
ADDENDUM N° 01

TENDER REFERENCE No. 133/C/ICB/2024/2025/RMS

TITLE: Recruitment of a Consultant Firm to Undertaking a Comprehensive Skills Assessment, Employee Placement, Change Management, And Documentation

SUBJECT: Clarifications

Dear Esteemed Bidders,

Reference is made to the tender for **Recruitment of a Consultant Firm to Undertaking a Comprehensive Skills Assessment, Employee Placement, Change Management, And Documentation** published on January 13, 2025.

Following the receipt of some requests for clarifications regarding the tender, we have compiled all queries along with our responses to ensure that all interested firms have access to the same information.

- The tender is **international** competitive bidding, and the selection method is quality and cost based selection (QCBS)
- There is an agreed organisational structure in place, and this assignment does not require an organisational review
- The current organisational chart is provided as an attachment to the clarifications
- The assessment aims to measure personality, cognitive functioning, and specific job-related skills. Additional parameters are welcome.
- The outcomes from the Competency Framework should be measurable and reported in conjunction with other psychometric assessments.
- The assessment will cover directors, managers, coordinators, section heads, and staff.
- A total of 69 different job roles are expected to be assessed.
- Approximately 290 staff members will be assessed over a 2-month period.
- The project is expected to be delivered physically
- International firms are allowed to submit their financial offers in a convertible currency (USD, EURO, etc.) The Article 5.1 of the Instructions to Consultants (Page 18 of the RFP) states that financial offers will be converted into Rwandan Francs (RWF) but this is for comparison purposes only because the Contracts will be signed in the currency offered by the consulting firm
- Approved job descriptions are available for all roles in the future structure and are including person-specifications (qualifications, experience, technical skills & knowledge) for each role.

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- Consultants are not required to review or revise the job descriptions as they are already approved.
 - There is no expectation of redundancies as a result of this exercise. However, redundancy support should be included as part of the change management plan.
 - There is no fee required to obtain the Request for proposal, The RFP is available for free download from our website.

Sincerely,

Done on ...³¹.../...⁰¹.../2025


Dr. Loko Abraham

Chief Executive Officer

