

REQUEST FOR PROPOSAL (RFP)

Title: Consultancy Services for Setting up A KPI Based Performance Appraisal System

RFP Number: STC/RFP/2025/002

Issued by: Sri Lanka State Trading (General) Corporation Ltd

Date of Issue: 29th March 2025

1. Introduction

We are in process of calling proposals for the development of performance appraisal system for next 3 years approximately for 63 job categories, designing and development of KPI based 05 rating scale performance appraisal format, and train line managers on the entire performance management system.

2. Objective

The primary objective of this consultancy is to setting up a KPI based performance appraisal system

- Aligns with the organization's strategic goals and policies.
 - Incorporates best practices for KPI
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3. Scope of Work

The consultant is expected to:

- Analysis of overall goals, objectives, and strategies of the organization for the upcoming 03 years.
- Facts find and detailed analysis of the current JDs for any improvement or amendments.
- Objective KPI setting for approximately 63 job categories.
- Designing and developing a 05 rating scale performance appraisal format (initially manually) that could be converted to an online system in the next phase.
- Aligning compensation and benefits schemes to the overall performance management system.

- Comprehensive training for all line managers on the performance management and appraisal system.
 - Ongoing (remote) assistance for the initial implementation of the system.
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4. Qualifications and Experience

The consultant or firm should have:

- Proven experience in preparing and evaluating of KPIs.
- Strong knowledge of compliances, policies, and best practices of HR and KPIs
- Experience working with public, private, or non-profit sectors.

Excellent communication, facilitation, and training skills

5. Proposal Submission Requirements

Interested consultants are required to submit a proposal that includes:

- 1. Technical Proposal:**
 - Understanding of the assignment.
 - Detailed methodology and work plan.
 - Team composition and profiles of key personnel.
 - Relevant experience and references.
 - 2. Financial Proposal:**
 - Detailed budget breakdown.
 - Total consultancy fees, including taxes.
 - 3. Administrative Documents:**
 - CV for individual consultants.
 - Tax clearance certificate (if applicable).
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6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical approach and methodology
- Relevant experience and qualifications
- Financial proposal
- References and past performance

7. Submission Details

- **Deadline for Submission:** 11th April 2025 12.00 PM
 - **Submission Method:** Proposals must be submitted via No.100, Nawam Mawatha, and Colombo 02.
 - **Contact for Queries:** DGM Administration
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