

**LETTER OF INVITATION**

Dear Sir/Madam,

Subject: Consultancy Services for Salary Review of NGOs funded by the

National Social Inclusion Foundation

1. You are hereby invited to submit proposals for consultancy services for Salary Review of NGOs funded by the National Social Inclusion Foundation (NSIF) which could form the basis for future negotiations and ultimately, a contract between you and the NSIF.
2. The purpose of this assignment is to conduct a comprehensive review and benchmarking of the salary and terms and conditions of employment practiced by NGOs funded by the NSIF.
3. The following documents are enclosed to enable you to submit your proposal:
   1. the Terms of Reference (TOR) (Annexure 1);
   2. Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure 2); and
   3. Price Activity Schedule (Annexure 3).
4. Any request for clarification should be forwarded via e-mail [info@nsif.mu](mailto:info@nsif.mu) and addressed to the same person mentioned in para. 5. Request for clarifications should be received 10 days prior to the deadline set for submission of proposals in para. 5.
5. **Submission of Proposals**

The proposals should reach the National Social Inclusion Foundation (NSIF) by **13.00 hours Friday 30 June 2023 (extended deadline)** at the following address:

The Secretary General,

National Social Inclusion Foundation,

Level 6, Garden Tower, Poudriere Street,

Port Louis.

Proposals should **not** be forwarded by electronic mail.

1. **Deciding Award of Contract**

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

1. **Documents to be submitted**
   1. Brief that illustrates expertise and experience in the field
   2. Detailed resumés of key staff to be involved in this assignment with an outline of relevant past/present experience, including experience of similar nature in public/private institutions
   3. Supporting documents of key staff (NID card, certificates)
   4. List of current and former clients with details
   5. Three reference letters
   6. VAT Registration Certificate
   7. Any other relevant documents
   8. Annexure 3 – Price Activity Schedule
2. Please note that the National Social Inclusion Foundation is not bound to select any of the consultants submitting proposals.
3. It is estimated that the duration of the assignment shall be for a period of 90 working days. You should base your financial proposal on these figures, giving an indication of man-days considered necessary by you to undertake the assignment.
4. You are requested to hold your proposal valid for 60 days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The National Social Inclusion Foundation will make its best efforts to finalize the agreement within this period.
5. Please note that the cost of preparing a proposal and of negotiating a contract is not reimbursable as a direct cost of the assignment.
6. You will be required to commence with the assignment upon signature of the contract.
7. Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Mauritius.
8. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.
9. The National Social Inclusion Foundation would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

**(Sowdagur A.)**

**Secretary General**

**Enclosures:**

Annexure 1: Terms of Reference

Annexure 2: Supplementary Information to Consultant

Annexure 3: Price Activity Schedule

**Annexure – 1**

**TERMS OF REFERENCE**

1. **Background**

The National Social Inclusion Foundation (NSIF) is the central body for receiving and allocating public funds to NGOs. It operates under the aegis of the Ministry of Social Integration, Social Security and National Solidarity. The Foundation funds around 200 NGOs on a regular basis in its 10 priority areas.

The NSIF invites proposals from qualified consultants to conduct a comprehensive review and benchmarking of salaries and terms and conditions of employment practised by NGOs funded by the Foundation. The aim of this review is to ensure that pay and employment policies in NGOs receiving funds from NSIF are fair, competitive and in line with current market trends.

The consultant will be responsible for conducting a thorough analysis of current policies and practices, benchmarking against comparable organisations, and making recommendations for improvement.

1. **Scope of Work**

The consultant will be expected to conduct the following activities:

1. Review the current salary structures and terms and conditions of employment in the NGOs funded by NSIF.
2. Analyse the local market and conduct benchmarking against comparable organisations in the social sector in Mauritius.
3. Conduct a survey of employees to gather feedback on their current salary and employment conditions.
4. Develop a comprehensive report that includes an analysis of the data, benchmarking results, and recommendations for improvements.
5. Present the findings and recommendations to the Council of the NSIF and answer any questions or concerns.
6. **Deliverables**

The consultant will be responsible for providing the following deliverables:

1. A detailed project plan outlining the approach, methodology, and timeline for the project.
2. A comprehensive report that includes an analysis of the data, benchmarking results, and improvement recommendations.
3. A presentation to the Council that outlines the findings and recommendations.
4. **Criteria for Selection**

We are seeking a consultant with the following qualifications and experience:

1. Demonstrated experience in conducting salary reviews.
2. Proven track record in providing strategic advice and recommendations on salary and employment policies.
3. Excellent communication skills and the ability to work collaboratively with a range of stakeholders.
4. **Confidentiality and Ownership of Documents**

All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Service Provider and he or she shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of services or termination of this Contract, be promptly returned to the National Social Inclusion Foundation.

1. **Assignment and Sub Contracting**

The Consultant shall not:

1. In whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
2. Sub contract, or otherwise transfer responsibility for, the whole or any part of the services.
3. **Liability of the Consultant**

The Consultant shall abide by and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the services are to be wholly or partially performed.

1. **Force Majeure**

Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.

An event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

1. **Termination of Contract**

The National Social Inclusion Foundation may, upon giving one month notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the services or to comply with his/her other obligations under the Contract.

The National Social Inclusion Foundation may, at its option, terminate the Contract when it is in the interest of the Foundation to do so, provided that the Consultant shall in that event be given notice of not less than one month of such termination.

The parties hereto may by mutual agreement terminate this Contract.

If the present Contract is terminated under this Article, the National Social Inclusion Foundation shall be liable only for payment, in accordance with the payment provisions of the Contract, for the services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

1. **Modification or Amendment**

Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.

Notwithstanding the preceding paragraph, the National Social Inclusion Foundation may or at any time order or require changes in the Terms of Reference. If such change add to or reduce the cost of the services, the Contract amount shall be adjusted accordingly.

1. **Payment**

Payment shall be made after submission of the Salary Review Report and upon submission of a claim.

**Annexure – 2**

**SUPPLEMENTARY INFORMATION FOR CONSULTANTS**

**Proposals**

* + - 1. Proposals should include the following information:

(a) Technical Proposals

1. Curriculum Vitae of Consultant (Form F-2).
2. An outline of recent experience on assignments/ projects of similar nature executed during the last five years in the format given in Form F-3.
3. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
4. 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 National Social Inclusion Foundation indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate in Annex 3.

* + - 1. The proposals shall be submitted in one original and two copies

**Contract Negotiations**

* + - 1. 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, which will indicate periods in 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.

**Review of reports**

* + - 1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

**FORM F-2**

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM F-3**

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.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.)

**Annexure – 3**

**PRICE ACTIVITY SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Description** | | **Total Price**  **(Rs)** |
| (i) |  | |  |
| (ii) |  | |  |
| (iii) |  | |  |
| (iv) |  | |  |
|  |  | **Subtotal** |  |
|  |  | **VAT @ %** |  |
|  |  | **Total** |  |