



**Request For Expression of Interest for a  
Professional Firm/ Consultant to Conduct  
Psychometric Test (REIPFCPT).**

**ESAMI/REPFCPT/2024/02**

Psychometric Test Services  
For The Eastern and Southern African Management  
Institute (ESAMI)

9<sup>th</sup> August 2024

## **1. Introduction**

The Eastern and Southern African Management Institute (ESAMI) is an intergovernmental regional management development centre. The institute was established with the primary objective of developing the region and continent with leadership and management capacities. ESAMI invites applications from suitably qualified and experienced professional firms/consultant to submit technical and financial proposals to undertake professional psychometric test services.

## **2. Objective of The Assignment**

The primary objective of this role is the provision of professional psychometric test services tenable to its Governing Board.

## **3. Scope of Work**

Reporting to the ESAMI Board Appointments Promotion and Discipline Committee (APDC) through the ESAMI Legal Counsel, the psychometric test Firm/ consultant will be responsible for:

- i. Conducting psychometric tests to 10 shortlisted candidates for the position of Director General and Deputy Director General;
- ii. Presenting the summary and recommendation of each candidate to the ADPC through the ESAMI Legal Counsel;
- iii. Presenting a detailed report to the APDC through the ESAMI Legal Counsel;

## **4. Deliverables**

- a. Psychometric Tests to 10 shortlisted candidates;
- b. Summary and recommendations reports for each candidate on or before the 29<sup>th</sup> November 2024;**
- c. Detailed report of the Psychometric Results on or before the 9<sup>th</sup> December 2024;**

## **5. Reporting and Communication**

The Psychometric Test Firm/Consultant shall report to the ESAMI Board Appointments Promotion and Discipline Committee (APDC) through the ESAMI Legal Counsel.

## **6. Duration**

ESAMI requires the services of the Psychometric Test Firm/Consultant to carry out the shortlisting assignment for a period of 7 days herein from 18<sup>th</sup> November 2024 to 22<sup>nd</sup> November 2024, summary and final report on the 29<sup>th</sup> November 2024 and 9<sup>th</sup> December 2024.

## 7. Qualifications and Experience

Suitably qualified Psychometric Test Firm/Consultant are invited to submit their proposals which should include the following:

- a. The relevant experience and expertise of the firm in conducting psychometric tests services of senior executives;
- b. Test approach and methodology;
- c. Demonstration of ability to meet deadlines;
- d. The firm's/consultant references of relevant services carried out in the last three years;
- e. Firms/consultant should identify prospective recruiting partner(s) and manager(s) for the assignment and details of their experience and qualifications;
- f. Shortlisting fee for the five ( 5) days assignment.

## 8. Technical Criteria

Technical Proposals shall be awarded scores out of maximum number of points indicated below for each of the following criteria:

Evaluation Criteria	Point to be Awarded
Relevant experience and expertise of the firm in conducting psychometric test services of senior executives;	20 points
Professional Qualifications and profile of the prospective Engagement Partner	10 points
Professional qualifications and experience of the proposed team	20 Points
Test approach and methodology;	40 Points
Demonstration of ability to meet deadlines;	10 Points
Total	100 Points

## 9. Financial Criteria

**Financial Proposals will ONLY be opened for firms that score above 70 percent in the technical evaluation.** The Financial proposal will account for 30 percent and Technical Proposal 70 percent. To determine the financial scores for each bid, the lowest priced bid will be given a financial score proportionate to this:

$S_f = 100 \times F_m / F$  in which:

Sf denotes the financial score of the bid under consideration

Fm is the price of the lowest price bid that passed the technical evaluation

F denotes the price of the bid under consideration.

#### **10. How to apply:**

With your offer, you should also attach the copies of the following documents, once returned please make sure it is stamped with company stamp.

- 1. Company Profiles**
- 2. Valid Business License**
- 3. TIN certificate (Firms' Tax Identification Number)**
- 4. Valid Tax clearance certificate**
- 5. Company registration Certificate**

Interested audit firms who meet the above criteria should apply by sending both the technical and financial proposals to The ESAMI Legal Counsel by not later than 23<sup>rd</sup> August 2024 at 17:00hrs EA time using the following email address: [esamilegal@troycorporateattorneys.com](mailto:esamilegal@troycorporateattorneys.com)