

PUBLIC UTILITIES COMMISSION OF SRI LANKA

Guidelines for Expressions of Interest

Consultancy Service to Conduct a Salary Survey and Make Recommendations on Compensation Structure and Other Human Resources Practices

The Public Utilities Commission of Sri Lanka (“the Commission”) hereby invites eligible local consultancy firms (the Consultant) to indicate their interest in providing the consultancy service **to Conduct a Salary Survey and Make Recommendations on Compensation Structure and Other Human Resources practices**, as described below.

1. Description about the consultancy service - Refer **Annexure 1** for the information about the consultancy service.
2. The Consultant who wishes to carry out this assignment should have the expertise in below areas.
 - Human Resource, Management and Survey Administration
 - The Consultant shall be a reputed firm in the industry for conducting surveys which will enable for comparators to release their information
3. The Consultant may associate with other firms (or individual experts) in the form of a joint venture or a sub-consultancy to enhance their qualifications.
4. Expressions of interest should include the following information:
 - a. Description of similar assignments carried out (during last eight years) indicating:
 - Expertise/experience in conducting similar surveys or any other evidence-based recommendations made to any industry or a particular organization.along with the name of client (with references), nature of the assignment, location, contract value, date and duration etc. (Please use the format given in **Annex 2**);
 - b. Status of the firm and availability of appropriate expertise (as per the item number 2 above), indicating the business registration as well as names and qualifications of the key staff etc. (Please use the format given in **Annex 3**);
 - c. Any intention to associate with other firm(s)/ individual(s) including the information identified in item a) and b) above relating to other firm(s)/ individual(s) (Please use the formats given in **Annex 3** and **Annex 4**).
 - d. Brochure(s) and any other information.

5. The Expressions of Interest received will be evaluated and only the shortlisted firms will be invited to submit detailed technical and financial proposals to provide the consultancy services.

The shortlisting criteria includes:

- Track record of successfully conducting similar surveys
 - Availability of the expertise as indicated under item 2 above
 - Qualifications of key staff
 - Core business and years in business
 - Financial strength of the firm (latest 2 years audited financial statements)
 - Client references
6. Interested consultancy firms may obtain clarifications vide the contact details indicated below, from 9.00 am to 4.30 pm during weekdays excluding public holidays.

Expressions of Interest must be delivered in a written form to the address below by 2:30 pm on 29th Jan 2024. You are required to send the EOI in a sealed envelop and mark left hand corner as **“Consultancy Service to Conduct a Salary Survey and Make Recommendations on Compensation Structure and Other Human Resources Practices.”**

Chairman

Departmental Consultancy Procurement Committee for Salary Survey

Public Utilities Commission of Sri Lanka

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Consultancy Service to Conduct a Salary Survey and Make Recommendations on Compensation Structure and Other Human Resources Practices

1. Background

Public Utilities Commission of Sri Lanka (PUCSL) was established under the “Public Utilities Commission of Sri Lanka Act, No.35 of 2002” by the Parliament of Sri Lanka to play a vital role in Sri Lankan economy, as the regulator for infrastructure sectors of the country.

Then, with the enactment of “Sri Lanka Electricity Act, No.20 of 2009 (as amended by “Sri Lanka Electricity (amended) Act, No. 35 of 2013””, the Commission commenced fully operation as the “Economical, Technical & Safety Regulator” for the Sri Lankan electricity sector. Further, the Commission is acting as the shadow regulator for the Petroleum industry of the country.

2. Introduction

In increasingly competitive labor market, attracting and retaining talent and skilled has become a prime concerns of organizations. It is generally agreed that the achievement of organizations’ objectives are largely dependent on its ability to attract, retain & engage high caliber & greater talents.

One key factor in running a successful organization is having highly skilled and motivated employees. Attracting, retaining & engaging the best talent drives higher productivity enable to face new challenges.

Public Utilities Commission of Sri Lanka therefore seeks to obtain the services of an individual consultant who could develop a model which will address the issues as mentioned above.

3. Aim of the assignment

To evolve an effective strategy on attraction and retention policy in PUCSL which will strengthen the organization's ability to fulfil its mission and meet emerging challenges.

