
REQUEST FOR PROPOSALS TO CONDUCT AN ORGANISATIONAL STRUCTURE REVIEW AND WORKLOAD ANALYSIS FOR THE MEFMI SECRETARIAT

Proposals are invited from Management Consulting Firms or individual consultants to conduct an organisational structure review and workload analysis for the MEFMI Secretariat.

MEFMI is a regionally owned institute with 14 member countries currently: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. The MEFMI Secretariat is based in Harare, Zimbabwe.

Established in 1997 under an expanded mandate, MEFMI was founded with the view to building sustainable capacity in identified key areas in central banks, ministries of finance and other related institutions in the member countries. MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic, sovereign debt and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore. MEFMI seeks to achieve, within its member countries, prudent macroeconomic management, competent and efficient management of public finances, sound and stable financial sectors and economies with strong and sustained growth.

Objectives

The objectives of this consultancy are as follows:

- a) To review the current organisational structure and make recommendations to management;
- b) To analyse the workload for each position in the current structure and make recommendations to management; and
- c) To propose a Grade Structure to suit recommended changes in the Organisational Structure and Work-load, if any.

Terms of Reference

The consultant(s) will be expected to perform the assignment based on the following minimum terms of reference:-

1. Review MEFMI programmes and activities, current organisational structure, workload levels, staffing levels, and job descriptions;
2. Analyse each position in the organisational structure and conduct a workload analysis for each job;

3. Based on the outcome of the above analysis, make recommendations to management on an appropriate organisational structure for the Secretariat, proposed manning levels and job descriptions; and
4. Propose a job grading structure, reflecting the relative weight and size of each job in line with the recommended organisational structure;

Qualifications

The ideal consulting firm or individual consultant should demonstrate the following:

- i) Skills in human resources management (25%);
- ii) Understanding and appreciation of capacity building in the areas of macroeconomic management, financial management and sovereign debt management (15%);
- iii) Experience of having undertaken similar assignments in comparable organisations (40%); and
- iv) Competitive Pricing (20%).

Written submissions should include technical and financial proposals that are time-bound and which should state deliverables at each stage of the assignment.

Shortlisted consultants will be invited to present their proposals in person.

Proposals should be sent by **16 July, 2018 at 16.00 hours** to the following address / email:

Executive Director
MEFMI
P.O. Box A1419
Avondale
Harare
ZIMBABWE

E-mail address: expressinterest@mefmi.org