

Invitation to submit Expression of Interest

The Myanmar Red Cross Society No. 42, (4th Floor), Strand Road, Botahtaung Township Yangon, Myanmar

will be implementing under

the MRCS Strategic Plan underlines the need for "developing a strong, well-functioning and resourceful National Society" through an improved Human Resources Management and a strong focus on the Financial Sustainability of the National Society.

Findings from recent assessments focused on organisational capacity and institutional preparedness highlight the Revision of MRCS Core Structure and an improved Workforce Planning as urgent priorities. This revision and planning should establish a clear distinction between core and programme staff to ensure the development of an efficient organisation capable to deliver relevant services in a sustainable manner.

MRCS will rely on the support of an External Service Provider for a time-bound service that can be conducted via a combination of remote and face-to-face modalities.

The Service Provider (HR Practitioner) will be responsible for the following objectives/deliverables:

- 1. Review and update MRCS Staff Classification and Compensation System (Salary Structure and Benefit Package) proposing a revision of the existing scale aligned with labour market in the humanitarian sector.
- 2. Revision of Professional Development Plan based also on an analysis of the motivational aspects and incentives.
- 3. Creation of MRCS organizational structure, including a revision of MRCS Departments Terms of Reference and the revision of the core structure that shall be based on MRCS core services and functions.
- 4. Updating job descriptions for positions in the organizational structure and revising, as needed, MRCS Staff Job Description Template and Job Advertisement Template.

Service Provider/ Consultant with minimum five years experiences of services in the relevant area and/or team of HR Practitioners are invited to submit their expression of interest to participate in the respective pre-qualification / Tender for the area of services described above.



Interested Contractors are requested to submit in English language:

- Letter of expression of interest, if applicable indicating their preferred region of operation
- Official document showing the Service Provider/ Consultancy services, valid for the current year.
- List of previous relevant services of a similar type or complexity or in the project region

Myanmar Red Cross Society (Yangon Office)
Logistics and Supply Chain Management Department

Red Cross Building, Fourth floor, No. 42 Strand Road, Botahtaung Township,

Yangon, Myanmar.

Attn: Logistics and Supply Chain Management Department

Telephone: 01 392028,392029,302030 Ext; 119

Email: thanzaw@redcross.org.mm

by E-mail, post or by hand to the above MRCS address.

Closing date for submissions is the 18 th	October, 2023 at 12:00 PM Local time
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Date, Signature		
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Myanmar Red Cross Society Annexure of Expression of Interst (EOI)

								2023												20						_	
Sr.	Objective	Octcomes	October November Decem			March January February March April W W W W W W W W W																					
		3 1100=110	W	W	V	v w	W	W	W	W	v w	W	W	WV	V W	W	W	VW	W	W	wv	v w	W	wv	VW	W	W
1	MRCS Procurement Process	EOI and Tender annoucement in public as MRCS website page and EOI/ Proposal submission	1 x	2 3 x	3 4	5	6	7	8 9	9 1	0 11	12	13	14 1	5 16	17	18 1	9 20	0 21	22	23 2	4 25	26	27 2	8 29	30	31
1	WIKCS Floculement Flocess	Proposal Evalautation, Tender selection and contracting process			x z	K																					
2	Review and update MRCS Staff Classification and Compensation System (Salary Structure and Benefit Package) proposing a revision of the existing scale aligned with labour market in the humanitarian sector	Benchmark the MRCS existing salary scaleand analyse the position of MRCS salary system Benchmark the MRCS existing benefit package and analyse the position of MRCS benefit system Analyse the motivations and incentives that currently support staff retention and compare with the existing HR Guidelines and professional development plan of MRCS				х	x	х	x	x																	
3	Revision of Professional Development Plan based also on an analysis of the motivational aspects and incentives	4. Submit to the assigned MRCS Compensation Structure & Retention Plan Task a Draft Proposal which includes: a. A revised MRCS Classification of Positions and Salary Structure b. A guide for the initial salary fixation and salary increment. c. MRCS Benefit Package d. Revised (as needed) Professional Development Plan for MRCS Staff				х	x	х	x	x	x x																
4		5. Revise drafts and incorporate feedback from the assigned MCRS Compensation Structure & Retention Plan Task to produce the final drafts and prepare official presentation for MRCS leadership and management				x	x	х	х	x	x x	x															
5	Creation of MRCS organizational structure, including a revision of MRCS Departments Terms of Reference and the revision of the core structure that shall be based on MRCS core services and functions	A. Submit to assigned MRCS Core Structure Task Force an initial report based on the following: a. Conduct a desk analysis of the current MRCS Organisational Structure and financing mechanisms for MRCS human resources b. Develop the methodology for the process of developing, reviewing, or updating the foundational documents, including identification of stakeholders to interview, timeline of consultation process, draft questionnaires, and templates of consultation reports. B. Conduct consultations (Key Informant Interviews -KII-) with MRCS Executive				х	x	х	x	x	x																
6		Committee (EC) members and staff at headquarter, C. Conduct consultations (KII) with peer National Societies				х	x	х	х	X	x x	X	х	x z	x x												
7 8	Updating job descriptions for positions in the organizational structure and revising, as needed, MRCS Staff Job Description Template and Job Advertisement Template	D. On the basis of the consultations, draft and submit to the assigned MRCS Core Structure Task Force a Report inclusive of: a) MRCS organizational structure aligned to MRCS core functions with b) Updated job descriptions for positions in the new organizational structure and revised Job Description Template with clear job requirements specifications necessary for performance appraisals and revised Staff Job Advertisement Template c) Potential revision/update of relevant documents regarding the definition of Core Costs d) Change Management Plan to support MRCS and its staff to adapt effectively to the proposed changes E. Revise drafts and incorporate feedback from the assigned MCRS Core Structure Task Force to produce the final drafts and prepare an official presentation for MRCS					x				x x			x :				x >		x							
9		leadership and management F. Support the test run of the restructuring following the Change Management Plan		\vdash	-		x x	x	x	v	x x	-	v	x :	, ,		х	v .			x :	v .	х	x :	x x	х	v
10	Workshop for consultation/ technical debriefing / dissemination of the consultation analitical report	together with MRCS Core Structure Task Force Discussion at Workshop and approval of Revised salary scale				Х	X	X	Х	X	XX	X	Х	X	X	X	X	Α)	X	Х	X .	X	Х	X	X	Х	x





