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Makerere University Joint Aids Program (MJAP) Publish Date: Oct 29, 2012

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Makerere University JOINT AIDS PROGRAM (MJAP)

REQUEST FOR PROPOSALS

Background

Makerere University Joint AIDS Program (MJAP) is a Not for Profit organisation, under **Makerere University**. MJAP emerged from the Mulago-Mbarara Teaching Hospitals Joint

AIDS Program (MJAP) which was established in November 2004 under the then **Makerere University** Faculty of Medicine with funding from the US President's Emergency Plan For AIDS Relief (PEPFAR) and technical assistance from the United States of America Centers for Disease Control and Prevention (CDC) for the provision of comprehensive HIV/AIDS services.

In 2010 MJAP was competitively awarded a five year grant from the American government through CDC to scale up comprehensive HIV/AIDS services in the Mulago and Mbarara National Referral and Teaching Hospitals as well as Butabika hospital.

MJAP hereby invites services of a competent Consultant/ consultancy firm to provide consultancy services to conduct an organizational Development Intervention. The

Consultant should have vast experience in organizational development interventions including restructuring, functional analysis, competence profiling, work load audit, and job evaluation and grading among others. Experience of doing such work in a health related organization will be an added advantage.

Overall Objective of the Consultancy

To conduct an organization wide Organizational Development (OD) intervention with the overall purpose of improving MJAP's structures, systems and processes for effective organizational performance

Specific Objectives

- Review the current organizational structure, operations and reporting relationships

in MJAP and propose a functional structure for the effective operation of the Program.

b. Carry out a functional analysis of all the departments and technical areas in the Program with a view of enabling all departmental members understand the core functions, processes and tasks of their departments.

c. Conduct a job analysis and competence profiling of all the job titles and job families in the Program and come up with clear competences, job descriptions, outputs and job specifications for each job family in line with the proposed organizational structure.

d. Conduct a work load and Human Resource audit in all the departments to assess the amount of work and the existing manpower levels respectively. This exercise should propose the right staffing numbers for the departments and the Program at large!

e. Conduct a job evaluation of all jobs in MJAP to determine internal equity, carry out a salary survey to establish external relativity and recommend a fair and competitive pay/ reward system for the Program.

Key Deliverables of the Consultancy

- 1. A functional Organizational structure for the Program
- 2. Clear Job descriptions with key outputs and specifications
- 3. Proposed staffing levels for the Program
- 4. Revised job grades and the corresponding reward system

Hard Copy and Electronic copy (CD) of Technical and Financial Proposals (1 Original and 1 Copy) in Two Separate SEALED envelopes (But all documents contained in one single Large (A3) Envelope), Clearly marked “

RFP for provision of consultancy Services to Conduct an Organizational Development Intervention for **Makerere University** Joint AIDS Program (MJAP)” should be submitted to the address below before or not later than 4:30pm on November 12th, 2012. The Head Procurement and Disposal Unit

Makerere University Joint AIDS Program- MJAP

Plot 4B, Kololo Hill Drive, Just Off Accacia Avenue

P.O Box 7587, Kampala Uganda

Procedure for Accessing bidding documents:

- 1. Detailed Terms of Reference, Evaluation criteria and other additional information are to be downloaded from MJAP website; <http://www.mjap.or.ug/>
- 2. Alternatively Interested bidders can send an email request to procurement@mjap.or.ug and soft copy of the document will be sent to them.



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