REPUBLIC OF MAURITIUS

PUBLIC SERVICE COMMISSION

AND

DISCIPLINED FORCES SERVICE COMMISSION

Request for Proposal

for

Provision for the Services of a
Head of the Research and Innovation Unit
under the Expert Skills Scheme

Procurement Reference No: PSC/RFP 018/2023-2024

Issued on: 08 January 2024

Public Service Commission and Disciplined Forces Service Commission
7, Louis Pasteur Street,
Forest Side,
Republic of Mauritius
Telephone: (+230) 6709705
Fax: +(230) 674 7943
https://psc.govmu.org/psc/
Request for Proposal

LETTER OF INVITATION

Dear Sir / Madam,

Subject: Provision for the Services of a Head of the Research and Innovation Unit

1. You are hereby invited to submit Technical and Financial proposals for services required under the Expert Skills Scheme for the Public Service Commission and Disciplined Forces Service Commission which could form the basis for future negotiations and ultimately, a contract between you and the Public Service Commission and Disciplined Forces Service Commission.

2. The purpose of this assignment is to appoint a Head of the Research and Innovation Unit as detailed in the Terms of Reference at Annexure 1.

3. The following documents are enclosed to enable you to submit your proposal:
   (a) Terms of Reference (Annexure 1)
   (b) Supplementary information for Experts (Service Providers), including a suggested format of curriculum vitae (Annexure 2); and
   (c) Sample format of the Service Contract under which the service will be performed (Annexure 3).

4. Any request for clarification should be forwarded to The Secretary of the Public Service Commission and Disciplined Forces Service Commission via e-mail on confunit@govmu.org or on the postal address: 7, Louis Pasteur Street, Forest Side or via facsimile on +2306703417. Request for clarifications should be received 14 days prior to the deadline set for submission of proposals in para. 7.

5. The Government of the Republic of Mauritius requires that bidders/suppliers/contractors participating in the procurement exercise in Mauritius observe the highest standard of ethics during the procurement process and execution of contracts. Service providers are advised to consult the website of the Procurement Policy Office of Mauritius ppo.govmu.org to acquaint themselves with the legislations related to procurement in Mauritius.

6. Eligibility

6.1 (a) A service provider that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

Links for checking the ineligibility lists are available on the PPO’s website: ppo.govmu.org

(c) Service providers should submit a statement on past and present declaration of ineligibility, if any, by any international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Submission of Proposals

The Technical and Financial proposals from the service providers shall be submitted in two separate sealed envelopes marked “Services for a Head of the Research and Innovation Unit at the Public Service Commission and Disciplined Forces Service Commission Ref PSC/RFP 018/2023-2024” and should follow the form given in the "Supplementary Information for Service Providers" (Annexure 2). The proposals should be deposited in the Tender Box situated at 7, Louis Pasteur Street, Forest Side by Monday 05 February 2024 up to 13.00 hours at latest.

**Proposals should not be forwarded by electronic mail.** Any proposal received after the set deadline shall be rejected.

8. Deciding Award of Contract

Qualification and experience of the service provider shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from service providers should score at least 50 marks for the Technical Proposals to be retained for further consideration (see Annexure-4).

Only those service providers scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Service provider scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Service provider and so on until an agreement is reached.

For **Quality and Cost based selection**, the financial negotiations will involve neither the remuneration rates nor other proposed unit rates.

Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

9. Please note that the Public Service Commission and the Disciplined Forces Service Commission are not bound to select any of the service providers submitting proposals.
10. The assignment will be on a full-time contractual basis for a duration of one year, with the possibility of renewal up to three years, subject to satisfactory performance.

11. Assuming that the contract can be satisfactorily concluded, you will be expected to take up /commence with the assignment within 1 month as from date of signature of contract.

12. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability (PAYE) at the rate specified in Tax Laws in Mauritius.

13. The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

14. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

15. The Public Service Commission and Disciplined Forces Service Commission would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

[Signature]

P. Pirthee
Secretary

Enclosures:

Annexure 1: Terms of Reference
Annexure 2: Supplementary Information to Experts (Service Providers)
Annexure 3: Draft contract under which service will be performed
Annexure – 1

TERMS OF REFERENCE TO HEAD THE RESEARCH AND INNOVATION UNIT

Part 1. Background

The Public Service Commission (PSC) and Disciplined Forces Service Commission (DFSC) have been established under sections 88 and 90 respectively of the Constitution of Mauritius.

