



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

Closing date for submissions is the **18th October, 2023 at 12:00 PM Local time.**

Date, Signature



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 _____
(i.e. natural person, partnership, corporation, etc)
- 1.10 Description of company _____
(i.e. general contractor, civil engineering firm)
- 1.11 Company's nationality _____
- 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 Shares (%) _____
- 1.15 For foreign companies: state whether they established in the country of the project in accordance with applicable regulations.

Date, Signature: _____

(a person authorised to sign on behalf 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 capital

Amount.....

Currency.....

Authorised.....

Issued.....

Annual value of construction work undertaken for each of the last three years, and projected for the next two years

Currency	Year-3	Year-2	Last year	Current year	Year +1	Year +2
At home						
Abroad						
Total						

Approximate value of works in progress

at home (currency)

and if applicable

abroad (currency)

Approximate value of works expected to commence in the next 2 years

at home (currency)

and if applicable

abroad (currency)



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				
<i>Net Value (1 minus 2)</i>				
3.Liquid assets				
4.Short-term debts				
<i>Working capital (3 minus 4)</i>				
5.Pre-tax profits				
6.Losses				

Please enclose a reference/certificate about the financial situation of the company and its access to credit facilities (maximum amount of credit facility)

Date, Signature:

 (a person authorised to sign on behalf of the tenderer)



Form 3 Technical Qualification - Personnel

Tenderer's Personnel

Overview

Directors and management

Administrative staff

Technical staff

- HR Practitioner (Local/ International)

- Technical expat (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 Tel.-No. 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)