



## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – QUALITY AND COST- BASED SELECTION (QCBS))**

KINGDOM OF LESOTHO  
MINISTRY OF FINANCE  
PUBLIC SERVICE MODERNIZATION PROJECT (PSMP)  
Credit No.: 5772-LS  
Project Number: P152398

**Assignment Title: ENGAGEMENT OF HR FIRM IN SUPPORT OF  
GOVERNMENT OF LESOTHO PUBLIC SERVICE BIOMETRIC AND  
PAYROLL CENSUS**

**Reference No.** (as per Procurement Plan): C-2.2

The Government of the Kingdom of Lesotho (GOL) has received financing from the World Bank toward cost of the PUBLIC SECTOR MODERNIZATION PROJECT (PSMP), and intends to apply part of the proceeds for consulting services. The consultancy will provide specialist advice to contribute to the successful implementation of the Public Sector Modernization Project Appraisal Document (PAD) through development and provision of services for Support of Government of Lesotho Public Service Biometric and Payroll census.

The consulting services (“the Services”) include Implementation of the Biometric census to enhance the integrity of the Public Service payroll through:

- Ensuring that all public officers are registered on the Ministry of Home Affairs National Register.
- Conducting a headcount of all public officers.
- Identifying bona-fide public officers through biometric features.
- Verifying HR and Payroll data on the Government Human Resources Information System (HRIS).
- Identifying anomalies and irregularities on the public service payroll.

The duration of the contract is ten (10) months with the expected start date is 1<sup>st</sup> April 2017.

The assignment will be conducted in six (6) main stages namely: Preparatory; Implementation (This will include enumeration of all public officers in ten districts); Data analysis; Report writing; Validation/Verification of findings and Finalization.

The Government of the Kingdom of Lesotho now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

Potential bidders must have the necessary qualifications and previous experience in conducting field audits/surveys of similar nature, data analysis and report production in developing countries. Experience in undertaking similar exercise is a prerequisite. A team of suitably qualified personnel is to be led by a project manager and the following personnel should be on the team:

- a. Project Manager;
- b. Quality Manager;
- c. Census Supervisors;
- d. Public Sector HR expert (if the HR firm does not have public service HR expertise)
- e. Communication expert;
- f. Enumerators;
- g. IT experts;

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost-Based Selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours

The Public Financial Management Reform Secretariat  
Attn: The Procurement Officer  
Ministry of Finance  
Corner Kingsway and High Court Road  
Government Complex, Finance House  
Third Floor, Office # 3043  
P.O. Box 395  
Maseru, Lesotho

E-mail: [lsopfm@gmail.com](mailto:lsopfm@gmail.com)

Expressions of interest must be delivered in a written form to the address above (in person, or by mail or email) by **16<sup>th</sup> January 2017, 16.30 local time**.