As the apex institutions of the public service, their mandate is “to ensure that Mauritius has a professional and efficient Civil Service and Disciplined Forces geared toward excellence and fully equipped to meet the legitimate expectation of the population”. In this regard, the PSC and DFSC represent the benchmark for integrity, equity and efficiency in a dynamic public service.

The challenging nature of recruitment and strategic human resource requirement in the Public Service and Disciplined Forces call for continuous innovation, adapted techniques and modern methods for assessment and selection of personnel.

The Commission being an important partner in the transformation agenda of the Public Service and Disciplined Forces, has taken a decisive turning initiative with more interviews being held in a shorter timeframe and the quality of recruitment being continuously strengthened.

Part 2. The Services:

The Commission is proposing to employ a service provider with a view to setting up a Research and Innovation Unit which will be mainly responsible for:

(i) providing strategies to cope with new and emerging situations in the delivery of service in the Public Sector;
(ii) devising innovative, effective and modern methods and techniques for carrying out interviews in line with leading practices;
(iii) proactively working with Ministries and Departments and advise on an annual plan for interviews based on priorities, readiness and strategic requirements of the Public Service;
(iv) assisting in conducting assessments including preparation of interviews, setting up examination questions and marking of scripts in line with international best practices;
(v) establishing workable partnerships with relevant national and international agencies;
(vi) assessing skills mismatch in the Public Sector and proposing amendments to Schemes of Service, in consultation with relevant Ministries and Departments;
(vii) undertaking regular consultations with the Higher Education Commission, Mauritius Qualifications Authority, the Ministry of Education, Tertiary Education, Science and Technology, Local and International Universities and relevant entities in view of fine-tuning graduates courses contents so as to better prepare graduates for the requirements of the Public Sector; and
(viii) carrying out research on personnel selection, manpower planning and management and preparing relevant guidelines, manuals, directives, and related documents.
Part 3. Profile of the Service Provider

A. Academic Qualifications:
   At least a Master’s Degree in either Economics, Management, Social Sciences or any other relevant field in Research and Planning and Public Policy.

B. Experience:
   A. At least eight years’ professional experience in strategic planning and management.
   B. Established experience in working with Government Partners and other stakeholders in private and public sectors.

C. Skills and Competencies:
   - Excellent organisational and interpersonal skills – the ability to work independently and effectively with people across sectors;
   - Excellent oral and written communication skills;
   - Excellent report writing skills; and
   - Critical and analytical mind.

Part 4. Contract duration, fees and leaves

(a) Duration of contract: One (1) year, renewable up to three (3) years subject to the Public Service Commission and Disciplined Forces Service Commission being satisfied with the performance of the Service Provider.

(b) State whether contract is on a lump-sum or time-based: Time-based

(c) Remuneration: A monthly all-inclusive package ranging between Rs 125,000 to 175,000, commensurate with experience.

(d) Leaves: up to a maximum of 10 days during the one-year contract.

Part 5. Confidentiality

Confidential information shall mean and include all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Service Provider and/or the Commission to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.

During the execution of the project, except with the prior written consent of the Commission, the Service Provider shall not at any time communicate to any person or entity any confidential information acquired during the course of the contract.
Part 6. Reporting line

The Head of the Research and Innovation Unit shall report to the Secretary, Public Service Commission and Disciplined Forces Service Commission and will work in accordance with the instructions given by the Chairperson of the Public Service Commission and Disciplined Forces Service Commission or his representatives.

Part 7. Deliverables

1. An important component under the Expert Skills Scheme, is the transfer of knowledge by the Service Provider to Government officials. The Service Provider should therefore, indicate the details about the training and capacity building programme, the skills to be transferred and the time frame. Any costs for the training and capacity building shall be indicated in the proposal.

2. The Service Provider will be required to submit a comprehensive work plan with measurable deliverables and report to the Chairman, Public Service Commission and Disciplined Forces Service Commission. The Secretary, Public Service Commission and Disciplined Forces Service Commission shall set up a Monitoring Committee comprising at least three members at appropriate level, after the completion of the selection procedure for monitoring the progress of the assignment. The Monitoring Committee shall be responsible to oversee that the assignment is carried out as per agreed Terms of Reference and contractual conditions and to assess the quality of the deliverables.

