



TERMS OF REFERENCE FOR CONSULTANCY TO REVIEW AND UPDATE THE STRATEGIC PLAN FOR THE FIVE YEARS 2021 TO 2025

REQUEST FOR SUBMISSION OF TENDER FOR CONSULTANCY SERVICES

BACKGROUND

The Social Security and Housing Finance Corporation (SSHFC) was established in 1981 by the Social Security and Housing Finance Corporation Act and is responsible for managing the Federated Pension Scheme (FPS) and the National Provident Fund (NPF). In addition, the Corporation manages the Housing Finance Fund (HFF) for the provision of affordable housing for the general populace.

Since its inception, the responsibilities of SSHFC have scaled up to include the management of Industrial Injuries Compensation Fund (IICF) covering the Public and Private Sector Employees' workplace injuries.

In responding to the needs of its members, innovative ways have been laid out to meet the expectations of stakeholders. In order to achieve its mission and improve service delivery, a five-year draft strategic plan that translates strategies into actions has been prepared. Its alignment is derived from the Corporation's mission vis-à-vis with the Government of the Gambia strategic priorities (National Development Plan 2018-2021) which include collection and management of contributions, providing social security services, providing affordable housing and ensuring prudent investment of any surplus funds so as to make the fund sustainable.

OBJECTIVES

The overall objective of this consultancy is to review and update the Corporation's five-year draft Strategic Plan 2021/5 with a view to ensuring that strategies are always in place to continue to satisfy the increasing complexity of the operating environment to fulfill its mandate.

SCOPE OF WORK

The scope of work for the Consultant(s) will include but not be limited to:

- a) Review the vision, mission and objectives of the strategic plan based on SSHFC mandate;
- b) Undertake stakeholder mapping and analysis of the Corporation and its relationship with Government, Pensioners' association, members and service providers to the Corporation;
- c) Undertake a situational analysis of SSHFC operations
- d) Determine whether the identified focus areas, developed strategic objectives and key result areas are the best fit through a consultative process and application of appropriate analytical tools;
- e) Propose a strategy for achieving the strategic objectives and key results;
- f) Review and update the developed Results and Resources Framework for the planned period;
- g) Hold stakeholder meeting(s) to validate the reviewed and updated Strategic Plan; and
- h) Finally update the Strategic Plan with the agreed comments from the above validation.

THE FOLLOWING STEPS HAVE TO BE CARRIED OUT :

- Familiarize themselves with current SSHFC operational policies;
- Liaise with SSHFC staff and auditors;
- Ensure a participatory process in coming up with the updated strategic plan;
- Put in place the necessary procedures, practices and training to build capacity gaps and strengthen the operational systems;

EXPERTISE

QUALIFICATIONS

The Team Leader should have at least a Master's degree in Strategic Management, Planning, Public Policy, Economics, Development Studies or any relevant field. The other Team Members should have at least a Bachelor's degree in the relevant fields.

EXPERIENCE

The Consultancy firm must have:

- At least ten years practical experience in strategic planning, development and management;
- Proven experience of developing strategic plans for similar organizations; and
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in policy and strategic development in developing countries is an added advantage.

GPPA REGISTRATION

The interested Consultancy Firm(s) must be registered with the GPPA.

SKILLS AND COMPETENCIES:

- High level written and oral communications skills in English;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Experience in corporate strategy, policy development, management and development planning.

PROPOSALS

The proposals must be in two separate sealed envelopes for Financial and Technical.

FINANCIAL PROPOSAL

The Consultant's Financial Proposal should include but not necessarily be limited to the following:

- The Financial Proposal is to be based on a fixed fee and must indicate how the proposed overall costs have been developed.
- Acceptance of the proposed mode of payments is also to be indicated.

TECHNICAL PROPOSAL

The Consultant's Technical Proposal should include but not necessarily be limited to the following:

- The service providers must demonstrate their experience in similar assignments and must illustrate their understanding of the services required.
- Provide evidence of similar successfully completed assignments.
- Capacity and experience of the Proposed Team (Attach CVs and Qualifications).
- Detailed approach, methodology and processes to be adopted during the review and finalization of the Strategic Plan to be linked with the deliverables.

EVALUATION METHOD IS THE QUALITY AND COST BASED SELECTION METHOD

TECHNICAL EVALUATION CRITERIA

	CRITERIA / SUB CRITERIA	MAXIMUM SCORES
i)	Consultant's specific experience relevant to the assignment:	20
a)	10 years	15
b)	Above 10 years	20
ii)	The quality of the methodology proposed:	40
a)	Technical approach and methodology	15
b)	Work Plan	10
c)	Organization and staffing	15
iii)	Key staff proposed for the Assignment	40
	Masters degree in the related disciplines Strategic Management, Planning, Public Policy, Economics or Development Studies.	40
	GRAND TOTAL	100

Minimum technical score to qualify for the opening of the financial proposal: 70 out of 100 points.

Overall weighting are as follows:

Technical Proposal: 70%

Financial Proposal: 30%

REPORTING

The Consultant will report to the Managing Director but work closely with the Directors on their specific document(s) being reviewed.

OFFICE PROVISION

The Consultant(s) are expected to work from their offices except for meetings and consultations needed in the Corporation or sister agencies.

TIME SCHEDULES

Total time allocated for the assignment is 12 weeks with the following timelines;

- Inception Report 3 weeks from the award date
- Draft Final Report 6 weeks from the award date
- Validation workshop for Stakeholders 9 weeks after award
- Final Report 12 weeks from the award date

Reports should be in three hard and one soft copies.

Payment terms are as follows:

- 20% advance upon signature
- 40% upon submission of draft final report
- 20% upon successful validation workshop and provision of report
- 10% after Final Report

Interested Consultancy Firms or Individuals should please submit their bids to the Office of the Managing Director on the address below on or before the **16th December 2020 at 12 noon GMT**. Bids will be opened the same day at 12:30pm.

The Managing Director

Social Security & Housing Finance Corporation

61 Ecowas Avenue

P.O Box 570

Banjul