



REQUEST FOR PROPOSAL

**JOB EVALUATION/JOB ANALYSIS/SALARY SURVEY
FOR LAKE TURKANA WIND POWER LIMITED**

**DECEMBER 3, 2021
LAKE TURKANA WIND POWER LIMITED
P.O BOX 2114 -00502 NAIROBI**

SUMMARY AND BACKGROUND

Lake Turkana Wind Power Ltd (“LTWP” or the “Company”) is currently accepting proposals from experts to provide job evaluation/job analysis/salary survey consultancy services.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various qualified companies to conduct a comprehensive job evaluation exercise at LTWP to ensure that all management and non-management positions are appropriately classified and aligned to achieve internal and external equity.

LTWP is a world-class wind farm located in Loiyangalani District, Marsabit County, with an installed capacity of 310.25 MW of power – enough to power Kenyan homes and industries. Construction of the Wind Farm and cold commissioning of the plant was completed in 2017 and began operations in September 2018. It comprises 365 Vestas V-52 wind turbines - each with a capacity of 850kW, and a 33/220(400) kV high voltage substation. The Wind Farm is connected to the Kenyan national grid through a 438km interconnector transmission line traversing five counties; constructed by the Government of Kenya through the Kenya Electricity Transmission Company (KETRACO).

2.0 PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 17.00 EAT, 20th December 2021. Any proposal received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the company submitting the proposal needs to outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisation(s) being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by LTWP and will include scope, budget, schedule, and other necessary items pertaining to the assignment.

3.0 ASSIGNMENT PURPOSE AND DESCRIPTION

3.1 PURPOSE

LTWP aims to provide equity and consistency within its workforce by defining the relative worth of different job roles, as well as defining responsibilities through detailed job descriptions and behavioural competencies for each job profile

This assignment is designed to take a maximum of 3 months from inception and not later than 30th April 2022.

3.2 DESCRIPTION

LTWP is seeking job evaluation consultancy services to support the development and implementation of job evaluation and employee compensation with the associated benefits.

The selected company will jointly work with the LTWP taskforce throughout the assignment.

The assignment is envisioned to be concluded within 3 months of commencement of the assignment.

The key deliverables of the proposal are as follows:

- Inception report that will define and illustrate initial methodology, approach, and tools for data collection. A detailed workplan will be agreed on between LTWP and the winning bidder
- Report on findings of the job analysis. The report will include details on all jobs analysed, process taken in the analysis and evaluation, main findings, and recommendations on position harmonisation. Clear competency job descriptions will be annexed.
- Provide a well a defined Job grading system
- A suggested clear and comprehensive salary grading structure.
- A Salary comparison report.
- Data collection – questionnaire, interviews, literature review.

4.0 ASSIGNMENT SCOPE

The scope of the assignment is outlined below.

4.1 SCOPE

The Specific Key Objectives are to:

- Develop a framework , which would determine the relative value and size of individual jobs under a fair and equitable assessment process
- Establish the classification and level of individual jobs in the organizational hierarchy based on the job description, responsibilities and duties of the job
- Develop a system that allows for consistent and accurate assessment of the difference in relative value among jobs
- Establish a framework to determine the grade levels and the consequent salary range for new jobs or jobs which have evolved and changed
- Develop a framework which would ensure LTWP staff are offered a fair and equitable compensation, benefits and allowances in relation to the responsibilities and duties required by individual jobs
- Make recommendations for maintaining the proposed job evaluation system
- Salary analysis
 - Ensuring a fair and equal pay system.
 - Conduct benefits and compensation structure with other comparators.
 - Develop and implement a compensation and benefits structure (Pay-Scale and salary structures).

4.2 METHODOLOGY

The selected consultant/company will provide a detailed description of the methodology it will utilize for accomplishing this assignment, to achieve the stated scope.

4.3 KEY CONSIDERATIONS FOR THE ASSIGNMENT

- LTWP will avail to the consultant, currently available job descriptions for the various positions, as well as the latest Company organogram in order to facilitate the job analysis and evaluation process.
- To ensure the development of a clear and comprehensive salary grading structure, the consultant will review the current structure, analyse inflationary trends and their impact on the staff salaries and benefits.
- To examine and analyse staff salaries and benefits of similar positions of the employees in LTWP against other Wind Farms in Kenya.

5.0 REQUEST FOR PROPOSAL AND ASSIGNMENT TIMELINE

5.1 REQUEST FOR PROPOSAL TIMELINE

1. LTWP must receive all Proposals no later than 20th December 2021.
In accordance with LTWP's procurement policies and procedures, proposals received after the deadline will not be considered.
2. Proposals must be emailed to: hrservices@ltwp.co.ke
3. To be considered, submit ONE (1) reproducible version of the Proposal.
4. The Proposal must be signed by a principal of the company (officer, director, manager, or owner) who is authorized to submit the quote for the responding Advisor. The proposal must also include documentation indicating by what authority the person(s) is/are authorized to negotiate and contractually bind the responding Advisor, if selected.
5. The successful consultant/company, along with those not successful, will be notified no later than 10th January 2022
6. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by 17th January 2022.