

## REQUEST FOR EXPRESSION OF INTEREST

**Project:** Separation of MCR and form two Respective Ministries

**Title:** Human Resource Consultancy Services to provide Technical Analysis and Evaluation in Facilitating the Proposed separation of the Ministry of Customs and Revenue as endorsed by Cabinet (FK(22) 03).

- A.** The newly planned government reform to separate the current Ministry of Customs and Revenue to establish two separate government bodies, is an initiative to increase efficiency in service delivery as well as creating effective measures to foster innovative methods to increase economic benefits.
- B.** The consulting service will provide technical assistance and support on the development and implementation of proposed organisational structures for the new entities including provisions of providing support for human resource management assessment and planning. This includes the conducting of needed research, desktop reviews, stakeholder and staff consultations, analysis and report writing.
- C.** The terms of reference for the Human Resource Specialist/Consultant will be:
- i. To conduct an assessment of the current shared human resources between Customs & Revenue.
  - ii. To assess the core functions of the two separate entities and identify the support services requirements for each of the separate entities.
  - iii. To develop proposed organisational structures for the two separate entities considering the following human resource aspects:
    - a. Job and skill changes to meet labour demands of each entity.
    - b. Human resource needs required to accomplish each entity's vision, mission, and objectives as well as to improve performances.
    - c. The workforce for each entity to have optimal technical and soft skills to achieve productivity.
    - d. Career paths for employees to increase job satisfaction and value.
  - iv. To identify key human resource policies and processes that are required for building, strengthening, and maintaining effective human resource management while ensuring compliance with Public Service legislations and policies.
  - v. To develop functional and job descriptions as required under the proposed organisational structures.
  - vi. To provide support on the preparation of submission documentation in line with Public Service legislations and policies - as to manage the required recommendation process with the Public Service Commission (PSC), Ministry of Finance (MOF), and Cabinet sub-committee members, in order to gain central approval for the proposed organisational structures.
- D.** The key deliverables/outputs of this consultancy will be:
- i. *Inception Report* on how the above consultancy will be performed – outlining the methodology and work plan including the number of consultations, those will be consulted, information to be collected, and proposed outline of the main report.
  - ii. *Draft Report* – addressing all the requirements of the TOR outlined under Section C above. The Consultant is required to make presentations on the draft report to the client and key stakeholders.

**Customs Services**

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**Inland Revenue Services**

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- iii. *Final Report* – a finalised version of the draft report after incorporating all the comments and feedback from MCR, Cabinet sub-committee members, and other key stakeholders (e.g., PSC and Ministry of Finance).
- iv. *Draft Cabinet* – presenting the proposed organisational structures for Cabinet consideration and approval.

E. Work packages for key deliverables are depicted in Table below:

Outputs	Deliverables	Timeline
1. Scoping, needs assessment and job analysis.	<ul style="list-style-type: none"> <li>• Inception Report stating methodology and work plan.</li> </ul>	5 working days
2. Design of a draft report (with draft proposed organisational structures) – following completion of data collection, consultation, research, and desktop reviews.	<ul style="list-style-type: none"> <li>• Draft Report.</li> </ul>	20 working days
3. Finalisation of the draft report (with final proposed organisational structures).	<ul style="list-style-type: none"> <li>• Draft Report.</li> <li>• Draft Cabinet paper.</li> </ul>	7 working days
<b>Total</b>		<b>32 working days</b>

F. Consultancy tasks are to be conducted within thirty two (32) working days under urgent conditions and needs to be completed by the set time frame.

G. The Ministry of Customs and Revenue now invites the interested human resource consultants to provide information to validate the required qualification and relevant experience to perform the prescribed services. The shortlisting basis are:

- At least 10 years’ experience as a Human Resource Consultant
- Have conducted and successfully completed similar consultancy work in the last 5 years. Please provide detailed description of services rendered, with references from recipients / implementing agencies.

H. A consultant will be selected in accordance with The following legislations:

- Treasury Instructions – Section 6 Procurement and Contracting (Amended 2020)
- Procurement Operating Manual (POM) 2020
- Consultancy Remuneration Framework 2018

I. Expressions of interest must be in a sealed envelope clearly marked with “SEPARATION PROJECT MCR 2022 – Human Resource Consultancy services for the Ministry of Customs and Revenue” must be delivered in a written form to the address below by 11.00am on Monday 4<sup>th</sup> July 2022.

**The Secretary  
 Tenders Board  
 Level 4, Central Bank Building  
 APIA**

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- J. Further information can be obtained from the Corporate Service Division at the Customs headquarters in Matautu, ask for ACEO Corporate Service – Zella Schwenke on telephone 21561 (ext. 103) or email [zschwenke@revenue.gov.ws](mailto:zschwenke@revenue.gov.ws)

Ma le faaaloalo lava

Faafetai

Fonoti Talaitupu Lia Taefu

**ACTING CHIEF EXECUTIVE OFFICER**