



REQUEST FOR PROPOSAL

Consultancy services for Human Resources Information System (HRIS) Performance Management IT Platform Search & Piloting RFP/GAKB/HRIS Performance Management | October 2024- 001

1. ABOUT GATSBY AFRICA

Gatsby Africa (GA) is a private foundation set up by Lord David Sainsbury, with a long history of engaging in East Africa across government, business, and society. We are committed to helping build stronger and more inclusive economies in East Africa through the transformation of sectors that have the potential for inclusive, resilient, and competitive growth over the long-term. We currently work in diverse high-potential sectors: Aquaculture, Commercial Forestry, Livestock, Textiles and Apparel & Water. We believe that, if successfully transformed, these sectors are capable of inspiring a step change in the region's growth, generating hundreds of thousands of jobs and additional incomes.

Our approach is founded on global insights, as well as experience from 30+ years of working in East Africa. We have an empowering mandate from David Sainsbury to think long-term, take calculated risks, innovate, reflect, and learn, so that we can continuously adapt and improve our work to achieve our ambitious goals. Central to this mandate is the recognition that GA cannot address sector transformation alone - we partner with governments and sector stakeholders, working together to facilitate the transformation of key sectors. As we build our understanding of what works, we are refining our approach and sharing our first-hand experience with others to help catalyse broader change.

For more information on our work, visit our website: www.gatsbyafrica.org.uk

2. CONTEXT

Gatsby Africa uses a competency-based performance management system. It uses a custom-made competency framework to set competency development objectives, track progress, and assess employees' efforts to develop and demonstrate competencies relevant to their work. This process has up to now been done using basic XL templates. While these have helped develop and test out the appropriate workflow, they are cumbersome and complex.



3. PURPOSE OF THE ASSIGNMENT

To migrate its Performance Management processes and documentation to an IT platform, aimed at facilitating a smoother and better-flowing process, and providing a better user experience for its employees. The current platforms in use with various other internal HR processes such as Leave Management have been found unsuitable for facilitating the Competency-Based Performance Management approach. Gatsby Africa is seeking the services of an **individual consultant** or **consulting firm** to help Gatsby Africa find an appropriate performance management IT platform, either as a standalone or as part of a suite of HR services, but with a particular strength in competency-based performance management.

4. SCOPE

This will entail the following tasks:

i. Internal desk review:

- Reviewing and understanding GA's performance management approach
- Study GA's competency frameworks
- Understand the desired performance management workflows

ii. IT platform search:

- Scanning the globe for existing competency-based performance management IT platforms and developing a long list
- Reviewing their offerings to shortlist those with the capabilities for competency-based performance management
- Going through demos on select platforms that have capabilities for GA's desired workflow
- Identifying and recommending the top 5 platforms for GA to select from
- Prepare platform owners to make initial custom presentations to select GA employees
- Getting user experience reviews and references from current users for the top 5 contenders
- Arranging meetings for GA staff to hear what is on offer and how it can work for GAs PM
- Facilitating conversations with the People team and the SMT leading to the selection of an appropriate platform



iii. **Platform Piloting:**

- Support the responsible GA staff in the process of platform customization to GA's needs and specification.
- Support the responsible GA staff in conducting a pilot test with a small group of employees (from 2 job families).
- Support the responsible GA staff in the process of rolling out the platform including arranging for product trainings for all employees to ensure they are capable of using the platform.

5. KEY DELIVERABLES

The following will be the expected deliverables:

- a) A long list existing competency-based performance management IT platforms.
- b) A shortlist of IT platforms with the capabilities for competency-based performance management.
- c) A schedule of demos to be done on platforms with the capabilities for competency-based performance management.
- d) A list of the 5 most suitable platforms for consideration by Gatsby Africa
- e) A schedule of meetings for GA employees to take customized presentations on the select shortlist of the 5 most suitable platforms.
- f) Summary report with recommendations for platform to be adopted based on the pilot.

