



The Kingdom of Eswatini
Eswatini Agriculture Development Fund (EADF)

Request for Proposal (RFP) Document

For

Procurement of Human Capital Consultancy Services

Subject of Procurement:	Human Resources Consultancy Services
Procurement Reference Number:	EADF 001-2023/24
Date of Issue:	17 January 2024
Participation [International or National]:	National [Only]

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PREFACE

This Tendering Document for Procurement of Small Consultancy Services has been prepared by the Eswatini Agriculture Development Fund to be used for the procurement of Services.

The document is customized to be consistent with the Public Procurement Act No. 07 of 2011, the Public Procurement Regulations, 2020, other of the Laws of Eswatini, and international best practices”.

This Tendering Document for Procurement of Consultancy services assumes that no prequalification has taken place before Tendering.

This tender document shall **NOT** be sold to potential consultant(s).

Those wishing to submit comments or questions on this Tendering Document or to obtain additional information are encouraged to contact:

The Director
Eswatini Agriculture Development Fund
Ministry of Agriculture Headquarters, P.O. Box 162
Mbabane
ESWATINI
howardveli@yahoo.com

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Standard Request for Proposals Document

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Standard Invitation to Consultants

Standard Invitation to Consultants



ESWATINI

GOVERNMENT

MINISTRY OF AGRICULTURE

TELEPHONE: 2404 2731-9

FAX: 2404 8700

P O BOX 162

MBABANE

10 January 2024

TO: All eligible firms

Invitation to proposal for Provision of Human Capital Consultancy-: EADF 001- 2023/24

1. The Eswatini Agricultural Development Fund (EADF) has allocated funds to be used for the acquisition of consultancy to **design of organizational structure, design jobs in line with the organizational structure and to recruit staff for the Eswatini Agricultural Development Fund (EADF). Design pay scales, benefits and remuneration structure. Design a basic performance tool or system.**
2. The Entity invites sealed proposals for the provision of the above services.
3. Tendering will be conducted in accordance with the method of short listing of Consultants without publication of an expression of interest contained in the Government of Eswatini's Public Procurement Act, the Regulations and the procedures described in Part 1: Proposal Procedures.
4. This letter of invitation is addressed to all qualifying Consultants/Consultancy firms:
5. You may obtain further information at the address given below at 8(a) from 0830hrs to 1600hrs.
6. Proposals must be delivered to the address below at 8(b) at or before 1000hrs on 07 February 2024. All proposals must be accompanied by a proposal securing declaration which must be valid until (05, May 2024)]. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(c) at 1000hrs on 07 February 2024.
7. There shall be an **optional** pre-proposal meeting on the dates indicated in the proposed schedule in this notice.
8. Address and contact details

RFP for Consultancy Services without publication of a notice of Expression of Interest

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Standard Invitation to Consultants

(a)	Clarity and additional information at: [None compulsory meeting]	<i>Head Office, Ministry of Agriculture Building, 476 Umlilo Street, Mbabane, 24 January, 2024, 1000hrs</i>
(b)	Tenders must be delivered to:	<i>Head Office, Ministry of Agriculture Building, 476 Umlilo Street, Mbabane, 07 February, 2024, 1000hrs.</i>
(c)	Address of proposal opening:	<i>Head Office, Ministry of Agriculture Building, 476 Umlilo Street, Mbabane, 07 February, 2024, 1000hrs</i>

9. upon publication of the tender invitation , interested firms must inform us:

- (a) that you note the tender invitation; and
- (b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to tender letter	17 January 2024
b. Pre-proposal meeting to share additional information for the assignment	<i>24 January 2024, at 1000hrs, MoA Conference Room</i>
c. Proposal closing date	<i>07 February 2024</i>
d. Evaluation process	<i>(Within 2 working days (07 February 2024) from proposal closing date for technical evaluation and 4 working days (09 February 2024) from opening of technical proposals for financial evaluation)</i>
e. Display and communication of best evaluated Consultant(s) notice	<i>(Within 5 working days from Entity Tender Board/Relevant approval of evaluation report)</i>
f. Contract Signature	<i>(After expiry of at least 10 working days from display of Notice of Tender Results)</i>

11. Any queries should be addressed to **the Director - EADF** at the address given above, [7 days] before tender closing date.

