



## **Federal Government of Somalia**

### **Request for Expression of Interest (REOI)**

#### **General Information**

**Name of the Procuring Entity:** Office of Prime Minister, Federal Government of Somalia

**Project Name:** Capacity Injection Project

**Project ID:** P149971

**TF#:** TFA0415

**User Department:** CIM, CIP

**Type of Procurement:** Request for Expression of Interest

**Subject of Procurement:** Consulting Services – Implementation of Biometric Registration and Human Resource Management Information System for use by the Federal Government of Somalia

**Language of Notice:** English

**Deadline for Application Submission Date:** September 4, 2017

**Local Time:** 11 am (Mogadishu time)

**Reference No:** SO-OPM-20553-CS-CQS

#### **1. Background**

The World Bank, together with the Federal Government of Somalia (FGS) and its other development partners, in September 2013 endorsed the Somali Compact which set out a set of peace-building and state-building priorities for three years (2014-2016). The National Development Plan (NDP) which covers the fiscal period 2017 to 2019 builds on the solid foundations laid by the New Deal Compact for Somalia. The NDP stipulates the Somalia's short to medium term strategic direction, development priorities and proposed implementation mechanisms including the use of development aid and provides an analysis of Somalia's current development status, challenges and opportunities. During the three-year cycle of the NDP, priority investment will be made in the areas of security, the rule of law, governance, infrastructure, clean water, energy - including most importantly renewable energy, and promoting resilience. All of this will be underpinned by strong governance, particularly in the areas of inclusive and democratic institutions, political participation, promotion of a vibrant civil society, transparent and accountable public administration, rule of law, protection of human rights and promotion of gender equality and women's empowerment.

To deliver on these priorities and commitments, the government has developed an Institutional Capacity Development Flagship Programme, supported by the World Bank, UNDP and development partners. It is expected that this programme will be the main vehicle through which donors will channel their assistance in the area of public sector capacity development. A government-development partner working group on capacity development has been set up to provide a forum for policy dialogue, co-ordination and harmonization of international support.

The changing nature of human resource (HR) management demands that HR professionals of public institutions participate and contribute fully to their organizations as true strategic business partners. An audit will help civil service ministries, departments and agencies (MDAs) understand whether its HR practices help, hinder or have little impact on government strategic objectives and specific MDA goals. The audit will also help quantify the results of the MDAs initiatives and provide a roadmap for necessary changes. The intended HR Audit will also help MDAs in the FGS to achieve and maintain world-class HR practices.

Apart from the lack of uniform recruitment systems across the FGS, the absence of reliable data on the size and composition of the civil service and lack of a functioning system to collect and maintain accurate employee data limits the ability of the government to manage its most costly resource – employee salaries and allowances – and to analyse and implement reform options. Currently, there is no reliable personnel database and capacities for documentation, data management and archiving in the Civil Service Commission are weak (PAD, 2015). The most recent information provided by the National Civil Service Commission indicates that there are 4,927 civil servants posted at the federal level. In addition, there are a number of employees who have been hired outside the regular civil service system and are thus not registered with the civil service commission. Hence, without a functioning HR database, the government is forced to take decisions based on incomplete or outdated employee census numbers and profiles of the civil servants. The FGS in this regard has committed itself to the transformation of its HR practices and will engage a firm to conduct a full human resource audit to ascertain the adequacy or otherwise of HR policies, practices, procedures, controls and strategies and make appropriate recommendations to fill existing HR management gaps.

Biometric registrations and Human Resource Management Information System (HRMIS) will be developed for use by the Federal Government of Somalia for civil service management to assist the management and modernization of the civil service. The biometric registration will strengthen the HR records of the FGS civil service by identifying and providing biometric legitimate civil servants as per the results of the HR Audit. The registration will fill information gaps, make necessary changes, and ultimately provide a base for linking HR data system to the payroll and with the overall accountability system. In order to purchase biometric registration equipment, set up appropriate database and make sure the system is functioning in the best way, a firm with experience in handling biometric equipment would need to be engaged. The CIP will procure the biometric equipment and software database. In addition, capacity-building activities will be undertaken for relevant government officials or HR officers to learn how to conduct and use the biometric registration equipment for future use.

