

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) (CONSULTING SERVICES – FIRMS SELECTION)

CONSULTANCY SERVICES FOR DEVELOPMENT OF AND CAPACITY BUILDING ON A COMPUTERIZED EMPLOYEE COMPETENCY MATRIX AND KNOWLEDGE MANAGEMENT FRAMEWORK

Expression of Interest Reference No: EOI/PPB/01/2016-2017

OBJECTIVE

The Pharmacy and Poisons Board (PPB) is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons.

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.

In its quest to be a center of excellence in regulation of pharmacy profession, medical products and technologies, PPB seeks to enhance the skills and competencies of its staff through the development of a tool to capture existing skills and competencies vis-à-vis the competencies required for each position at the Board.

The objective of this EOI is to select consultancy firms to develop a computer-based skills and competency matrix and knowledge management framework that will enable PPB to build a database of existing skills and competencies, determine existing skills gaps based on the career progression and to train staff at the board to enable them to use the matrix. In addition the tool should enable PPB to capture, store and share knowledge on the core competencies of the Board. Consultants in the selected firms should have the knowledge, skills and abilities to develop an IT-based skills matrix and related knowledge management.

SCOPE OF WORK

The tasks in the assignment will be undertaken by the consultant in close collaboration with the department charged with Quality Management Systems and Human Resources. The scope of services will cover but not limited to the following:

- (a). Review the existing system for determination of skills and competencies at PPB.
- (b). Carry out gap analysis on the existing system against international and national best practices and produce a gap analysis report.
- (c). Using the gap analysis report, develop a computerized skills matrix that will be used by Heads of Departments, HR and respective directors as a knowledge management system for PPB competencies
- (d). Provide capacity building services to heads of functions and staff on the use of the tool.

The EOI must be accompanied by the following mandatory requirements:-

1. Company profile(company history, contacts, services and affiliations)
2. Certificate of business incorporation/registration
3. A valid tax compliance certificate, PIN and VAT registration certificates
4. Provide details of at least three (3) services of similar nature undertaken in the last three (3) years
5. Provide reference letters from the three organizations mentioned in 4 above.
6. Demonstrate financial capability in carrying out the assignment by attaching audited accounts for the last three (3) years (i.e. 2013, 2014 and 2015).
7. A proposed methodology, plan and schedule of implementation of the services

PPB now invites eligible consulting firms to indicate their interest in providing the consulting services for the development of the tool for Skills and Competency Matrix. Interested consultants may obtain further information at the address below from **0800 to 1600 hours** from **Monday to Friday** excluding Public Holidays.

**The Registrar
Pharmacy and Poisons Board
P.O. Box 27663 – 00506 Nairobi
Lenana Road Opp. DOD
Telephone: +254 20 3562107, +254 720,+254 733 +254 20 2721937
Fax +254 20 2712495, +254 20 2713538, +254 20 2721937
e-mail: procurement@pharmacyboardkenya.org**

Letters of expression of interest (EOI) Must be delivered in a written form either in person, by mail or fax, or by e-mail to the address above, so as to be received on or before **Monday 21st November, 2016 at 11.00am**, clearly marked **“EOI/PPB/01/2016-2017 – “EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES ON A COMPUTERIZED EMPLOYEE COMPETENCY MATRIX AND KNOWLEDGE MANAGEMENT FRAMEWORK ” OR** be deposited in the Tender Box mounted next to the PPB Reception at the Headquarters on or before **Friday Monday 21st November, 2016 at 11.00am**,

DATED: Wednesday 02nd November, 2016