Signature:

Name: Howard V. Mbuyisa

Position of Authorised Official: **Director- EADF**

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Standard Invitation to Consultants

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Part 1: Proposal Procedures

Section 1: Instructions to Consultants

Procurement Reference Number: EADF 001-2023/24

Preparation of Proposals: You are requested to submit separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Where an electronic copy of the Request for Proposals Document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A brief methodology for performing the services;
3. A work plan, showing the inputs of all key staff;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs;

Validity of Proposals: Proposals must remain valid until 05 May 2024.

Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the EADF and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the EADF. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear a warning not to open before the time and date for proposal opening.

Modification or withdrawal of proposals: a tender may be modified or withdrawn prior to submission deadline of tenders without forfeiting its tender security unless stipulated in the invitation documents. The modification or withdrawal notice shall be effective if received by the EADF before the submission deadline.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by the EADF after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: 07 February, 2024.

Time of deadline: 1000hrs (*local time*).

RFP for Consultancy Services without publication of a notice of Expression of Interest

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Address: Head Office *Ministry of Agriculture Building, 476 Umlilo Street, Mbabane*, 07 February, 2024, 1000hrs, EADF Offices.

Opening of Proposals: Technical Proposals will be opened in public by the EADF at the time, date and address shown above for submission of proposals. Financial Proposals will be kept unopened and the evaluation committee shall have no access to financial information until the technical evaluation is concluded.

Evaluation of Proposals: The evaluation of Proposals will use the methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Technical evaluation to determine the commercial and technical responsiveness of the eligible and compliant proposal (s); and
3. Financial comparison to compare costs of the eligible, compliant, responsive proposal (s) received and to determine the best evaluated proposal.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria and Documents required to provide evidence of eligibility: You are required to meet the following criteria to be eligible to participate in public procurement:

	Eligibility Requirement	Documentary Evidence to be Provided by the Consultant(s)
(a)	The Consultant(s) has legal capacity to enter into the contract	(i) Certificate of Incorporation or Registration (ii) Trading License for the current year
(b)	The Consultant(s) is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended, and it is not the subject of legal proceedings for any of the foregoing	A written declaration signed by the authorised representative of the Consultant(s) Or Any other sufficient evidence
(c)	The Consultant(s) has fulfilled its obligations to pay taxes	Original and Valid Tax Compliance Certificate issued by Tax Regulator
(d)	The Consultant(s) has fulfilled its obligations to social security contributions	Labour Compliant Certificate
(e)	The Consultant(s) adheres to basic labour legislation	Eswatini National Provident Fund Compliance Certificate
(f)	The Consultant(s) does not have a conflict of interest in relation to the procurement requirement	A written declaration signed by the authorised representative of the Consultant(s)

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(g)	The Consultant(s), or any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of five years preceding the commencement of procurement proceedings	A written declaration signed by the authorised representative of the Consultant(s)
(f)	The Consultant(s) is not subject to suspension in accordance with section 55 [of the Public Procurement Act, 2011] ¹ , and none of its directors or officers have been involved in a tenderer or supplier currently subject to suspension	A written declaration signed by the authorised representative of the Consultant(s)

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience	10 points
<ul style="list-style-type: none"> • <i>Designing organisational structure [8 or more years]</i> 	4
<ul style="list-style-type: none"> • <i>Job design and grading [6 or more years]</i> 	3
<ul style="list-style-type: none"> • <i>Recruitment [6 or more years]</i> 	3
Methodology Proposed	35 points
<ul style="list-style-type: none"> • <i>Demonstration of understanding assignment tasks and risks that may affect delivery</i> 	5
<ul style="list-style-type: none"> • <i>Defined approach /steps to deliver each output</i> 	15
<ul style="list-style-type: none"> • <i>Work plan with timeframes for delivery of outputs</i> 	15
Key Personnel	45 points
<ul style="list-style-type: none"> • <i>HR Senior expert [8 years or more in the field(organisational development, corporate governance,</i> 	20

¹ Refers to suspension by the Eswatini Public Procurement Regulatory Agency

Part 1: Proposal Procedures

<i>recruitment and job grading)] plus postgraduate degree in HR or related field</i>	
<ul style="list-style-type: none"> • <i>HR Expert [4 years or more as a HR Consultant] plus a degree in HR</i> 	10
<ul style="list-style-type: none"> • <i>Back-up team and support facilities to be provided</i> 	15
Participation by Nationals	10 points
<ul style="list-style-type: none"> • <i>Percentage of swazi citizens in the team composition</i> 	100%=10
Total:	100 points

The minimum technical score required to pass the technical evaluation is 75 points.

