

OFFICE OF THE DEPUTY GOVERNOR

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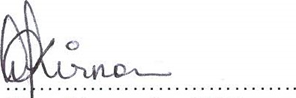
**Tender for Workforce Strategy and Plan Technical Consultancy (WS&PTC)**

ADDENDUM # 2: Appendix 1 and Schedule B word version and revised Tender.

1. Please note attached Appendix 1 Deliverables Performance Reporting (Word version requested as part of the clarifications)
2. Schedule B - Service and Cost proposal
3. Please note the following amendments have been made to the Tender Dossier following from clarifications raised;

Clarification Questions and Responses pertaining to amendments to the Tender Dossier

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| --- | --- | --- |
| 2. | One of the deliverables (the 6th one on page 20) is listed as: “An up to date HRIS System and Terms of Reference/Job Descriptions which targets and clearly aligns to Organization’s goals.” | This is no longer relevant or applicable. Therefore please ignore this deliverable (6).  This has been removed from the updated version of the Tender. This will be uploaded on both website todays. |
| 8 | Is there a word version of the table on Page 25 that I can be sent. I am unable to complete the table in PDF format, and recreating would take some time. | Yes, this will be uploaded on MyTenders and the GoM website today. |
| 18 | I am required to sign a statement saying that I “undertake to provide services in accordance with the Constructions Management Agreement”. Can I have a copy of this document please. | This is an error.  The correct wording is   1. I/We the undersigned undertake to provide services in accordance with the Agreement (Service contract) and Schedule A –Terms of Reference   This has been amended in the updated version of the Tender that will be uploaded on the 2 websites. |



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**Mrs. Cheverlyn Williams-Kirnon**

**Director, ODG/Empowering Excellence Programme (EEP) Manager**

**Office of the Deputy Governor**

APPENDIX 1.

**Performance Reporting Requirements**

**NB\*This report must be submitted within 10 working days of the commencement of the project.**

**Deliverables: Performance Report Appendix 1.**

| **Output/Deliverables/Functions** | **Performance Indicators/Description/Reports** | **Timelines** |
| --- | --- | --- |
| 1. Inception Report, Work Plan and Consultation Strategy: | Key issues to be addressed within the scope of the assignment and any issues related to the availability of information and required resources.  Consultancy Work Plan in Table format which includes tasks, duration, start and finish dates and resources. This report must be submitted within 10 working days of the commencement of the project. |  |
| 1. Report on desk review of documents and information related to previous work force initiatives in the Montserrat public sector, and feedback and assessment from stakeholder consultations conducted previously. | This report should include the following:  A listing of the documentation examined and reviewed, inclusive of their origins and authorship.  An assessment of the relevance, usefulness and appropriateness of the existing documentation and information examined.  Presentation and analysis of internal work force planning strategic and operational initiatives and identification of possible best practices.  Feedback reports from stakeholder consultations. |  |
| 1. A Communication Strategy which addresses approaches to communication, consultation and negotiation and engagement with all stakeholders. | This report should be submitted within 25 working days of submission of the Inception Report |  |
| 1. First Draft of Workforce Strategy and Action Plan | This draft should include the following areas:   * A philosophy which is to guide all aspects of workforce planning in terms of how employees are attracted, recruited and retained; learning and development; succession planning; talent management; leadership and development and Performance Management. * Policies, regulations and procedures relating to the handling of staff matters arising out of organizational reviews in the public sector. * Relevant protocols and consultation procedures. * HR related guidelines for the handling of learning and development; succession planning; performance management; recruitment and retention and talent management. * A template for a Workforce Action plan outlining all the necessary steps and activities, resources and monitoring mechanisms. * Mechanisms and structures to be established in entities to lead and manage organizational change initiatives. * The framework for a communication plan and strategy. * Preparation of managers to manage and lead change initiatives.   The first draft is to be completed and submitted within 20 days of the submission of the Communication strategy. |  |
| 1. Final version of Work Force Strategy and Action Plan incorporating amendments indicated and agreed based on the first draft. | A comprehensive GoM Workforce Strategy and Action Plan completed and submitted within 30 days of the submission of the First draft of the Work Force Strategy and Action Plan. |  |

**Schedule B Cost Proposal**

**Please complete fully and return with Tender submission**

**Failure to provide the information in your tender submission may lead to your**

**tender being disqualified.**

The Workforce Strategy and Plan Technical Consultant is required to complete the project within four (4) months and the total project costs must not exceed EC$122,260.00

**TAX**

Except in cases where there is an exemption from tax, of which proof must be provided; residents of Montserrat for tax purposes are subject to tax on the profits from this project while non-residents are liable to a 20% withholding Tax deduction from the gross amount.

Please take into consideration your tax obligations and liabilities to the Government of Montserrat. For further information please contact Montserrat Customs & Revenue Service (MCRS) via email at [irev@gov.ms](mailto:irev@gov.ms)

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| **Key Deliverables** | **Day Rate** | **Number of days** | **Total cost** | **Elapsed time for completion** |
| 1. Inception Report, Work Plan and Consultation Strategy: |  |  |  |  |
| 1. Report on desk review of documents and information related to previous work force initiatives in the Montserrat public sector, and feedback and assessment from stakeholders consultations conducted previously. |  |  |  |  |
| 1. A communication strategy which addresses approaches to communication, consultation and negotiation and engagement with all stakeholders |  |  |  |  |
| 1. First Draft of Workforce Strategy and Action Plan. |  |  |  |  |
| 1. Final version of Work Force Strategy and Action Plan incorporating amendments indicated and agreed based on the first draft. |  |  |  |  |
| 1. An up to date HRIS System and Terms Of Reference/Job Descriptions which targets and clearly aligns to Organization’s goals. |  |  |  |  |
| **Totals** |  |  |  |  |