

**PUBLIC SERVICE COMMISSION  
AND  
DISCIPLINED FORCES SERVICE COMMISSION**

**EXPRESSION OF INTEREST**

**FOR**

**CONSULTANCY SERVICES FOR THE  
TRANSFORMATION AND MODERNISATION OF THE  
PUBLIC SERVICE COMMISSION AND  
DISCIPLINED FORCES SERVICE COMMISSION  
(PSC AND DFSC)**

(Authorised under Section 24.2 of the Public Procurement Act 2006)

**Reference No. PSC/Consultancy/EOI/2019**

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# REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE TRANSFORMATION AND MODERNISATION OF THE PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION

(Authorised under Section 24.2 of the Public Procurement Act 2006)

## 1. **Background and Rationale**

Under Section 89 of the Constitution of the Republic of Mauritius, the Public Service Commission (PSC) is vested with powers to appoint persons to hold or act in any offices in the public service, to exercise disciplinary control over persons holding or acting in such offices or to remove such persons from office. In addition, under section 118(1) of the constitution, the Disciplined Forces Service Commission (DFSC) is vested with powers to appoint persons to offices in the disciplined forces, to exercise disciplinary control over them and to remove such persons from office.

Both Commissions have a common Chairperson and a single Secretariat.

## 2. **Objectives of the Research**

In the context of the on-going implementation of the strategy of the Government to transform the Public Service, the PSC and the DFSC propose to commission a study with a view to modernising, transforming, restructuring and strengthening the Commissions in order to adapt and respond to the new exigencies and challenges to the changing environment and to become more responsive, high-performing and thus enhance the delivery of quality in a timely manner.

## 3. **Scope of Service**

To review all the PSC/DFSC Regulations, Circulars and other Laws and regulations as well as policies that have an impact on the functioning of the Commission.

The administration set-up and staffing need also to be reviewed in order to ensure autonomy and perenity of the staff necessary to build institutional memory.

To submit appropriate recommendations, including best practices, in order to make the Commissions more responsive to the challenging environment and to submit concrete proposals to improve coordination, planning, processing and the decision-making process with a view to enhancing overall service delivery, quality and standards.

4. **Profile of Consultant (Consultancy service may be provided by a single Consultant or a lead Consultant with his/her team)**

**Minimum Requirements**

- (i) A team leader who possesses a post-graduate degree in Human Resource Management and reckons at least 10 years' strategic human resources management experience;
- (ii) A person having occupied a senior Management position in public institutions for a minimum of 10 years;
- (iii) A person having a minimum of 5 years' experience in legal matters pertaining to Government and public institutions;
- (iv) Has computer literacy, report writing skills and has the ability to produce highly professional documents; and
- (v) Has excellent communication skills and the ability to communicate fluently in English (written and spoken).

**Specific Requirements**

Relevant professional experience in similar projects.

5. **Starting period**

The indicative starting date for the assignment is February/March 2019.

6. **Duration**

The duration of the consultancy service is 120 working days.

7. **The Consultancy will be opened to Local and International Consultants.**

**8. Submission of applications**

Interested parties who wish to be considered for a short listing, are invited to submit full Curriculum Vitae, copies of their educational certificates and other related documents, in a sealed envelope clearly marked **Expression of Interest for Consultancy Services for the Transformation and Modernisation of the Public Service Commission and Disciplined Forces Service Commission – PSC/Consultancy/EOI/2018** should be addressed to the Secretary, PSC and DFSC, and deposited in the Bid Box or sent by courier service or registered mail so as to reach:

The Chairperson, Departmental Bid Committee  
Public Service Commission and Disciplined Forces Service Commission  
7, Louis Pasteur Street  
Forest-Side  
Republic of Mauritius

**Closing Date:** Monday 11 February 2019 up to 10.30 hours (local time) at latest.

Electronic Expression of Interest (EOI) may also be submitted on the following email address: [adminpsc@govmu.org](mailto:adminpsc@govmu.org)

Late submission of EOI will be rejected. EOI will be opened on the same day in the presence of the Consultants and/or their representatives who choose to be present at the address given above on Monday 11 February 2019 at 10.40 hrs (local time).

