



Caribbean Examinations Council

REQUEST FOR PROPOSALS

CONSULTANCY SERVICES TO CONDUCT A JOB EVALUATION EXERCISE AT CXC

1.0 BACKGROUND

The Caribbean Examinations Council (CXC) is a regional examining body that provides examinations for primary, secondary and post-secondary candidates in Caribbean countries.

CXC offers a wide range of subjects in academic, technical and vocational areas for candidates of varying ages, abilities and interests from the English-speaking Caribbean and the Netherlands Antilles and Suriname.

In addition to providing examinations and certification for primary, secondary and post-secondary candidates, CXC uses its in-house expertise and technologies to provide technical assistance and consultancy services to both the public and private sectors across the region. These services include: the development of syllabuses; preparation and administration of national examinations; training in school-based assessment; item writing and other aspects of measurement and evaluation; analysis and preparation of reports of students' performance; preparation of resource materials.

The Council's work is carried out through the Administrative and Finance Committee (AFC), the Schools Examinations Committee (SEC) and its Sub-committee (SUBSEC). Its activities are currently financed primarily through examination fees and government subventions.

CXC's Administrative Offices are located in Barbados and Jamaica. The Headquarters is located in Barbados in the Eastern Zone, and the Western Zone office

is located in Jamaica. Approximately one hundred and twenty-one (121) permanent core staff members are employed at Headquarters and twenty-five (25) at the Western Zone office. In addition seasonal or part-time workers are employed to work during examination administration periods.

The Council is currently in the process of performing a systematic review of all positions at its Administrative and Operation Centres (AOCs). So as to ensure that existing and new positions are correctly categorised and that an equitable salary structure exists, the Council has approved the execution of a Job Evaluation assignment.

In view of the stated goal CXC is seeking to engage a consultant or consulting firm to conduct this comprehensive Job Evaluation.

2.0 OBJECTIVE

The Objective of this consultancy is to conduct a comprehensive job evaluation exercise at CXC. To ensure that all Principal Staff and Support and Ancillary Staff positions at the Council's Administrative and Operation Centres are appropriately classified and aligned to achieve internal and external equity.

2.1 The Specific Key Objectives are to:

- a) Implement a system which would determine the relative value and weight of individual jobs under a fair and equitable assessment process – preferably a points system
- b) Develop and apply a framework which would ensure that the Council's staff is fairly and equitably compensated in relation to the responsibilities and duties required by individual jobs
- c) Provide a framework to determine the ranking levels and the consequent salary range for existing and new jobs or jobs which have evolved and changed

- d) Provide training and tools to enable CXC to perform and manage the programme's future development.
- e) Establish the category and level of individual jobs established in the Council based on the job description, responsibilities and duties of the job
- f) Provide updated job descriptions as required based on outcome of the inspections performed during the job evaluation exercise
- g) Introduce a system that allows for consistent and accurate assessment of the difference in relative value among jobs
- h) Make recommendations for maintaining the proposed evaluation system.

3.0 REQUIRED SERVICES

The work to be undertaken by the Consultants or Consulting Firm in preparation for the output includes but is not limited to the following:

3.1 Conduct Interviews:

- 3.1.1 Management and staff of CXC's AOCs
- 3.1.2 Human Resource Division/Department staff of other similar type regional organisations

3.2 Compile data and assess the following:

- 3.2.1 CXC's current compensation structure and those of other related organisations
- 3.2.2 Review relevant data internally and externally including but not limited to:
 - a) Salary scales of CXC and other comparative organisations

- b) CXC job descriptions and specifications, and those of other comparative organisations
- c) CXC process maps and corresponding procedures

3.3 Create and/or update the following:

- 3.3.1 Job descriptions, specifications and profile
- 3.3.2 CXC's compensation structure

4.0 DELIVERABLES

The consultants will deliver the following to the Caribbean Examinations Council:

