



REQUEST FOR PROPOSAL GRENADA SOLID WASTE MANAGEMENT AUTHORITY JOB EVALUATION

Background

The Grenada Solid Waste Management Authority (GSWMA) is a statutory organization established by the Government of Grenada through an Act of Parliament sited as The Grenada Solid Waste Management Authority Act No. 11 of 1995.

This Act mandates the GSWMA to develop waste disposal facilities to cater for solid waste treatment and disposal in the state of Grenada and provide collection and transportation of residential solid waste to such facilities. The Grenada Solid Waste Management Authority is the only body responsible for such services in the state of Grenada.

The Minister with responsibility for the Environment in the Ministry of Climate Resilience, Environment, Forestry, Fisheries, Disaster Management and Information heads the governance structure of the Authority. A board of directors comprising nine members and a General Manager oversees the general operations of the GSWMA.

The Authority is financed through implementation of the Environmental Levy Act and its work is supported by other legislation and declarations such as The Waste Management Act 2002 which is enforced by the Ministry of Health -EHD & RGPF, The Abatement of Litter Act 2015, The 2018 Non Biodegradable Waste Control Act and the Grand Anse Declaration on Principles for Sustainable Development, among others.

A salary scale module developed since 2002 has been used to determine salaries for Directors, management and staff of the Authority and has not been updated since its inspection. Since then, new positions have been created and the staff complement has increased.

Objectives:

To measure the value of work and how it links to business performance, GSWMA is embarking on a comprehensive job evaluation exercise. The job evaluation exercise will:

- Ensure that the jobs within GSWMA are aligned with the organisation's structure and needs of the operation.
- Review and update the current job descriptions in GSWMA and recommend new competencies and skills to support the strategy.
- Determine the value of each role in relation to all others in GSWMA.
- Determine benchmark of wages for various job positions that are internally fair and externally competitive.

Upon completion, the results will be utilized by the GSWMA, applying similar modalities to reach a consensus on the optimum value and rates that should be applied to each position.

Scope of Works:

- Undertake a complete review and evaluation of all positions within the Grenada Solid Waste Management Authority to determine their relationship to each other, and to ensure alignment of the structures and functions.
- Recommend the ranking of the respective job positions based on value to the Authority.
- Recommend the determination of benchmark of salaries for various job positions giving due regard to the national norms and regional standards.
- Review, develop and recommend detailed job descriptions including duties, competencies and qualifications.
- Identify any special circumstances relating to the nature and function of each job position including risk, tenure and benefits.
- Recommend if any job position should attract premiums based on special circumstances.
- Identify gaps and recommend positions suitable for the future growth and development of the organization after reviewing the current structure.

- Clearly outline the cost impact to the Authority of proposed adjustments to the salary scale.
- Clearly detailed the methodology used with respect to the determination of value, ranking and bench- marking

Institutional Arrangement:

The consultant / firm shall enter into contractual arrangement with the GSWMA and shall report to GSWMA General Manager; as such receiving of deliverables, determining acceptability of report contents, the authorization of disbursement of payment, and evaluation of performance shall all be undertaken by the GSWMA General Manager. The GSWMA shall provide a letter of introduction to the consultant which provides authorization to him/her to work on behalf of the Authority.

Expected duration of Assignment:

The task is expected to be completed within six (6) weeks from the date of signing of the contract. The consultant/ firm therefore, is required to prepare and submit the entire report in a way that allows the achievement of all deliverables within a 6-week period.

Qualification/Experience:

- The successful consultant / firm shall meet the following minimum criteria:
 - Bachelors Degree or higher qualification in human resource management, statistics and/or related fields.
 - Proven track record in the area of compensation and benefit analysis.
 - Past experience in undertaking salary scale review for other organizations.
 - Familiarity with labor market issues.
 - Ability to render consulting services in the most professional, effective and efficient manner.
 - Excellent writing and presentation skills (all required reports shall be written in English).

Recommended Presentation of Proposal:

The interested Consultant /firm will submit the proposal in the following manner:

- Description and background information of the Consultant /firm including a listing of previous clients, nature of service provided to at least two (2) clients who can be listed as references.
- Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements as stated above.
- Explanation on suitability of the consultant for the work, and a brief methodology on how the work will be approached and conducted.
- The Financial Proposal containing the final and all-inclusive professional fees.
- Proposed schedule of implementation of works.

The information should be submitted in one(1) sealed envelope addressed to:

**General Manager
Grenada Solid Waste Management Authority
Frequence
St. George, Grenada**

LABELLED: “PROPOSAL TO PROVIDE CONSULTANCY SERVICE FOR JOB EVALUATION”

DEADLINE FOR RECEIPT OF PROPOSAL: FEBRUARY 21ST, 2020