6. REPORTING & WORKING WITH GATSBY AFRICA

The contract shall be delivered in close collaboration with the appointed contact person in Gatsby Africa and will include providing regular updates on the progress of each deliverable.

7. SKILLS & EXPERIENCE REQUIRED

- i. Experience in developing and rolling out performance management strategies
- ii. Experience with rolling out HRI or other IT based systems or platforms
- iii. Experience with competency-based performance management
- iv. Advanced Computer skills including XL and databases
- v. Training planning facilitation and skills



8. TIMELINE & SCHEDULE OF ACTIVITIES

1. Items i) and ii) in the scope of work should take no more than **3 months** commencing in **November 2024**
2. Item iii) on the scope of work will comprise of agreed-upon activities spread over a period of **4-6 months** beginning **January 2025**.

9. PROPOSAL SUBMISSION DETAILS

Interested firms should submit:

- a) **A technical proposal that includes.**
 - A brief profile of the firm clearly highlighting the firm's suitability and capacity for carrying out the assignment. Ideally including examples and at least three references for similar undertaken
 - Detailed CVs of the personnel proposed for the assignment.
 - A summary of approach and methodology of this assignment.
- b) **A financial proposal that includes.**
 - An itemized financial proposal detailing the proposed cost of the assignment.

10. MANDATORY

The following documents must be submitted as part of the proposal:

- i. Certificate of Registration/ Incorporation/Partnership deed/business certificate if a consulting firm.
- ii. Valid KRA PIN Certificate
- iii. Valid Tax Compliance Certificate
- iv. Any Licenses for this type of assignment

11. EVALUATION CRITERIA

Annex 1: Criterion for evaluation is outlined as per the table below:

Item No.	Evaluation Criteria	Score (%)
No.1	Provision of relevant documents i.e., Certificate of Registration/Incorporation/ Partnership deed/ Business Certificate, Tax Compliance Certificate	Mandatory



No. 2	Provision of Company Profile, clearly highlighting the firm's suitability and capacity to carrying out the assignment. Detailed CVs of the personnel proposed for the assignment.	15
No.3.	Demonstrated experience in developing and rolling out performance management strategies. Undertaking rolling out HRIS or other IT based systems or platforms for similar assignments in the past (Three Reference letters). Advanced Computer skills including XL and databases.	30
No.4.	Demonstrated sufficient understanding on competency-based performance management. Possess good skills on planning, training, and facilitation. Excellent communication skills both orally & in written.	15
No.5.	Clear approach & methodology on this assignment	20
Subtotal		80
No.6.	Financial proposal, clearly broken down, chargeable taxes & statutory deductions, terms of payment (total cost)	20
Total		100%

12. PROPOSAL INSTRUCTIONS, ENQUIRIES & SUBMISSION DATES

- Interested Individual or consultancy firm(s) are encouraged to submit their applications attaching CVs of relevant key personnel and a technical proposal that include a clear approach & methodology, and financial proposal for the delivery of the assignment.
- You are required to direct any communication regarding this assignment to the GA procurement team via email on rfq@gatsbyafrica.org.uk ; nyokabi.kiarie@gatsbyafrica.org.uk no later than Friday 1st November 2024.
- Responses to questions will be distributed by GA, to all interested parties not later than Wednesday 6th November 2024 and all enquiries must strictly be on an email.
- The proposals and enclosed documents must be sent to rfq@gatsbyafrica.org.uk; nyokabi.kiarie@gatsbyafrica.org.uk and received no later than Friday 15th November 2024 at 4.00PM E.A Time.
- Kindly ensure that the technical and the financial proposals are sent as separate documents, ensuring all documents are in PDF format, with the pages clearly and sequentially numbered.

The subject line for the proposal submission should be:

RFP/GAKB/ HRIS PERFORMANCE MANAGEMENT / OCTOBER 2024- 001

Failure to comply with the guidelines provided will result in outright disqualification. Gatsby Africa has the exclusive rights to conduct the evaluation process.