



**RFP No. ASLM/10/06/21**

**RFP for Selection of Contractor**

**ASLM Organisational Salary Review and Benchmarking Exercise**

### **Background**

The African Society for Laboratory Medicine (ASLM) was created in 2011 in response to the need for an African-led organization to advocate for efficient and sustainable laboratory systems. ASLM is a Pan-African organization endorsed by African ministries of health, that works towards improving the quality of diagnostics through five strategic pillars: Laboratory Quality, Workforce Development, Policy and Regulation, Laboratory Networks and Systems, and Data and Communication. ASLM serves laboratory networks, facilities and professionals to advance the practice of laboratory medicine, laboratory-related science and the laboratory profession in general.

### **Objective of the Request for Proposal**

ASLM is looking for a contractor who will assist ASLM with: (1) Conducting job evaluation and benchmarking ASLM salaries to the Market in all the countries of operation, (2) Develop a salary scale for South African Office and (3) Review the benefits package and assist in the review and development of New Human Resources Manual which will incorporate international practices in the remuneration and Benefits package and progression from one job grade to the next.

### **Specific Focus of this Consultancy**

#### **Task 1: Conducting job evaluation and Benchmarking**

- Review job descriptions and conduct any necessary staff/management interviews to gain a solid understanding of the roles and responsibilities of each position.
- Conduct a job evaluation, compensation review and pay grade study for all positions that creates a more systematic and equitable classification structure.
- Identify and define appropriate external labour market comparables considering nature, size, population, economic climate, proximity, etc.
- Conduct, tabulate, analyze and summarize a survey of identified (benchmark) positions against appropriate comparators.
- Recommend a compensation pay structure including salary ranges for each job classification that defines the number of pay steps or minimum/maximum for each range for all regular full-time positions.
- Complete internal salary relationship analysis including the development of appropriate internal relationship guidelines to ensure internal equity.
- Recommend and describe in detail methodologies to be utilized for the ongoing maintenance of the classification and compensation system.

#### **Task 2: Develop a salary scale for South African Office**

- Review the proposed organogram for South African office and understand the job descriptions for every position
- Evaluate the roles for the proposed positions and classify a pay grade for each position

- Identify and define appropriate external labour market comparables and determine and recommend starting salary maximum salary for every position

**Task 3: Review the benefits package and assist in the review and development of New Human Resources Manual which will incorporate international practices in the remuneration and Benefits package and progression from one job grade to the next.**

- Conduct a review of the benefits package provided to staff in comparison to appropriate comparator organizations.
- Identify areas of shortfall or generous components of the current benefits package that warrant review.
- Recommend labour best practices for benefits package depending on the location of the job
- Review the current HR manual as to salary review and adjustments to inflation, market and merit, and propose best practices to incorporate all the 3 adjustments in our policy

**Instructions for submitting proposals**

- A. The format of the submission, in response to this RFP, must include, but is not limited, to the following:
  - I. Background on the Respondent and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
  - II. Capability Statement. The Capability Statement is a description of the Respondent's work history and/or experience with similar projects in the past five (5) years. This should include, but is not limited to, a narrative description of the principal results achieved, how they were achieved and how those results related to the problem statement being addressed.
  - III. How the Respondent proposes to achieve the deliverables? Include specific activities and strategic approach that will be conducted.
- B. Completed proposals shall consist of typewritten pages utilizing a minimum 12-point font. A maximum of 20 pages for the proposal is allowed.
- C. An authorized individual representing the Respondent will sign and date the proposal cover sheet. The signatory agent's printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.

*I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.*

- D. Include at least two (2) current references and their contact information from organizations that have used Respondent's services within the last 2 years.
- E. Send your completed application by email to the point of contact indicated below no later than **22<sup>nd</sup> October 2021 (11:59 pm East African Time)**.

**Point of contact:**

Direct any written questions or request for information about this RFP to not later than **19 October, 2021:**

Fumbani Brown Chiumia  
Director of Finance and Administration  
Email: [fbrown@aslm.org](mailto:fbrown@aslm.org)  
Phone Number: +265 994962010 /+27671030772

**Evaluation and Award Process**

A team of ASLM Board and Management will evaluate the applications based on preset standards relevant to the specific project and its correlation with the RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, although not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization have the right skill set and expertise to accomplish the required assignments?
2. Does the organization demonstrate adequate and verifiable past experience in similar projects?
3. Are the Respondent's proposed activities (strategy of implementation) current, feasible and cost effective?
4. Are the proposed outcomes economically viable and feasible?
5. Did the application include references that attest to the Respondents personal and professional integrity and competency?
6. Did the Respondent demonstrate knowledge of ASLM's project needs and objectives?

ASLM reserves the right, but is under no obligation, to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost of the proposal.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM's decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until **30<sup>th</sup> November 2021**. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

**Contractual Terms and Conditions**

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.