The share of technical capacity to deliver the tender shall make up 80% of the overall evaluation score.

Financial Criteria:

The lowest priced proposal shall be given a financial score of one hundred [100] and other proposals shall be given a financial score which is inversely proportional to the lowest evaluated price. That is, $[\text{lowest price} / \text{lowest price} (100) = 100\%]$, for lowest priced tender and $[\text{lowest price} / \text{tender y price} (100) = x\%]$ for subsequent tenders

The share of financial efficiency to deliver the tender shall make up 20% of the overall evaluation score.

Currency: Proposals may be priced in Eswatini Lilangeni (SZL) or any other freely convertible currency and in up to two currencies. The currency of evaluation will be SZL / ZAR. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Central Bank of Eswatini on the date of the submission deadline.

Best Evaluated Proposal: The best evaluated proposal shall be ranked as the highest (sum of technical and financial score) and shall be recommended for award of contract. The EADF shall issue a Notice Tender Award indicating name of the best evaluated tenderer, value of the proposed contract and scores within 5 working days from the decision of the Tender Board to award a contract, place such Notice on its notice board for the prescribed period, copy the Notice to all Consultants and to the Government's Agency for publication procurement website, for ten days [10] prior to proceeding with contract award.

Award of contract: Award of contract shall be by placement of an Agreement in accordance with Part 3: Contract. The EADF shall not award a contract to the best evaluated Consultant(s) until the lapse of ten days after the date of display of the Notice of Best Evaluated Consultant(s).

Right to Review: Consultants may seek administrative review by the Controlling Officer in accordance with the Public Procurement Act if they are aggrieved with the decision of the Procuring Entity.

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Right to Reject: The EADF reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to awarding the contract, without incurring any liability to Consultant (s).

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Part 1: Proposal Procedures

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

a) Technical Proposals

- (i) Curriculum Vitae of Consultant.
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last three years.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which the Consultant would plan to execute the work.
- (v) The Consultant's comments, if any, on the data, services, and facilities to be provided by the Procuring Entity indicated in the Terms of Reference (TOR).

b) Financial Proposals

The financial proposals should be given in the form of Financial Proposal Submission Sheet.

2. The proposals shall be submitted in *[one]* original and *[two]* copies.

3. Contract Negotiations

The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart or table, which will indicate periods in months (weeks?) and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

4. Review of reports

A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

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Part 1: Proposal Procedures

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: *Day/Month/Year*

[Signature of Consultant]

Full name of Consultant: _____

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Part 1: Proposal Procedures

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST [5] YEARS

1. Outline of recent experience on assignments of similar nature:

No.	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Part 1: Proposal Procedures

DECLARATION OF ELIGIBILITY

[The Consultant(s) must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of Consultant(s), Address, and Date>>>]

To: [>>>Procuring Entity, Address, and Date>>>]

Dear Sirs,

Re: Procurement Reference Number:.....

I/We hereby declare that:-

- (a) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
- (c) I/We have fulfilled our obligations to pay taxes
- (d) I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings;
- (e) I/We do not have a **conflict of interest** in relation to the procurement requirement.

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 1: Proposal Procedures

Section 2: Technical Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to (Procuring Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

I/We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

I/We confirm that I/we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the _____.
[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].

I/We have signed and undertake to abide by the Code of Ethical Conduct for Consultant(s) and Providers attached during the procurement process and the execution of any resulting contract;

My/Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

RFP for Consultancy Services without publication of a notice of Expression of Interest

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Part 1: Proposal Procedures

CODE OF ETHICAL CONDUCT IN BUSINESS FOR CONSULTANT(S) AND PROVIDERS

1. Ethical Principles

Consultant(s) and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Eswatini; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Consultant(s) and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Consultant(s) and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring entity. Consultant(s) and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by Consultant(s) and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Consultant(s) and providers shall not offer gifts or hospitality directly or indirectly, to staff of a EADF that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Consultant(s) and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Consultant(s) and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Consultant(s) and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the EADF;

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Part 1: Proposal Procedures

- (f) withholding information from the EADF during contract execution to the detriment of the EADF.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

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Part 1: Proposal Procedures

Section 3: Financial Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed to (Procuring Entity):	
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: _____ .