**9. Clarifications/Queries**

All clarifications sought by an entity/firm in respect of the EOI shall be addressed, at least 14 days before the deadline for submission of EOI in writing to:

The Secretary  
Public Service Commission and Disciplined Forces Service Commission  
7, Louis Pasteur Street,  
Forest-Side  
Republic of Mauritius

Email address: [adminpsc@govmu.org](mailto:adminpsc@govmu.org)

The queries and replies thereto will then be placed of the following website: <http://psc.govmu.org> without divulging the name of the entity/firm seeking/raising the clarifications/queries.

## **APPLICATION FORMS**

To enable and carry out an accurate evaluation and short-listing exercise, Consultants are required to fill-in Application Forms 1 to 4.

Consultants are informed that:

- i. incomplete, inadequate or inaccurate filling of the Application Forms may cause the concerned application to be rejected; and
- ii. it is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if an Applicant has already been selected and awarded a contract, to the termination of the contract.

**APPLICATION FORM 1**

**GENERAL INFORMATION**

All individual parties/firms and each partner of a joint venture/consortium applying for the EOI are requested to complete this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.

In case the EOI is submitted by an association, the Lead firm and the nature of the association (joint venture, subcontract, etc.) should be clearly highlighted.

Name of firm:		
Head office address:		
Telephone number:	Contact person:	
Fax number:	Email address:	
Place of incorporation / registration	Year of incorporation / registration	
Nationality of owners'		
Sn	Name	Nationality

**OTHERS:**

Name of firm:	
Position of the firm in the association:	
Head office address:	
Telephone number:	Contact person:
Fax number:	Email address:
Place of incorporation / registration	Year of incorporation / registration

Name of firm:	
Position of the firm in the association:	
Head office address:	
Telephone number:	Contact person:
Fax number:	Email address:
Place of incorporation / registration	Year of incorporation / registration



**APPLICATION FORM 2**

**DESCRIPTION OF THE ORGANISATION AND KEY PERSONNEL**

All individual parties/firms and each partner of a joint venture/consortium are required to indicate clearly the potential key persons with CV to be provided for the assignment.

STRUCTURE OF THE ORGANISATION			
GENERAL STAFFING			
PROFESSIONAL STAFF			
Name of Staff	Firm	Area of Expertise	Qualifications

### APPLICATION FORM 3

#### DETAILS OF RELEVANT/SIMILAR ASSIGNMENTS

Use a separate sheet for each contract

Name of Applicant:
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1.	Assignment Name:	
	Reference number of Assignment:	
	Country:	
2.	Name of Client:	
3.	Client Address:	
4.	Nature of services provided (Narrative description of the assignment)	
5.	Special features relevant to the assignment for which the Applicant wishes to be shortlisted	
6.	Total number of staff-months of the assignment:	Number of professional staff-months provided:
7.	Role of the firm under the contract ( <b>tick one</b> ):	
	<input type="checkbox"/> Sole party	<input type="checkbox"/> Lead partner (more than 2/3 input)
	<input type="checkbox"/> Minor Partner in a joint venture	<input type="checkbox"/> Sub-consultant
8.	Date of award:	
9.	Date of completion:	
10.	Duration of Assignment (years and months)	
	years	months

**APPLICATION FORM 4**

**PERSONNEL CAPABILITIES**

Name of Applicant:
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Each Applicant is required to provide information that it, or its partner as applicable, has professionals in the field to undertake the proposed assignment. This shall be by way of a statement in application.

For each of the three specific positions listed in the table below, and which are considered essential for the proposed assignment, the Consultant shall clearly indicate that it has at least one expert for the position as hereunder. The data on the relevant experience of each of the key experts shall be submitted in separate sheets using one Form 4A for each expert.

**APPLICATION FORM 4(A)**

**SUMMARY**

Name of Applicant:
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<i>Candidate information</i>	Name of key Expert	
	Proposed position:	Age:
	Professional qualifications:	
<i>Present employment</i>	Name of employer	
	Address of employer	
	Telephone	Contact person (Manager/ Personnel Officer)
	Fax:	E-mail:
	Current job title of the key Expert	Years with present employer

**Statement:**

I, the undersigned, certify that:

(i) to the best of my knowledge and belief, this summary correctly describes myself, my qualifications, and my experience; and

I understand that any willful misstatement described herein may lead to the disqualification of the Consultancy firm which has submitted this EOI, if shortlisted.

\_\_\_\_\_

*[Signature of key Expert]*

Date: \_\_\_\_\_

*Date/Month/Year*