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General Notice 3466A of 2021.

NATIONAL PHARMACEUTICAL COMPANY (NatPharm)

Request for Proposals for the Provision of Consultancy Services to Undertake an Organisational Restructuring, Job Analysis, Job Evaluation and Remuneration Modelling Exercise for NatPharm

NAT/RFP.04/2021:

1. BACKGROUND

The National Pharmaceutical Company (NatPharm) is a parastatal under the Ministry of Health and Child Care (MoHCC) which is involved in procurement, warehousing and distribution of medicines and medical supplies. NatPharm intends to conduct an organisational restructuring exercise which will include the processes of revising and aligning the organisational structure to the Strategic Plan, job analysis and Job Evaluation.

The Company is therefore inviting reputable consultancy firms registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) with proven record of accomplishments and experience to submit their Request for Proposals to carry out the exercise.

2. SCOPE

- 2.1 Organisational Restructuring.
- 2.2 Job Analysis.
- 2.3 Job Evaluation.
- 2.4 Remuneration Model Development.

3. OBJECTIVES

- 3.1 Organisational Restructuring through the revision of the current structure and align it to the Company's Vision and Mission for efficiency and effectiveness.
- 3.2 Design an organisational structure that is supportive of the new strategic objectives and strategic orientation set out in the Strategic Plan;
- 3.3 To conduct a Job Analysis of all the new jobs in the organisation in line with the revised structure.
- 3.4 Job description writing after an analysis of all Jobs as per revised structure.
- 3.5 Job Evaluation so as to have a clear picture of the relative worth of each job in the organisation.
- 3.6 Ensure fairness and equality, in terms of job grading, between staff members currently employed, and in comparison with newly recruited staff members;
- 3.7 To develop a toolkit for future job evaluations maintenance.
- 3.8 To train a selected internal team of employees who will make up a Job Evaluation Committee for the purposes of maintaining the job evaluation system thereafter.
- 3.9 Develop a Strategic Remuneration Model with which rational decisions can be made in response to changes in

the economy and the industry/job market so as to retain a skilled workforce.

4. DELIVERABLES

- 4.1 An Inception Report prior to commencement of the assignment.
- 4.2 Revised organisational structure.
- 4.3 A comprehensive Job Evaluation toolkit.
- 4.4 Job descriptions and grades that are aligned to the revised organisational structure following a comprehensive job analysis process.
- 4.5 A pay scale schedule based on prevailing sector wide thresholds with defined quartiles and a recommended notching System. This should be included as part the Remuneration Model.
- 4.6 A trained and competent job evaluation maintenance committee.
- 4.7 A change management plan to allow NatPharm to implement the recommendations for structural changes, job grading results and the remuneration model.

Participation in this bidding procedure is restricted to Zimbabwean bidders only.

Short-listed Consultants/Firms will be invited to submit detailed technical and financial proposals, as described in Part two (2) of this Request for Proposals.

The Request for Proposals document is obtained upon request. Request may be sent through email to procurement@natpharm.co.zw

The Request for Proposals shall close on 13th of December, 2021, at 1000 hours and must be submitted to: The Procurement Management Unit-National Pharmaceutical Company, 14, Lobengula Road, Southerton, Harare.

The Request for Proposals must be enclosed in sealed envelopes clearly marked "Request for Proposals for the Provision of Consultancy services to undertake on, organisation restructuring, job evaluation and Job Grading for NatPharm" before 1000 hours on the closing date and time. Any request for proposal submitted after the Closing date and time whether by hand or by post will be treated as late and therefore will not be accepted.

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