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

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Standard Tender Document for Consultancy Services



Part 1: Proposal Procedures

Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: _____

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

CURRENCY OF COSTS: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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Part 2: Statement of Requirements

Part 2: Statement of Requirements

Terms of Reference

Procurement Reference Number: EADF 001- 2023/2024

Part 1. Background

The Eswatini Agriculture Development Fund (EADF) is established in terms of Section 41 of the Public Finance Management Act (PFMA) of 2017, which provides for the establishment of special purpose funds in the country. The EADF have specific regulations for applying the resources of the Fund to support the Eswatini National Agricultural Investment Plan (ENAIIP) priorities as informed by the Sector Development Plan Agreement (SDPAs). To ensure technical efficiency and alignment with the agriculture sector's strategy in the deployment of the funds, the EADF will be placed under the supervision of the Minister for Agriculture. The overall purpose of the Eswatini Agriculture Development Fund (EADF) is to transform the agriculture sector in Eswatini by providing catalytic incentives and investments to stimulate growth in farming and active private sector participation in agricultural value chains. The EADF, which is set up as the primary financial tool by the Government of Eswatini (GoE) to intervene in the agricultural sector, has the following specific objectives:

- a) Catalyse investments along potentially transformative value chains through de-risking investments by private sector players and farmers.
- b) Provide a special purpose vehicle for strategic investments by the GoE in public infrastructure to catalyse further value chain investments by farmers and the private sector.
- c) Mobilise additional financial resources for investment in the country's agriculture sector from domestic and international sources; and,
- d) Streamline financial investments in agricultural value chains by all players, including the GoE Ministries, state institutions, private sector and development partners.

Part 2. The Services:

Area 1:

Reviewing and Designing the Organizational Structure: We require your assistance in developing a comprehensive organizational structure that aligns with our strategic goals and objectives. This includes defining the reporting relationships, roles, and responsibilities within the organization. The proposed structure should promote effective communication, specialization, and coordination among team members. This area includes development of a performance management system to ensure continued excellency and delivery of services by the organization and members of staff.

Area 2:

Review existing and or draft new Job Descriptions and Grading Structure: Your expertise is needed to design job profiles that accurately capture the skills, qualifications, and responsibilities required for each position within the EADF. Additionally, we seek your guidance in establishing a grading structure that ensures fairness and consistency in job evaluation and compensation, detailing remuneration scales and benefits.

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Part 2: Statement of Requirements

Area 3:

Recruitment Consultancy: As we aim to attract and hire the best-suited candidates for our organization, we request your support in providing consultancy services throughout the recruitment process. This includes developing job advertisements, screening and shortlisting candidates, conducting interviews, and assisting in the final selection of suitable candidates.

Part 3. Facilities to be provided by the EADF Entity

The consultant is expected to work offsite for most of the duration of the project and only visit the EADF offices for consultation purposes. The EADF will provide a Board Room for meetings and consultations. For purposes of interviews, the consultant can book a venue for the account of the EADF after prior approval by the EADF Director.

Part 4. Contract duration and fees

(a) Duration of initial contract

The contract will be for a duration of 60 working days from the date of signing of contract.

(b) State whether contract is on a lump-sum or time-based

Fees shall be negotiated with the consultant and paid on a phased approach as per delivery by the consultant time based.

(c) Payment

Payment shall be made per deliverable in accordance with the table below.

Deliverable	Percentage Paid
Inception Report	10%
Organizational Structure	15%
Job Profiles and Pay Scale Structure	25%
Recruitment Report	25%
Performance Management System	25%

Part 5. Deliverables

a) Inception Report:

This report should detail the understanding of the assignment, a proposed methodology for each work stream, a detailed work plan including timelines, and any recommendations or observations.

b) Organizational Structure

The job structure should be comprehensive, futuristic but at the same time be reflective of the limited financial resources of the EADF.

c) Performance management system

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Part 2: Statement of Requirements

The consultant has to develop a performance management system that will be used as a measure of delivery of services by the organization, setting of goals and targets, and continuous learning.

d) Job Design

Draft job descriptions are already available, the consultant is expected to improve on what has already been done and provide quality assurance where necessary.

e) Grading Structure

The consultant is expected to recommend a grading system or methodology to the EADF and come up with equitable grades and customize them for the EADF. This should have detailed remuneration scales and benefits per position.

f) Recruitment Report

The consultant is expected to design and place a recruitment advertisement, recommend a shortlist for the candidates to be interviewed, provide psychometric analysis and interview questions and structure of the interviews. On completion of the recruitment, the consultant should present to the EADF a comprehensive recruitment report.

