

**BPSR**

**BUREAU OF PUBLIC SERVICE REFORMS**

**THE PRESIDENCY**

**FEDERAL SECRETARIAT COMPLEX, NEW EXTENSION, PLOT 04,**

**PHASE 11, BLOCK D, 3RD FLOOR, SHEHU SHAGARI WAY, ABUJA**

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| **REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES (MANAGEMENT CONSULTANT)** |

1.0 **Introduction**

The Bureau of Public Service Reforms (BPSR) was established on 4th February, 2004 as an independent and self-accounting body with the mandate to initiate, coordinate and ensure full implementation of government reform policies and programmes. Our Vision is to drive change that will position Nigeria’s Public Service as an institution of excellence, and our Mission is to facilitate the building of Nigeria’s Public Service into a highly functional, professional, customer-focused and result-oriented institution.

As part of its strategies towards the attainment of its Mission, Vision and Objectives, the Bureau is in the process of compiling a register of reputable management consultants and consultancy firms that it will contract from time to time to handle some of its consultancy services.

**2.0 BPSR Thematic Areas**

The main thematic areas which management consultants and consultancy firms should indicate interest for are as follows:

a) Public Service Reform, Restructuring and rationalization; b) Strategic Human Resource management and Development;

c) Performance Management;

d) Public Financial Management;

e) Change Management;

f) ICT, including web management, news media and statistics;

g) Reform Monitoring and Evaluation;

h) Evidence based Policy and Strategy;

i) Governance Research and Innovation; and

j) Strategic Communication.

**2.1 ELIGIBILITY CRITERIA**

Interested management consultants and consultancy firms are requested to express interest and submit the under-listed as part of the EOI documents:

**(A) Individual consultants**

1. Evidence of Registration and Accreditation with relevant professional bodies
2. Full Curriculum Vitae of Individual consultant
3. Name, Address, Phone Number and Email Address of the management consultant
4. Letter authorizing the Bureau to verify claims with relevant Agencies or bodies where consultancy services have been undertaken;
5. Verifiable list of consultancy assignment executed in the last three years, including letters of award of contracts and job completion certificate, especially in the field of public administration and reforms, governance, monitoring and evaluation, communication strategy, etc.

**(B) Consultancy firms**

1. Evidence of registration with the Corporate Affairs Commission (CAC);
2. Evidence of Tax Clearance certificate for the last three (3) years;
3. Evidence of VAT payment and remittance;
4. Evidence of compliance with provision of the Industry Training Fund (ITF) Amendment Act (2011);
5. Evidence of compliance with the provision of PENCOM Act (2004);
6. Evidence of Registration and Accreditation with relevant professional bodies
7. Summary of Company’s Profile including curriculum vitae of five key professional staff and other resource persons;
8. Name, Address, Phone Number and Email Address of the contact person;
9. Letter authorizing the Bureau to verify claims with relevant Agencies or bodies where consultancy services have been undertaken;
10. Verifiable list of consultancy assignment executed in the last three years, including letters of award of contracts and job completion certificate, especially in the field of public administration and reforms, governance, monitoring and evaluation, communication strategy, etc.; and
11. Any other relevant information.

3.0 **SUBMISSION**

Expression of Interest (EOI) documents are to be submitted to the office of the Director General, BPSR, Plot 04, Phase 2, Block D, 3rd Floor, Federal Secretariat Complex, Abuja OR electronically to info.bpsr@bpsr.gov.ng.

4.0 **CLOSING DATE**

The closing date for the submission of the EOIs is Wednesday, 22nd October 2014. Kindly note that EOIs submitted after 12noon of the same date will NOT be ***accepted.***

Signed

**Director-General,**

**BPSR**