

NOTICE OF EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF 64 STAFF FOR UGANDA HOTEL AND TOURISM TRAINING INSTITUTE.

Reference Number: MoTWA/SRVC/22-23/00007

The Uganda Hotel and Tourism Training Institute through The Ministry of Tourism, Wildlife and Antiquities (MoTWA) has allocated funds to be used for the acquisition of consultancy services for undertaking a recruitment exercise of 64 employees.

Introduction and Background

The Uganda Hotel and Tourism Training Institute (UHTTI) - is a Government owned Tertiary Institution established under an Act of Parliament, whose primary objective is to train and educate personnel in the hospitality and tourism industry, to promote tourism and deliver professional, sustainable services to tourists and promote the profitability and sustainability of Uganda's national tourist resources.

The Vision of the Institute is to be the leading hands on trainer in Uganda of highly skilled workforce for the Hospitality industry; while its Mission is to produce highly skilled and competent workforce for the national and International hospitality industry. The Institute operates under the auspices of Ministry of Tourism Wildlife and Antiquities (MTWA).

Uganda Hotel and Tourism Training Institute (HTTI) is mandated to: -

- a. Organize and conduct courses in Tourism, Hotel Management and Catering and to make provision for advancement, transmission and preservation of knowledge.
- b. Conduct examination and grant Certificates, Diplomas and other higher awards of the Institute.
- c. Consult and cooperate with anybody or organization in or outside Uganda having similar functions.

The Institute offers Diploma, Certificates and short courses. Diploma courses are fully accredited by the National Council for Higher Education. Certificate and other short courses are conducted in accordance with the mandate given to the Institute in the UHTTI Act 2015.

The Institute is governed by a Board of Directors. Amongst the key functions of the Board is to make laws governing the recruitment, the conduct and discipline of staff including approving all job establishments and recruitments for the Institute.

In pursuit of above, the Board of Directors of Uganda Hotel and Tourism Training Institute through the Ministry of Tourism Wildlife and Antiquities, would like to procure the services of a competent firm to assist in the recruitment of key positions at the Institute.

The Entity now invites eligible consultancy Firms to submit sealed expressions of interest for the above mentioned consultancy.

Objective of the Assignment:

1. Objective of the assignment

The main objective of the assignment is to assist Uganda Hotel and Tourism Training Institute to identify top notch candidates to fill vacant positions at the Institute in the most professional, transparent, cost effective and efficient method. The firm is required to advertise, shortlist suitable candidates, design and administer appropriate interviews/ tests. The interviews/ tests will assess the candidates' technical and general knowledge in the position applied for. Candidates will be assessed on key skill and knowledge areas relating to the job. As part of the assignment, the firm will carry out the following:

- a. Advertise the positions.
- b. Screen applications received against the person specifications and relevant job description as spelt out in the job advertisement.
- c. Prepare a shortlist of potential candidates.
- d. Conduct an in-depth interview on the shortlisted candidates.
- e. Verify academic documents of all the candidates recommended to the Board for appointment.
- f. Conduct reference checks based on information provided by the shortlisted candidates.
- g. Prepare and submit a report detailing the performance of the candidates, and make detailed observations and recommendations on the performance of each candidate.

2. Specific Tasks

The Firm shall perform the following specific tasks: -

- a. Prepare an inception report
- b. Profile the applicants for the position
- c. Prepare shortlisting criteria for the positions
- d. Shortlist candidates for the positions
- e. Prepare and submit shortlisting report
- f. Design the test/ interview based on the job description
- g. Prepare and avail a marking scheme against which the answers will be assessed (to be part of the final report)
- h. Produce marked hard copies of the tests/ interview ratings for all the candidates
- i. Conduct the tests / interviews
- j. Conduct reference checks on the successful candidates

- k. Verify academic documents of all the candidates recommended to the Board for appointment
- l. Produce and submit recruitment report upon completion of the assignment
- m. Ensure utmost confidentiality and professionalism of the whole process

3. Key Deliverables

The Firm will be required to submit the following deliverables for this consultancy;

- a) An inception report clearly indicating activities, methodology, timelines and delivery plan.
- b) Shortlisting report.
- c) Draft recruitment report.
- d) Final recruitment report, including a detailed evaluation report on each candidate.

Minimum required experience of the Firm:

- The Firm shall have individuals with prior experience in conducting similar assignments as a **Business executive, Human resource expert, Financial Management Expert, Hospitality Expert, Tourism and Travel Expert, Pedagogy expert etc...**
- Should be a registered Consultancy Firm with a minimum of five years
- The Firm should have prior experience with the Tourism subsector.
- Consultants may associate with other firms in the form of joint venture to enhance their qualifications. The form of association where applicable should be indicated in the Expression of Interest.

1. **Reservation schemes shall apply in accordance with PPDA** Guidelines 1/2018: Guideline on reservation scheme to promote local content in public procurement when evaluating Request for Proposal from the shortlisted consultants.
2. Interested eligible Consultants may obtain further information at the address given below during office hours (Monday to Friday, 08:30am – 4:30pm local time, working days except public holidays).
3. Sealed Expression of Interest must be delivered to the address below at or before **12:00PM on 23rd September, 2022.**

The Permanent Secretary,
Ministry of Tourism, Wildlife and Antiquities,
Attn: Head Procurement and Disposal Unit
2nd FLOOR RWENZORI TOWERS PLOT 6, NAKASERO ROAD
P.O. BOX 4241,
KAMPALA, UGANDA.

The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a) Publication of Notice of Expression of Interest	2 nd September, 2022
b) Closing date for receipt of Expression of Interest	23 rd September 2022
c) Evaluation of Expression of Interest	24-3 rd October 2022
d) Display of shortlist	12 th October, 2022