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Part 3: Contract

Part 3: Contract

Section 5: General Conditions of Contract

Any resulting contract shall be subject to the Government of Eswatini General Conditions of Contract (GCC) for the Procurement of Consultancy Services (available on request) except where modified by the Special Conditions below.

Section 6: Special Conditions of Contract

Procurement Reference Number: EADF 001-2023/2024

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC clause reference	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)	All countries are eligible, unless as a matter of law or official regulation, the Government of Eswatini prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Eswatini prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Authorised Representatives GCC 4.4	The Authorised Representatives are: For the EADF: <u>The Director- EADF</u> for the Consultant: _____
Governing Law GCC 5.1	The Contract shall be governed by the Laws of Eswatini.
Notices GCC 7.1	For notices , the Procuring Entity's address shall be: Attention: <u>EADF Director</u> Street Address: <u>Umlilo Street</u> Floor/Room number: <u>MoA Headquarters</u> Town/City: <u>Mbabane</u> P. O. Box: <u>162</u> Country: <u>Eswatini</u> Telephone: <u>+268 2404 2731</u> Facsimile number: <u>+268 2404 8700</u> Electronic mail address: <u>howardveli@yahoo.com</u> For notices , the Consultant's address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____

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Part 3: Contract

GCC clause reference	Special Conditions of Contract
	Electronic mail address: _____
Commencement GCC 8.1	The Consultant shall commence the Services within _____ after the date of the Contract.
Dispute Resolution GCC 17.2	The formal mechanism for dispute resolution shall be the Arbitration Act of Eswatini.
Completion Period GCC 18.1	The period for the completion of the Services shall be: _____60 days_____
Payment GCC 22.1	The Contract is a _____Lump Sum based Contract.
Payment Documentation GCC 24.1	<p>The following documentation shall be required to support invoices requesting payments:</p> <ol style="list-style-type: none"> ___1. Description of deliverable as per TORs 2. Company name and bank account details 3. A signed letter by the firm confirming that the services have been performed in accordance with the terms and conditions of this Contract, and the costs being billed are true and correct and have not been previously paid.
Payment Schedule GCC 25.1	The payment schedule shall be: _____
Payment Period GCC 27.1	Payments shall be made by the EADF within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.1.
Insurance to be taken out by the Provider GCC 40.1	<p>The Consultant shall take out and maintain the following insurance coverage:</p> <ol style="list-style-type: none"> (i) Third Party motor vehicle: (ii) Third Party liability: (iii) Employer’s liability and workers’ compensation: (iv) Professional liability: (v) Loss or damage to equipment and property: (vi) Other:

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Part 3: Contract

Section 7: Agreement

Agreement

For Lump Sum/Time Based Contracts

Procurement Reference No: _____

THIS AGREEMENT made this _____ day of _____, _____,
between _____ of _____
(hereinafter called "Procuring Entity"), _____, and _____ of _____
_____ (hereinafter called "the Consultant").

WHEREAS

- (a) the Procuring Entity has requested the Consultant to provide certain consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
2. The mutual rights and obligations of the Procuring Entity and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorised Representative of the Procuring Entity)

Name: _____ Position: _____

In the presence of:

Part 3: Contract

Name: _____ Position: _____

Signed by _____ (Authorised Representative of the
Consultant)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____

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Part 4: Tender Securing-Declaration

Proposal-Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*
Tender No.: *[number of Tendering process]*
Alternative No.: *[identification No if this is a Tender for an alternative]*

To: *[complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will be suspended from being eligible for Tendering in any contract with the Procuring Entity by the Eswatini Public Procurement Regulatory Agency for the period of *one [1] to five [5] years*, if we are in breach of our obligation(s) under the Tender conditions, as per section 55 and 56 of the Public Procurement Act of 2011.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Tender Securing Declaration]*

Name: *[complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the Tender for and on behalf of: *[complete name of Tenderer]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the Tender.]

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