



# **THE KENYA CONFERENCE OF CATHOLIC BISHOPS GENERAL SECRETARIAT**

## **INVITATION TO BID FOR DEVELOPMENT OF A SCHEME OF SERVICE**

### **Terms of Reference for Developing a Scheme of Service**

#### **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. KCCB-GS has 15 Commissions, one Ad Hoc Commission and 3 National Offices. 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.

#### **Ad Hoc Commission for AIDSRelief**

The Kenya Conference of Catholic Bishops (KCCB), through the Ad Hoc Commission for AIDS Relief, is the prime recipient of the grant entitled "Supporting the Implementation and Expansion of High Quality, Sustainable and Comprehensive HIV Prevention, Care and Treatment Programs in Faith-Based Facilities in the Republic of Kenya under the President's Emergency Plan for AIDS Relief (PEPFAR)". This is implemented through Ad Hoc Commission for AIDSRelief in 57 health facilities spread across 9 Counties in Western Kenya.

KCCB is also a prime recipient of a grant entitled KOMESHA TB, a grant awarded by United States Agency for International Development (USAID). This is a 5-years grant implemented under the Ad Hoc Commission for AIDSRelief (KARP) to eliminate occurrence of Tuber-Culosis in Western Kenya using the community, church platforms and offering treatment within the Faith Based and MOH health facilities.

The KCCB Ad Hoc Commission for AIDS Relief - offices are located, Jaliyan Court, Milimani Road in Kisumu. Total number of staff - 62

## **2. Project objectives**

In order to attract, maintain and retain talent within the organization and operate in a competitive labour market, KCCB – GS seeks to engage the services of a reputable and technically qualified organizational development consultant with extensive expertise in organization design, labour market analyses, management and organizational development to undertake a job evaluation exercise taking cognizant to educational qualifications, experience level, level of responsibility, complexity of duties, mental and physical demands of a job role, exposure to confidential data, working conditions among others. The consultant will develop a grading and pay scale review process for the Ad Hoc Commission for AIDSRelief. The Consultant will be expected to benchmark with other organizations preferably in the field of HIV Programming and PEPFAR related programs.

This process 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.

The consultancy objectives will be:

- i. To conduct a detailed job evaluation exercise at Ad Hoc Commission for AIDSRelief 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 Ad Hoc Commission for AIDSRelief.
- 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.

## **3. The Specific Objective of the consultancy will be:**

- i. Review and revise the job descriptions of all existing positions along with person specifications for the job, to accurately reflect the roles and responsibilities undertaken 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 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 revised pay scales and grades aligned to the new structure
- 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 make recommendations for implementing the results of the evaluation

#### **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 seven (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.

**NB:** KCCB is obliged by the Kenyan tax authorities to withhold taxes on service contract fees as well as ensure VAT, at 14%, is charged where applicable. Applicants are advised to ensure that they have a clear understanding of their tax position with regards to provisions of Kenya tax legislation when developing their proposals

## **5. Criteria 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 ( maximum of ten weeks)
- iii. Qualifications and relevant experience of key personnel
- iv. Cost, time and proposed payment terms

## **6. Other Conditions**

- i. The consultancy is expected to take up to a maximum of ten (10) weeks starting from the date of signature of the contract by both parties, subject to adjustments as required and mutually agreed upon.
- 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.

## **7. 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, Program Director and the Chairman of Human Resource & Finance Board Committee within the ten (10) weeks period.

## 8. Deadline:

KCCB invites all qualified consultants/firms to send/deliver the proposal to be received not later than **4.00 pm, Monday, 30th November 2020 and the proposal should** clearly indicate “*Job Evaluation, grading and pay scale consultancy services*”

<b>Electronic responses</b>	<b>Address for hard copy</b>
<a href="mailto:procurement@karp.or.ke">procurement@karp.or.ke</a>	The General Secretary Kenya Conference of Catholic Bishops Ad Hoc Commission for AIDSRelief P.O. Box 13475-00800 Nairobi, Westlands Waumini House, 4 <sup>th</sup> Floor, Eastern Wing

## 9. Contact details

For further information or clarification please contact:

The General Secretary  
Kenya Conference of Catholic Bishops  
P.O. Box 13475-00800  
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