## **2. Objective and Scope**

The objective of the assignment is to carry out a fieldwork consisting of:

- a) Capturing biometric data of all eligible sector civil servants in the Federal Government of Somalia identified in the HR audit headcount; and
- b) Producing, printing and distributing ID cards with biometric data and unique ID numbers.

## **3. Specific Tasks**

The Biometric firm shall perform the following specific tasks:

- a) Identify biometric equipment providing detailed specifications and any other details concerning the biometric equipment needed including software database, closely working with the Project Coordination Unit (PCU).
- b) Set up and operate the biometric equipment during the civil servants' registration throughout FGS.
- c) All head-counted civil servants in the FGS HR audit exercise will be duly registered and verified through the biometric process.
- d) Electronic identity cards will be issued to all FGS civil servants registered and verified with unique ID numbers for employees.
- e) Maintain biometric registration records, and hold capacity building in usage of registration platform, equipment and database.
- f) Train staff of the NCSC and other HR Units on application and use of the biometric devices and review/update of biometric data.

## **4. Implementation Arrangements**

The Biometric firm will work closely with the Government HR Audit Team and the HR census Team. The Biometric firm, the HR audit firm and the Government HR audit team will form a joint team and deploy together in all locations of the census and ensure biometrics of all verified and counted staff are captured at the point of verification.

## **5. Required Qualifications and Experience of the Firm**

The successful firm should at least demonstrate:

- At least 3 years of experience with biometric equipment, data development and payroll systems, ICT, surveys and large data collection exercises;
- Proven ability to conceptualize, design and implement data collection, verification exercises and data management systems;
- Effective and practical methodologies for meeting details of the tasks in the TOR;
- Deep knowledge and technical capacity in human resource management information systems including payroll management and data development;
- Previous experience working in the public sector in the region;
- Data collection and analyses surveys on similar nature will be an added advantage;
- Skilled and experienced team of key experts, as required in the TOR;

- Work experience with government administrations and international donors, preferably in similar environments;
- Experience in building consensus on diverse agenda; and
- Experience in Somalia will be an advantage.

Somalia Capacity Injection Coordination Unit in the Office of the Prime Minister, now invites eligible consulting firms (“Consultant”) 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 (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.). The Shortlist listing criteria are as follows:

### **Qualifications Criteria**

The shortlisting criteria includes the following:

- 1) Background of the firm(s): summarizing their areas of expertise
  - Organizational capability;
  - Age of the firm
  - Size of the firm;
- 2) General and overall experience of the firm(s);
- 3) Summary of similar projects undertaken by the firm(s) in an environment similar to that of Somalia;
- 4) Availability of appropriate skills amongst staff (Provide only the general qualifications and number of key staff). Do not provide CVs of staff.

### **6. Duration of Assignment**

The assignment will be completed in a span of fifty (50) days with possible extension as needed. The specific work plan and complete work schedule will be submitted by the Biometric firm to be reviewed and approved.

### **7. Submission Requirements**

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 (January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. Please visit [www.worldbank.org](http://www.worldbank.org) setting forth the World Bank's policy on conflict of interest. In addition, please refer to specific information on conflict of interest related to this assignment as per paragraph 1.9 of Consultant Guidelines.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. The nature of association, whether it is a joint venture or a sub consultancy, should clearly be stated. In case of joint venture, the Consultant leading the joint venture should be mentioned.

A Consultant will be selected in accordance with the **Consultant Qualification Selection (CQS)** method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 07:00 a.m. to 2:00 p.m. Saturday to Thursday. Expressions of interest must be delivered in a written form to the address below (in person or by e-mail) by **September 4 ,2017, local Time: 11 am (Mogadishu time)**

**Attention:**

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