3. Reports on any particular issues as mentioned in Part 2, as directed by the Monitoring Committee. The Monitoring Committee of three members will review all reports and suggest any modifications/changes necessary which should be amended within 15 days of receipt.

Part 8. Facilities to be provided by the Public Service Commission and Disciplined Forces Service Commission

The Public Service Commission and Disciplined Forces Service Commission will provide venues for meetings with stakeholders, logistic support for consultation with stakeholders and office facilities.

Part 9. Place of work

At the seat of the Public Service Commission and Disciplined Forces Service Commission, 7 Louis Pasteur Street, Forest Side, Mauritius.
Part 10. Termination of Contract

a) The Public Service Commission and Disciplined Forces Service Commission may terminate the contract of employment of the Head, Research and Innovation Unit, whenever his services are no longer required and for reasons other than misconduct, by giving one month’s prior notice or by paying one month’s salary.

b) The Head, Research and Innovation Unit, may resign from his employment by giving one month’s notice in writing or by paying one month’s salary to the Commission.

c) The Commission may terminate the employment of the Head, Research and Innovation Unit forthwith on ground of misconduct and thereupon all the rights and advantages reserved shall cease.

Part 11. Cancellation of Bidding Process

The Commission reserves the right to:

(a) accept or reject any bid; and

(b) annul the bidding process and reject all bids at any time prior to contract award as per provision of section 39 (1) of the Public Procurement Act 2006.
SUPPLEMENTARY INFORMATION FOR EXPERTS (SERVICE PROVIDERS)

**Proposals**

1. Proposals should include the following information:

   (a) Technical Proposals

      (i) Curriculum Vitae of Service Provider (Form F-2).

         An outline of recent experience on assignments/projects of similar nature executed during the last five years in the format given in Form F-3.

      (ii) Any comments or suggestions of the Service Provider on the Terms of Reference (TOR).

      (iii) A description of the manner in which the Service Provider would plan to execute the work.

      (iv) The Service Provider’s comments, if any, on the data, services and facilities to be provided by the Public Service Commission and Disciplined Forces Service Commission indicated in the Terms of Reference (TOR).

   (b) Financial Proposals

      The financial proposals should be given in the form of summary of Contract estimate in Form F-4.

**Note:** Prospective Service Providers are requested to fill all forms and templates as required and deposit same in the Bid Box at the Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side or via facsimile on +2306703417.

2. The proposals shall be submitted in **two originals and one copy**.
3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on any suggestions you may have made to improve the Terms of Reference.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Agreement will then be reached on the final Terms of Reference.
FORM NO. F-1
(To be Filled by Bidder)

From: ..........................................  To: ..........................................  
..............................................  ..............................................  
..............................................

Sir

Hiring of Service Provider for (..................)

I ............................................. herewith enclose Technical and Financial Proposals for selection as Service Provider for the Public Service Commission and Disciplined Forces Service Commission.

I undertake that, in competing for (and, if the award is made to me, in executing) the above contract, I will strictly abide by the Conduct for bidders and Contractors as provided under the Public Procurement Act 2006 of Mauritius.

I hereby certify that I have taken steps to ensure that no person acting for me or on my behalf will engage in any type of fraud and corruption during my participation in the bidding process and I commit ourselves to observe the same principles if the contract is awarded to me and during its execution. I understand that transgression of the above is a serious offence and appropriate actions will be taken against me.

Yours faithfully,

Signature: ..............................................
Full name: ..............................................
Address: ..............................................
FORM F-2
(To be Filled by Bidder)

FORMAT OF CURRICULUM VITAE (CV) FOR SERVICE PROVIDER

Name of Service Provider: .................................................
Profession: .................................................................
Date of Birth: .............................................................
Nationality: .................................................................
Membership in Professional bodies: .................................

Key Qualifications:
[Give an outline of experience and training most pertinent to tasks on assignment. Describe
degree of responsibility held on relevant previous assignments and give dates and locations. Use
about half a page.]

Education:
[Summarize college/university and other specialized education, giving names of institutions,
dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:
[Starting with present position, list in reverse order every employment held. List all positions
held since graduation, giving dates, names of employing organizations, titles of positions held,
and locations of assignments. For experience in last five years, also give types of activities
performed and employers references, where appropriate. Use about two pages.]