Technical Contractor Assessment (for Pre-Qualification)

Contents

Form 1	General Information
Form 2	Financial Information
Form 3	Technical Qualification - Personnel
Form 4	Technical Qualification - Experience as Contractor

Notice to Tenderers

- 1. All questions contained in the forms must be answered by the tenderer.
- 2. If a question does not apply, "not applicable" should be entered.
- 3. Financial data and declarations presented by the tenderer must be consistently given in either US-Dollar or national currency.
- 4. Requested documentation/certificates/proof must always be accompanied by a relevant translation in the English language.
- 5. Each member of a joint venture/consortium must submit every form.
- 6. The person(s) signing this questionnaire guarantees the truthfulness and accuracy of all the statements made.

The accuracy of the answers to the questionnaire, their completeness and the attached documentation will be considered in the financial and technical evaluation of the contractor.

The attention of Tenderers is also drawn to the fact that the absence of important data may cause their rejection from further evaluation (non-compliance). Untrue information, discovered at a later stage, can lead to the cancellation of the contract.



Form 1 General Information about the Tenderer

1.1	Name of Company	
1.2	Registered Address	
1.3	Town/City	
1.4	Country	
1.5	Contact Person	
1.6	Telephone	
1.7	E-Mail	
1.8	Names of directors and associates	
1.9	Type of company	
1.10	Description of company	(i.e. natural person, partnership, corporation, etc.)
1.11	Company's nationality	(i.e. general contractor, civil engineering firm)
1.12	Experience	
	as contractor	Number of years in own country
		Number of years internationally
1.13	Registration details	
		Attach copy of the registration certificate
1.14	Equity in the company	y Shares (%)
1.15		s: state whether they established in the country of nce with applicable regulations.
Date,	Signature:	(a person authorised to sign on behalf of the tenderer)
		(a p 2. 22. i divino i section to sign on oction) of the tenderer



Form 2 Financial Information

Please provide all of the information required by this form (preferably in the same currency) and state the currency.

Basic o	capital								
	Amount		·····						
	Currency								
	Authorised								
	Issued		••••						
Annua two ye	l value of constr ars	ruction work	undertaken fo	or each of the la	ast three years	s, and projecte	d for the nex		
	Currency	Year-3	Year-2	Last year	Current year	Year +1	Year +2		
	At home								
	Abroad								
	Total								
Approx	ximate value of	works in prog	gress						
	at home and if applicab			(curre	ency)				
	abroad			(curre	ency)				
Approx	ximate value of	works expect	ed to comme	nce in the next	2 years				
	at home and if applicab			(curre	ency)				
	abroad			(curre	ency)				



Please attach copies of the company's previous 3 years certified statements of account (with translations into the language of the procedure if necessary) from which the following basic data will be abstracted.

currency	Year-3	Year-2	Last year	Current year
1.Total assets				
2.Total liabilities				
Net Value (1 minus 2)				
3.Liquid assets				
4.Short-term debts				
Working capital (3 minus 4)				
5.Pre-tax profits				
6.Losses				

Please enclose a reference/ocredit facilities (maximum an	certificate about the mount of credit faci	e financial llity)	situation	of the	company	and its	access	to
Data Ciaractura								
Date, Signature:	(a person authoris	sed to sign o	on behalf o	of the te	enderer)			



Form 3 Technical Qualification - Personnel

Tenderer's Personnel

Overview		
Directors and managen	nent	
Administrative staff		
Technical staff		
- HR Practitione	er (Local/ International)	
- Technical expa	at (Local/ International)	
Total		=======
Date, Signature:	(a person authorised to sign	on behalf of the tenderer)



Form 4 Technical Qualification – List of Relevant Experience and Services as Service Provider/ Consultant

List of completed contracts of Similar Nature and Complexity as is required for the project

Site No.	Name of project / kind of works	Total value of works the Service Provider was responsible for / as Consultant	Period of contract (from / to)	Client name and TelNo. and Address of client
1	A) In home country	/	/	
2		/	/	
3		/	/	
4		/	/	
5		/	/	
6		/	/	
7	B) Abroad (optional)	/	/	
8		/	/	
9		/	/	

Please attach hereafter references/certificates from the relevant clients.

Date, Signature:	
_	(a person authorised to sign on behalf of the tenderer)