

WATER AND SEWERAGE COMPANY (WASCO)
WORKFORCE AND STAFF COST MANAGEMENT ASSESSMENT
REQUEST FOR PROPOSALS

The Water and Sewerage Company Inc. (WASCO) is committed to optimizing its workforce and ensuring efficient cost management. To achieve this, the company is seeking a qualified consultant to conduct a comprehensive assessment of the current workforce and develop data-driven recommendations to improve cost management.

The primary objective of this consultancy is to assess WASCO's workforce and develop strategies to optimize staff costs while improving service delivery.

To achieve the aforementioned objective, the Consultant is expected to undertake the following tasks:

1. **Workforce Analysis:**
 - a. Review organizational structure, staffing levels, and skillsets across departments
 - b. Analyze employee demographics, tenure, compensation and benefits structure
 - c. Assess employee performance management practices and effectiveness
 - d. Identify skill gaps, redundancies, and opportunities for streamlining
 - e. Review other utility companies both locally and regionally that have adopted similar strategies and the associated costs

2. **Data Analysis:**
 - a. Analyze available workforce data, including payroll, performance reviews, and skill inventories
 - b. Identify trends and patterns in staffing costs and employee performance
 - c. Utilize data to quantify the potential impact of various cost management strategies

3. **Stakeholder Engagement:**
 - a. Conduct interviews with stakeholders across management and employee levels
 - b. Understand employee concerns and suggestions regarding staff costs and work environment

4. **Develop Recommendations:**
 - a. Based on the analysis, propose a range of strategies to optimize staff costs
 - b. Consider strategies such as workforce restructuring, training and development programs, flexible work arrangements, and technology adoption
 - c. Develop a cost-benefit analysis for each proposed strategy
 - d. Identify the critical core functions of WASCO needed to achieve the mandate of the company

5. **Reporting and Presentation:**
 - a. Prepare a comprehensive report outlining the findings of the workforce assessment
 - b. Develop a clear and concise presentation summarizing the key findings and recommendations
 - c. Present the report and recommendations to WASCO's Management Team, the Human Resource Committee, and the Finance and Audit Committee

The Consultant should possess the following skills/qualifications:

- Demonstrated experience in conducting workforce assessments and developing cost-management strategies
- Expertise in human resource management practices and data analysis techniques
- Strong understanding of the water utility industry and its workforce challenges
- Excellent communication and presentation skills

The proposals to be submitted by the prospective Consultants should include, but not be limited to the following:

- a) CVs providing support that the candidate possesses the requisite skills and experience to undertake the assignment;
- b) An outline of the methodology which will be used to undertake the assignment;
- c) A schedule/work plan of the activities to be undertaken throughout the assignment;
- d) A financial proposal for the execution of the assignment.

The duration of the assignment is expected to be **three months** in total, with the following deliverables to be executed:

- An Inception Report inclusive of the methodology, work plan and project schedule, which is to be submitted within **two weeks** of the commencement of the assignment;
- The Draft Workforce Assessment Report which is to be submitted within **eight weeks** of the commencement of the assignment;
- The Final Workforce Assessment Report to be submitted within **twelve weeks** of the assignment's commencement. It must be followed by a presentation summarizing the assessment's findings and recommendations.

The Consultant shall ensure the confidentiality of all information obtained during the course of the project.

WASCO now formally invites suitable candidates to submit a proposal for this Consultancy.

In the assessment of the proposals, consideration will be given to qualifications as well as local and regional experience on similar assignments; and the methodology proposed for the execution of the assignment. The Proposals must include a detailed curricula vitae and all information must be submitted in English.

Two (2) hard copies of the Proposals must be received in a sealed envelope at the address provided below no later than **4:00 pm Saint Lucia time on 28 February 2025**. The sealed envelope shall be marked clearly “**WASCO – Workforce and Staff Cost Management Assessment – Request for Proposals**” and the envelope shall confirm the name and contact details for the applicant.

Following the evaluation of the Proposals, the Consultant whose proposal received the highest score will be invited to negotiate a contract to provide the consultancy services.

WASCO reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of the Proposal.

Submission Address:

Water and Sewerage Company Inc.

L'Anse Road, Castries

SAINT LUCIA, W.I.

Tel: + (758) 457-3910 or + (758) 482-0008