



## EAST AFRICAN CRUDE OIL PIPELINE

### REQUEST FOR EXPRESSION OF INTEREST FOR SALARY AND COMPENSATION SURVEY SERVICES IN UGANDA AND TANZANIA: REFERENCE: 10007678

East African Crude Oil Pipeline (EACOP) Limited (COMPANY), is mandated with the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. It shall be 1,443 kilometers (km) long, of which 296 km will be in Uganda occupying a 30-meter-wide corridor.

The company plans on recruiting a number of personnel in the organization over the coming months and as such it requires review and setting up a salary and compensation structure that meets the industry standards in both Uganda and Tanzania.

East African Crude Oil Pipeline Limited invites experienced and reputable service providers to express their interest in providing Salary and compensation survey services in Uganda and Tanzania.

#### **BRIEF DESCRIPTION OF THE SCOPE OF THE SERVICES:**

The Company is seeking prospective service providers with adequate experience and expertise to provide Salary and compensation survey services in Uganda and Tanzania the contractor will be tasked with but not limited to the following.

- Undertake a comprehensive review and evaluation of the existing salary structure while considering the basic concept of equal pay for an equal value of work while at the same time at par with the industry acceptable standards and locations of both Uganda and Tanzania.
- Conduct a salary and compensation survey, targeting at least five (5) to seven (7) comparator organizations in Uganda and Tanzania to confirm the salaries, allowances, and entitlements/benefits offered. And as much as possible match the existing EACOP compensation components with those of the comparator organizations to facilitate an accurate determination of the salary levels for the various positions and Job groups.
- Prepare a consolidated report with recommended pay scale structure and benefits and correlate them to match the existing job grade and positions in EACOP Co. and also indicate the total cost of employment for each position.
- Develop a comprehensive report briefing, executive summary, and presentation that provide justifications and rationale behind the thinking, analysis, and recommended solutions.

#### **MINIMUM REQUIREMENTS:**

Service providers expressing interest are requested to submit the following documents:

- At least 10 years of experience in conducting salary and compensation surveys and developing salary scales for different organizations in the different companies. Previous experience in the Oil and Gas sector (Upstream and Midstream) and extractive industries will be an added advantage.
- Vast knowledge and experience in human resource management including application of best practices in the development of a clear salary and compensation strategy.
- Legal entity documentation including a certificate of incorporation and registration, license, certification to undertake salary and compensation services.
- Proof of registration with the Uganda Revenue Authority (URA) or Tanzania Revenue Services (TRA) and current Tax Clearance Certificate.
- Brief description of experience, expertise, capacity to deliver required scope of services.
- Organisation profile (or brochure) detailing services provided, organisation chart, Key clientele, and proposed key personnel that will work with the respective Project team and their relevant experience in providing similar services.
- Proof of registration on the National Supplier by the Petroleum Authority of Uganda or an equivalent in Tanzania for the Oil & Gas sector.
- Adequate Financial Capacity.

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Interested organizations with the ability, capacity, and resources to provide any of the services listed above should express their interest by sending (together with the documents stated in the above section) and email to [procurement.tz@eacop.com](mailto:procurement.tz@eacop.com) (max. email size **10Mb**) on or before **1600 hours** East African Time (EAT), **Friday 6<sup>th</sup> May 2022**.

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**Note:** The EACOP.Co will review and assess the documents provided by the interested companies to derive a list of prequalified companies. Only prequalified companies will receive, subject to the signature of a Non-Disclosure Agreement (NDA), an invitation to submit a proposal in furtherance of the Request for Proposal process. All Expressions of Interest should be submitted in the English Language.