Languages:
[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading,
and writing]

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly
describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Service Provider]

Full name of Service Provider: ..............................................
FORM F-3
(To be Filled by Bidder)

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of Assignment</th>
<th>Owner or Sponsoring agency</th>
<th>Cost of Assignment</th>
<th>Date of Commencement</th>
<th>Date of Completion</th>
<th>Was assignment satisfactorily completed</th>
</tr>
</thead>
<tbody>
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Note: Please attach certificates from the employer by way of documentary proof. (if any)
FORM F-4  
(To be Filled by Bidder)  

Cost Estimate of Services\(^1\)

Remuneration:

**Year 1**

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Monthly Rate (MUR)</th>
<th>Working Months</th>
<th>Total Cost (MUR)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>12 months</td>
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</table>

**Year 2**

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Monthly Rate (MUR)</th>
<th>Working Months</th>
<th>Total Cost (MUR)</th>
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<tr>
<td></td>
<td></td>
<td>12 months</td>
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</table>

**Year 3**

<table>
<thead>
<tr>
<th>Name of Service Provider</th>
<th>Monthly Rate (MUR)</th>
<th>Working Months</th>
<th>Total Cost (MUR)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12 months</td>
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</table>

Total (3 Years)

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Note: Monthly rate quoted would be deemed to be an all-inclusive rate. Except as may be expressly set forth in this Agreement there shall be no other charges, fees, cost, expenses or any other amounts payable under this Agreement. The rates quoted would be the same for Years 1, 2 and 3 with no increase in rates.

\(^1\) Rates shall be used for extension of contract for Time-based contract at negotiation stage or as otherwise specified

\(^1\) Reimbursable at cost with supporting documents/receipts unless otherwise specified.
SERVICE CONTRACT

BETWEEN

THE PUBLIC SERVICE COMMISSION AND
DISCIPLINED FORCES SERVICE COMMISSION

AND

(Name of Service Provider..........................)
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</tbody>
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THIS SERVICE CONTRACT entered into this [date], between the Public Service Commission and Disciplined Forces Service Commission (hereinafter called the "Client") and ........... (hereinafter called the "Service Provider").

WITNESS THAT:

WHEREAS the Public Service Commission and Disciplined Forces Service Commission have determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Service Provider represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I
SCOPE OF SERVICES

1.1 The services to be performed by the Service Provider under this Contract (hereinafter called the "Services") are those described in the Terms of Reference attached hereto as Annexure I to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II
COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Service Provider shall commence the Services on [date] upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (Annexure I) or indicated by the Public Service Commission and Disciplined Forces Service Commission.

2.2 The Services shall be for an initial period of one year and may be renewed up to a maximum period of three years subject to the Public Service Commission and Disciplined Forces Service Commission being satisfied with the services of the Provider, beginning on the date of commencement of the Services, and ending not later than one year after the signature of the contract.
ARTICLE III
DUTIES OF THE SERVICE PROVIDER

3.1 The Service Provider shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the Public Service Commission and Disciplined Forces Service Commission.

3.2 The Service Provider shall:

(a) regularly report to, and obtain direction and guidance from the Public Service Commission and Disciplined Forces Service Commission on all matters arising from or relating to the present Contract; and

(b) promptly comply with such instructions as may be issued from time to time by the Public Service Commission and Disciplined Forces Service Commission in connection with the performance of the services.

3.3 The Service Provider shall perform the services to the satisfaction of the Public Body in accordance with the Terms of Reference and at such intervals as the Public body may require.

3.4 The Service Provider shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

3.5 The Service Provider shall seek and obtain any visas and/or permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The Public Service Commission and Disciplined Forces Service Commission shall, as necessary, assist the Service Provider in obtaining such visas and/or permits.

ARTICLE IV
PAYMENT FOR THE SERVICES

4.1 The Public Service Commission and Disciplined Forces Service Commission shall pay to the Service Provider, in respect of the services, the various amount specified to this Contract (hereinafter referred to as the "Contract Amount").

4.2 The Contract Amount shall be paid to the Service Provider in accordance with the modalities specified to the present Contract, which forms an integral part thereof.
ARTICLE V
CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Service Provider in connection with or by virtue of the present Contract, shall be treated as confidential by the Service Provider, and the Service Provider shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the Public Service Commission and Disciplined Forces Service Commission.

5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Service Provider for the Client under the Contract shall belong to and remain the property of the Client.

