written proposal, will need to describe its approach to delivering the Services, demonstrating appreciation of the key issues and AFCAC Secretariat for achieving the objectives and having an appropriate methodology and work plan for delivering the Services in the specified timeframes.

The Bidder will also need to provide evidence of ability and experience to undertake the specified objectives in this Request for Proposal, including:

- evidence of a breadth and depth of knowledge of aviation related human resources structure projects and activities;
- experience working broadly with aviation regulatory bodies and familiarity with human resources restructuring;
- knowledge of typical international organization's staff service code preferably ICAO, UN related Agencies and the AUC.

3. Clarification and Amendment of the RFP

3.1. Bidders may request a clarification of the RFP fifteen (15) days before the Proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to AFCAC Secretariat at the address indicated in the RFP document. AFCAC will, in turn respond in writing or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consulting Firms that have expressed interest to bid.

3.2. Should the client deem it necessary to amend the RFP as a result of a clarification, it may do so at any time before the submission of proposals. The client may therefore amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all consulting firms and will be binding on them. Consulting firms shall acknowledge receipt of all amendments. In order to give consulting firms reasonable time to take an amendment into account in their proposals. The Client may, if the amendment is substantial, extend the deadline for the submission of proposals.

4. Reporting

The selected Bidder will be required to submit an inception Report fifteen (15) days after the award of the Contract.

The draft Report should reach the Secretary General within one (1) month after receiving the approval of the Inception Report.

The Consulting firm will be required to present the Draft Reports to the Secretary General and/or designated Person through the address provided below. The Draft Final Report should include detailed outcomes of the work.

The Consulting Firm will be required to present the amended final Report to the Secretary General of AFCAC.

The Final report should reach the Bureau of AFCAC one (1) month after the final draft has been submitted and approved by the Secretary General.

All Reports should be submitted in English and French.

5. Date of Submission of Proposals and Reports

5.1. The deadline for submission of the proposal is **31 May 2024, by 15:30 Dakar, time.**

5.2. AFCAC is soliciting technical and financial proposals from interested firms, who should submit their technical and financial offers under closed with encryption (password) to: procurement@afcac.org , or physically sealed envelope to the address below:

Office of the Secretary General
African Civil Aviation Commission (AFCAC)
Route de l'Aéroport Léopold Sedar Senghor,
BP 8898 Dakar, Senegal

The Secretary General