



**INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
OF UGANDA**

INVITATION OF BIDS FOR PROVISION OF HUMAN RESOURCES CONSULTANCY SERVICES

JULY 2024

Plot 42, 46 & 48 Bukoto Street, Kololo, P.O. Box 12464, Kampala.
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1.0 INTRODUCTION

The Institute of Certified Public Accountants of Uganda (ICPAU) was established by an Act of Parliament in 1992, now the Accountants Act, 2013.

The ICPAU is governed by a Council, which is assisted by the Public Accountants Examinations Board, the Quality Assurance Board, the Disciplinary Committee, the Disciplinary Appeals Committee and other functional committees.

The functions of the Institute, as prescribed by the Accountants Act, 2013, are:

- (a) To regulate and maintain the standard of accountancy in Uganda.
- (b) To prescribe and regulate the conduct of accountants and practicing accountants in Uganda.

ICPAU's Vision is "**A globally recognized promoter of accountants for sustainable economies**" and its Mission is "**To develop and regulate accountants for professional excellence and sustainable impact**".

ICPAU is a member of the International Federation of Accountants (IFAC), a founding member of the Pan African Federation of Accountants (PAFA) and a member of Association for Educational Assessment in Africa (AEAA). ICPAU has a mutual recognition agreement with the professional accountancy organisations of the EAC partner states.

2.0 SPECIFICATIONS: STATEMENT OF REQUIREMENT

- The Institute invites bids from Consultants, as individuals or as firms, to offer Human Resources consultancy services for a specific assignment. Members of Council, their firms and their partners **do not qualify** for this assignment.
- The appointment of the successful bidder will be made by 31 August 2024.
- The Institute currently has 59 full-time members of staff. The number is projected to increase in order to effectively implement the current strategy.
- The Institute's major sources of income are members' annual subscriptions, enrolment and practicing fees; students' registration, annual renewal, exemptions and examinations fees, Continuous Professional Development (CPD) courses and investment income.

3.0 ACCOUNTANTS ACT PROVISIONS ON STAFF OF THE INSTITUTE

The Accountants Act under Part V establishes a Secretariat for the Institute with staff of the Institute headed by a Chief Executive Officer who is also the Secretary of the Institute.

4.0 OBJECTIVES OF THE ASSIGNMENT

The primary objective of the assignment is for the Consultant to review, assess and recommend to Council an organisational structure that can drive the mandate of the Institute and implement the 2024-2028 Strategic Plan.

In the process, the Consultant, will;

- a) Assess the adequacy of the current organizational structure and make proposals for redesign of the Institute's organisation structure.
- b) Propose an organizational structure for functional and administrative efficiency, taking into account the Institute's strategic plan, requirements of the Accountants Act, 2013 and IFAC's Statements of Membership Obligations (SMOs).
- c) Evaluate the strength of the Human Resources systems, policies and procedures.
- d) Provide advice and guidance on control and risk aspects of human resources policies, systems, processes, and procedures.
- e) Develop job descriptions to the agreed/proposed organizational structure and assign the output requirements for each position.
- f) Ensure that job loads are well balanced across sections, departments and directorates.
- g) Review and re-align the remuneration structure with the agreed or developed organizational structure, taking into account the affordability of the structure by the Institute and the market dynamics.
- h) Develop a Manpower plan for the implementation of the re-aligned / new structure.

5.0 EVALUATION CRITERIA

The bids will be evaluated on the following basis;

1.	Technical Proposals	70%
2.	Financial Competitiveness	30%
	Total	100%

6.0 DURATION AND TIMING OF THE ASSIGNMENT

The assignment is expected to be conducted within a month and a report(s) be presented to Council.

7.0 BIDDING CURRENCY

The financial bids should be in Ugandan Shillings and must indicate the professional fees, disbursements and relevant taxes.

8.0 ENQUIRIES

Enquiries regarding this bid can be sent by email to the Secretary/CEO on icpau@icpau.co.ug.

9.0 SUBMISSION OF BIDS

Technical and financial bids must be submitted in sealed envelopes not later than **THURSDAY, 15 AUGUST 2024 at 11.00 a.m.**, to;

Secretary/CEO,
Institute of Certified Public Accountants of Uganda,
Plot 42 Bukoto Street, Kololo,
P. O. Box 12464, Kampala.
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