4. Objective of the Consultancy

- a. To revisit the terms of employment in order to attract competent individual specialized staff in the field of regulation
- b. To prepare a proposal to make employees of PUCSL contented and motivated.
- c. To make a proposal ensuring appropriate remunerations in par with the industry standards and the availability of essential welfare amenities.
- d. To propose specific remunerations in order to retain the professional staff with professional qualifications and competence holding the posts.

The recommended proposals under b,c and d shall be remained valid for a reasonable time period.

5. Scope of Work

The scope of work for the consultant shall include but not limited to;

- a. To critically analyze by carrying out a survey, benchmarking etc, on remuneration payable to the employees of relevant professions/market industries, existing recruitment policies and promotional avenues with the view of availabilities in the market, to identify the shortcoming in the existing procedures which impede attraction and retention of the talented and technically competent personnel in the organization.
- b. Evolve suitable remuneration packages for different categories of staff including the availability of essential welfare amenities, especially considering the economic conditions such as inflation rates and changes to the cost of living etc.,.
- c. Design suitable mechanism of career progression of employees to address the issue of providing adequate promotion avenues and rewarding efficiency based objective performance appraisal.
- d. To draw up a detailed action plan to implement the recommendations of the study within the framework of existing administrative procedures and statutory powers available to the PUCSL.

6. Deliverables

Phase / main reports	Deadline	Payment Schedule
Submission of the preliminary report	Contract date + Week 04	First payment of 10%
Submission of draft report	Contract date + Week 06	Second payment of 40%
Submission of final report	Contract date + Week 08	Final payment of 50%

7. Qualifications of Consultants

Key Staff	Minimum Academic Qualification	Minimum Experience	Minimum number of similar assignments conducted
Management Specialist	Master degree in management from a university recognized by UGC and a professional qualification	Demonstrated experience at least 5 years in carrying out management surveys or similar projects Knowledge of best practices in similar projects	3 similar assignments from 2015, specially in the areas of management surveys
Data Analyst/ Statistician/ Survey administrator	Master degree from a university recognized by UGC or a professional qualification in management in the areas such as Data Analysis /Statistics /Survey Administration	Minimum 3 years demonstrated experience in handling management surveys or similar projects	3 similar assignments from 2015
HR Specialist	Master degree from a university recognized by UGC or a professional qualification in HR	Minimum 3 years demonstrated experience in handling similar assignments	3 similar assignments from 2015

8. Reporting and Inputs from PUCSL

PUCSL shall,

- Provide the existing organizational details.
- Provide existing procedures & rules.
- Provide any other information requested by Consultant.

9. Procedures for Review of Outputs

The report will be reviewed and accepted by Departmental Consultancy Procurement Committee. The Consultant shall have detailed discussions on its finding and conclusions with the Members of the Departmental Consultancy Procurement Committee

10. Duration of Assignment

The duration of this assignment will span 8 weeks.

Annex 2- Similar assignments carried out within the last 8 years

[Using the format given below, please provide all the requisite information in respect of each assignment for which your firm, and each associate for this assignment, was legally contracted, either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Name of the Firm			
Name and address of client/s with references:			
Name of assignment:			
Approximate value of contract (LKR):		Duration of assignment (months):	
Location:		Total No of staff-months of the assignment	
No of professional staff-months provided by you:		Approx. value of the services provided by firm (LKR):	
Start date (month/year):		Completion date (month/year):	
Name of associated consultants, if any:			
Name of senior professional staff of your firm involved and functions performed (indicate most significant Director/ Coordinator, Team Leader)			
Narrative description of assignment			
Description of actual services provided by your staff within the assignment:			

Annex 3 - Status of the Firm

[Using the format given below, please provide all the requisite information in respect of the status of your firm and each associate for this assignment;]

- 1) Name and address of the firm :
- 2) Nature of association (joint venture, sub- consultancy etc.):
- 3) Business registration no:
- 4) Core business:
- 5) Years of business:
- 6) Annual turnover (LKR), in 2021: , in 2022, in 2023
- 7) Qualifications of key staff:

	Na me	Area of expert ise	Educat ion	Human Resources,Management and Survey Administration experiences with the firm	Human Resources,Management and Survey Administration experiences outside the firm
1					
2					
3					

Annex 4

Details of Associations

Associates name	Nature of association	Role	Responsible Key Staff	Area of expertise	Academic and professional qualifications