Outputs	Deadlines
Proposal to conduct Job Evaluation exercise	3 May 2013
Project Start and Work Implementation Plan	10 May 2013
First Report to include: <ul style="list-style-type: none"> • Review and development of job descriptions • The job evaluation method • The scoring of jobs • Initial findings, issues and proposed actions 	30 June 2013
Second Report to include: <ul style="list-style-type: none"> • Grade structure • Classification of positions within the recommended grade structure • Internal rationalisation • External rationalisation 	16 August 2013
Draft Final Report to include:	30 August 2013

<ul style="list-style-type: none"> • Recommendations • Job evaluation manual • Proposal for maintenance of job evaluation system 	
<p>Presentations to:</p> <ul style="list-style-type: none"> • Steering Committee • Management Team 	<p>12 September 2013</p> <p>16 September 2013</p>
<p>Final Report</p>	<p>30 September 2013</p>

5.0 DURATION

The terms and conditions of the CONTRACT shall apply for the duration of the CONTRACT, beginning on the date of this assignment, or the actual date of commencement of the WORK whichever is earlier, and the COMPLETION DATE which is the 30 September 2013.

6.0 PAYMENT SCHEDULE

Payment to the Consultant (s) for the provision of deliverables outlined in Clause 4 above should not exceed US\$150,000 and will be according to the following schedule:

<i>DESCRIPTION</i>	<i>% DUE</i>
Mobilization fee on signature of contract	20%
Acceptance of the First Report	20%
Acceptance of the Second Report	20%
Acceptance of the Draft Final Report	20%
Acceptance of the Final Report	20%
TOTAL	100%

7.0 EXPERTISE

Eligible Consultants should have the following qualifications:

- 7.1 At least ten years relevant experience in providing classification, job evaluation and compensation consultation services
- 7.2 Good knowledge of job evaluation methodology including but not limited to Hays method of job evaluation
- 7.3 At least seven (7) years' experience in organisational review and/or design would be an asset
- 7.4 Qualifications: Master's Degree in Business Administration, Human Resources, Certified Human Resource Professional (CHRP) or related field
- 7.5 Track record of managing assignments effectively – consistently ensuring timeliness and quality of work with minimum supervision
- 7.6 Excellent communication and representation skills.
- 7.7 Willingness and ability to travel regionally

8 SUBMISSION OF PROPOSAL

Sealing and marking of Proposals: The Consultant(s) shall seal and mark the tender in one outer (Envelope C) and two inner envelopes (Envelopes A and B), as detailed below.

8.1 **Envelope A** should contain the **Technical Proposal** detailing the personnel to be assigned (with resumes) and an outline of measurable goals and the methodology by which the Consultant(s) intends to achieve the objective of the assignment and perform the functions duties outlined in the RFP, and should be marked “Technical Proposal”.

8.1.1 Statement of relevant experience i.e. similar assignments executed in/under execution in the last seven (7) years.

8.2 **Envelope B** should contain the **Financial Proposal** and should be marked “Financial Proposal”. The Financial proposal not to exceed US\$150,000 (inclusive of all administration costs including overheads, printing, posting, copying, presentation etc.)

8.3 **Envelope C** – the outer envelope – should contain Envelopes A and B and should be addressed as follows:

RFP # CXC 2013/001 – “PROPOSAL TO PROVIDE CONSULTANCY SERVICES TO CONDUCT JOB EVALUATION ASSIGNMENT.” FOR THE CARIBBEAN EXAMINATIONS COUNCIL

The Registrar
Caribbean Examinations Council
Garrison
St Michael BB 14038

8.4 Submit both electronic and hard copy of proposals

8.5 Indication of availability to carry out the Consultancy during the period **10 May 2013 to 30 September 2013.**

Envelope C should be hand-delivered and deposited in the tender box located in the lobby/Receptionist area of the **CXC** main building at the above address. ***The identity of the Consultant(s) must not be indicated on Envelope C.***

N.B. Failure to follow the above instructions for submission of Proposals will disqualify the bid.

Closing Date: The closing date for submission of proposals is 3 May 2013 at 4:00 pm. However, **CXC** may at its own discretion extend the deadline for submission of Proposals and any addenda or extended deadlines so issued shall form part of the RFP documents and are binding on the Bidder.

Late Proposals: Proposals submitted after the specified time and date **will be rejected.**