ARTICLE VI
ASSIGNMENT AND SUB-CONTRACTING

6.1 Except with the prior written consent of the Public Service Commission and Disciplined Forces Service Commission, the Service Provider shall not:

(a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract; and

(b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII
LIABILITY OF THE SERVICE PROVIDER

7.1 The Service Provider shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.

7.2 The Service Provider shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.
ARTICLE VIII
FORCE MAJEURE

8.1 Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.

8.2 In the event of force majeure which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.

8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX
TERMINATION OF CONTRACT

9.1 The Public Service Commission and Disciplined Forces Service Commission may, upon giving not less than thirty (30) days' notice in writing to the Service Provider, terminate the present Contract for cause if the Service Provider has failed to perform the Services or to comply with his/her other obligations under the Contract.

9.2 The Public Service Commission and Disciplined Forces Service Commission may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Service Commission and Disciplined Forces Service Commission to do so, provided that the Service Provider shall in that event be given a notice of not less than thirty (30) days of such termination.

9.3 The Service Provider may terminate the present Contract if the Public Service Commission and Disciplined Forces Service Commission has, within a period of forty-five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.

9.4 The parties hereto may by mutual agreement terminate this Contract.

9.5 If the present Contract is terminated under this Article, the Public Service Commission and Disciplined Forces Service Commission shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.
ARTICLE X
DISPUTE SETTLEMENT

10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the Secretary, Public Service Commission and Disciplined Forces Service Commission who shall transmit his decision in writing to both parties.

10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party’s request for such amicable settlement, may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI
MODIFICATION OR AMENDMENT

11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.

ARTICLE XII
EFFECTIVE DATE

12.1 The present Contract shall enter into force on the date of its signature by both parties.

12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.
ARTICLE XIII
CHANNEL OF COMMUNICATIONS AND NOTICES

13.1 For the purposes of the present Contract, the authorized representative of the Public Service Commission and Disciplined Forces Service Commission shall be the Accounting Officer or such other officer as he may designate for this purpose.

13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

For the Public Service Commission and Disciplined Forces Service Commission

Address: 7, Louis Pasteur Street,
Forest- Side
Mauritius

E-mail: confunit@govmu.org

For the Service Provider

Address: ..........................................
Telephone:  ..........................................
E-mail:  .............................................

ARTICLE XIV
GOVERNING LAW

14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of Mauritius.

IN WITNESS WHEREOF the parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English on the date first above written.

..................................................  ..................................................
FOR THE PUBLIC SERVICE FOR THE SERVICE PROVIDER
COMMISSION AND DISCIPLINED
FORCES SERVICE COMMISSION
**Annexure – 4**

**Evaluation Criteria for Technical Proposals**

The Consultant will be evaluated on the following criteria:

<table>
<thead>
<tr>
<th>Details of Markings</th>
<th>Weightage (Points)</th>
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<tbody>
<tr>
<td><strong>A. Qualification of Consultant</strong></td>
<td></td>
</tr>
<tr>
<td>The candidate should have:</td>
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</tr>
<tr>
<td><strong>Academic Qualifications:</strong></td>
<td></td>
</tr>
<tr>
<td>At least a Master’s Degree in either Economics, Management, Social Sciences or any other relevant field in Research and Planning and Public Policy.</td>
<td>30</td>
</tr>
<tr>
<td><strong>B. Experience</strong></td>
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</tr>
<tr>
<td>At least eight years’ professional experience in strategic planning and management.</td>
<td>10</td>
</tr>
<tr>
<td>Established experience in working with Government Partners and other stakeholders in private and public sectors.</td>
<td>10</td>
</tr>
<tr>
<td><strong>C. Skills and Competencies:</strong></td>
<td></td>
</tr>
<tr>
<td>Excellent organisational and interpersonal skills – the ability to work independently and effectively with people across sectors;</td>
<td>20</td>
</tr>
<tr>
<td>Excellent oral and written communication skills;</td>
<td></td>
</tr>
<tr>
<td>Excellent report writing skills; and</td>
<td></td>
</tr>
<tr>
<td>Critical and analytical mind.</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Technical Weightage -Points (A+B+C)</strong></td>
<td>70</td>
</tr>
</tbody>
</table>

The minimum technical weightage for the Technical Proposals to be retained for further consideration is at least 50 marks.