

**Customs 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**