

THE KENYA CONFERENCE OF CATHOLIC BISHOPS

GENERAL SECRETARIAT

INVITATION TO BID FOR DEVELOPMENT OF A SCHEME OF SERVICE AND CARRYING OUT OF STAFF APPRAISAL

Terms of Reference for Developing a Scheme of Service and carrying out of Staff Appraisal

1. Introduction

The Kenya Conference of Catholic Bishops (KCCB), a Permanent Institution, is the assembly of the Catholic Bishops in Kenya united and exercising together their pastoral offices over Christ's faithful, as shepherds of the Catholic Church in Kenya which they together promote by forms and means of Apostolate suitable to the circumstances of place and time, in accordance with the Law, to promote the greater good which the Church offers to all Mankind (CIC 447).

The authority of the Kenya Conference of Catholic Bishops is vested in the Ordinary and Extraordinary Plenary Assembly. Currently there are 26 Catholic jurisdictions spread over 4 metropolitan Provinces among them, 4 Archdioceses, 20 Dioceses, 1 Apostolic Vicariate and 1 Military Ordinariate.

The Kenya Conference of Catholic Bishops – General Secretariat (KCCB-GS) is the National administrative, facilitative and coordinative arm through which the KCCB implements and co-ordinates various pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya. All commissions and departments of KCCB are housed at the General Secretariat. The chief executive officer of KCCB – GS is the General Secretary.

Under the Statutes of the KCCB, the Vice – Chairman of KCCB is the Principal Administrator of the General Secretariat.

The General Secretariat has a consultative management team guided by the General Secretary, the HR policies and the By-laws and is comprised of the: -

- i. Deputy General Secretary.
- ii. Finance Administrator.
- iii. Human Resources Manager.
- iv. Finance Manager.
- v. Legal & Civil Affairs officer.

2. Project objectives

In order to attract, maintain and retain talents within the organization and operate in a competitive labour market, KCCB – GS intends to conduct a **Review of Job Grades**.

This entails conducting an effective job Analysis and Evaluation exercise to establish the real worth of jobs within the organization so that they can be properly aligned.

At the same time, the exercise should review the current staffing levels and align the same to the strategic plan and the operations of the General Secretariat.

The consultancy objectives will be:

- i. To conduct a detailed job evaluation exercise at KCCB – GS to ensure that all job grades are appropriately classified and aligned to achieve internal harmony in compensation.
- ii. To conduct a systematic job analysis of the duties, tasks and responsibilities of each job including the necessary skills, knowledge and abilities a person needs to adequately perform the job;
- iii. To conduct and provide a benchmark for appropriate salary packages and salary scales for employee roles within KCCB - GS.
- iv. To review the current salaries and recommend adjustments to align the pay to the proposed job alignment.
- v. Propose salary progression that addresses organizational needs.
- vi. To recommend appropriate organizational structure.

3. The Specific Objective of the consultancy will be:

- i. To Review the value and size of individual jobs under a fair and equitable assessment process by developing an appropriate framework;
- ii. To Determine the classification and level of individual job placement based on the value of the job;
- iii. To Establish a framework to determine the levels and salary range for all job positions;
- iv. To make recommendations for implementing the results of the evaluation.
- v. To propose a staff appraisal method that ensures staff performance is appropriately recognized.
- vi. To carry out staff appraisal.

- vii. To develop a strategic framework within which decisions can be made in response to changing organization structure and roles and to market rate pressures.

4. Expected Outcomes:

- i. Complete updated job profiles/descriptions for each job in the organization;
- ii. Recommend ideal organization structure;
- iii. Recommend an equitable, transparent and competitive salary and benefits structure for all job profiles/descriptions;
- iv. Provide salary and benefits benchmarking to support recommended salary and benefits package;
- v. Provide a report of the job analysis and evaluation process;
- vi. Provide detailed risk analysis associated with proposed recommendations (e.g. legal, sustainability, tax, etc.);
- vii. Provide proposal to establish internal job evaluation process to benchmark future positions to proposed structure as such positions arise;
- viii. To recommend on how to implement staff training and development

5. Submission of the proposal.

To enable the organization to weigh different proposals and review them, KCCB – GS requires the consultant to submit detailed proposals by the indicated timeline. The proposals should include:

i. Technical Aspects

- ✓ Profile of the applicant and comparable reference projects carried out in the last five (7) years. This should include contact details of the organizations one consulted for.
- ✓ Profile of the personnel to be involved in the assignment with details of their qualifications, experience and involvement.
- ✓ Proposed work plan including proposed timelines.
- ✓ Detailed description of approach, activities and methodologies proposed to achieve the objectives of the assignment.

ii. Financial Aspects

- ✓ The financial proposal should include the total cost of carrying out the assignment.
- ✓ Payment terms.

6. Criterial for evaluation of the proposal.

Both the technical and financial proposals will be evaluated based on the following criteria:

- i. Firms capacity and experience to carry out the assignment
- ii. Proposed work plan and timelines to completion (Three Weeks)
- iii. Qualifications and relevant experience of key personnel
- iv. Cost, time and proposed payment terms

7. Other Conditions

- i. The contract commences in the 1st week of September 2018 after the final agreement has been reached with the firm that has been selected.
- ii. KCCB – GS reserves the right to accept or reject any proposal at any time before the award of the contract and is not bound to declare any reason for such action.
- iii. The cost of preparing and submitting the proposal shall be borne by the bidder and KCCB – GS will not be liable for any costs incurred in the process.
- iv. The proposal should be inclusive of all applicable taxes.
- v. All materials generated from this process shall remain the property of KCCB.

8. Reporting

The consultant will produce a final report on the review, its findings and recommendations of the completion or achievement of the expected outputs above mentioned. The report will be presented to the General Secretary and the Principal Administrator within the three weeks period.

9. Contact details

For further information or clarification please contact:

The General Secretary

Kenya Conference of Catholic Bishops

P.O. Box 13475-00800

Nairobi, Westlands

Waumini House, 4th Floor, Eastern Wing

Email address: secgeneral@catholicchurch.or.ke

10. Deadline:

The deadline for responses to this invitation is 10.00 am on **Friday 24th August, 2018**. The Tender Reference should be clearly identifiable on all correspondence (including envelopes and Emails). Kindly send/deliver both soft copy and hard copy on or before this deadline.

Electronic responses	Address for hard copy
secgeneral@catholicchurch.or.ke	The General Secretary Kenya Conference of Catholic Bishops P.O. Box 13475-00800 Nairobi, Westlands Waumini House, 4 th Floor, Eastern Wing