

# VOLTA RIVER AUTHORITY

## EXPRESSION OF INTEREST

### COMPETENCY AND LEADERSHIP ASSESSMENT TESTING AND TRAINING

The Volta River Authority (VRA) intends to apply part of its Internally Generated Funds (IGF) to make payments under the contract for Consultancy services to carry out Competency and Leadership Assessment Testing and Training of staff identified for the Authority's Succession and Talent Pool.

The assignment is to assess the behavioural and leadership competencies of staff earmarked for succession within the Authority.

The scope of services includes but not limited to the following:

- i. Identification of and justification of appropriate tests to be used.
- ii. Provision of assessment Tools and Services.
- iii. Determination of timeframe for running of competency tests.
- iii. Delivering results and recommendations to the Authority on all candidates tested.
- iv. Training of selected staff to close the competency gap

Outputs of the consultancy assignment will include the preparation of a competency development plan for the candidates tested, training interventions to build competencies and a recommendation in respect of matching competencies of assessed staff with the right jobs.

A. The VRA now invites eligible Consultants/Firms to indicate their interest in providing the Service.

B. Interested Consultants/Firms must provide Expression of Interest (EOI) for the service with the following mandatory requirements and other additional information listed below:

#### **Mandatory Requirements:**

1. Name of Firm
2. Brief Profile of the Firm (to include General experience in competency assessment, staff training, capacity building and human capital management.)

3. Provide documentary evidence to support the following:

a. **Performance** record of undertaking **similar assignments in the last 5 years**. (Name of clients, scope of services, value of contract, year executed etc. to be stated).

b. Performance record of undertaking **specific assignments in the Competency and Leadership Assessment Testing and Training during the last 5 years** (Name of clients, scope of services, value of contracts, year executed etc. to be stated).

c. Availability and Experience of Key Personnel (to include summarized CV's of at least 3 key personnel).

#### **Additional Requirements for Local Firms include:**

4. Valid Business Registration and Incorporation Certificates.
5. Valid Tax Clearance Certificate.
6. Valid SSNIT Clearance Certificate.
7. Registration with the Public Procurement Authority as a Service Provider.

#### **C. NOTES**

i. Selection/shortlisting of consultants will be in accordance with the mandatory requirements, additional requirements (where applicable) and guided by the requirements of the Public Procurement Act 2003, (Act 663) as amended, of the Republic of Ghana.

ii. One (1) original and two (2) printed copies of the EOI in Sealed Envelopes clearly marked with the right EOI subject shall be submitted.

iii. A submission form must be signed at the time an EOI is submitted by a representative of a company or organization.

iv. Only shortlisted firms will be invited for the Second Stage of the procurement process (Request for Proposal) leading to a final selection of the successful firm.

v. Interested Firms may obtain further information at the address below from 9.00 am to 3.00 pm each working day from **Friday February 08, 2019** till the closing date for receiving proposals.

**Tel No:** 0302 744410; 0303 936162

**Email:** secprd@vra.com

vi. Expression of Interest must be Signed, Sealed, and clearly marked "**EXPRESSION OF INTEREST – COMPETENCY AND LEADERSHIP ASSESSMENT TESTING AND TRAINING FOR THE VOLTA RIVER AUTHORITY**"

**" Package No. VRA/EOI/HRD/01/2019**

The EOI must be addressed to the address below:

**THE DIRECTOR  
PROCUREMENT DEPARTMENT  
VOLTA RIVER AUTHORITY  
TEMA**

**And delivered to:**

**THE OFFICE OF THE DIRECTOR PROCUREMENT,  
PROCUREMENT DEPARTMENT, VOLTA RIVER  
AUTHORITY, located at Kpone Thermal Power Project (KTPP), approximately 6.6 kilometers off the Tema Motorway roundabout to Aflao Road (Near Delhi Public School International (DPS International) Community 25, Tema by 1200 hours GMT on Friday March 01, 2019.**

vii. Late Expressions of Interest shall not be accepted.



**VOLTA  
RIVER  
AUTHORITY**