



**Public Officers'  
Defined Contribution  
Pension Fund**

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## **CALL FOR EXPRESSION OF INTEREST**

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**Organisational Transition for the Public Officers' Defined Contribution  
Pension Fund**

**EOI Name: PODCPF – Organisational Transition Consulting Services**

**EOI No: PODCPF/EOI/OT/01/2024**

**27<sup>th</sup> August, 2024**

## **1. INTRODUCTION**

The Public Officers' Defined Contribution Pension Fund (the Fund) invites Expressions of Interest (EOI) from qualified consulting firms to assist in transitioning the organisation from its current structure of seventeen (17) employees to a newly board-approved structure of approximately forty-three (43) employees. This transition is a key strategic initiative aimed at enhancing operational efficiency and capacity of the Fund.

## **2. BACKGROUND**

The Fund is established by the Public Officers' Defined Contribution Pension Fund Act of 2008, as amended (the Act) to provide pension benefits to contributing Members in the Public Service of the Government of Lesotho. The Fund provides for retirement benefits and related matters to permanent and pensionable Public Officers. As at 31<sup>st</sup> March 2024, there were 37,515 active members and 268 pensioners, with assets under management of around M12 billion.

The Fund is managed by the Board of Trustees (the Board) as the governing body, supported by five (5) Board Committees, viz: Governance Committee (GC), Investment Committee (IC), Audit and Risk Committee (ARC), Human Resources and Remuneration Committee (HRRC) and Benefits and Administration Committee (BAC). The Secretariat, which is the Fund's executing and operational arm currently has 17 staff members comprising; the Principal Officer (PO), four (4) Heads of Divisions, six (6) Professionals, and six (6) Support staff.

In alignment with its Strategic Plan for 2022/23 to 2026/27, the Fund has reviewed its current organisational structure to address the emerging needs of the members and the industry. Consequently, the Board has approved a new organisational structure that is considered fit for purpose to deliver of the Fund's mandate.

The Fund thus invites Expressions of Interest (EOI) from eligible and suitable independent service providers to oversee a timely and orderly transition from the old organisational structure to the newly approved.

## **3. ELIGIBILITY**

Eligible firms/bidders must be duly registered and/or licensed by a competent authority, tax compliant and exhibit prior experience in the provision of similar services. Further, they should have personnel with relevant skills and experience to undertake the assignment.

#### **4. SCOPE OF WORK**

The main objective of the assignment is to manage the transition process with the highest level of impartiality. The successful bidder will be required to provide a clear transitional framework based on best practices in human resources. This will entail assessing amongst others the legal and financial considerations, highlighting any potential risks and/or red flags linked to the assignment and providing guidance on mitigation strategies. The scope of services includes, but is not limited to:

- 4.1 Review of relevant laws to manage legal implications of the transition.
- 4.2 Development and recommendation of a transitional framework clearly showing detailed transition plan, timelines, and required resources.
- 4.3 Identification and assessment of risks associated with the transition and possible mitigation measures.
- 4.4 Development of communication plan to inform stakeholders of the changes.
- 4.5 Development of a monitoring and evaluation framework for reporting progress to the Board.

#### **5. REPORTING**

Project plan deliverables shall be reported to both the HRRC and Board for approval based on the project plan timelines.

#### **6. SOLICITATION OF INPUTS FOR TERMS OF REFERENCE DEVELOPMENT**

In preparation for the subsequent Request for Proposals (RFP), the Fund seeks inputs and feedback from potential service providers regarding the development of the Terms of Reference (ToRs). Specifically, service providers are invited to suggest elements that should be included in the ToRs, based on their industry expertise and best practices. This feedback will help ensure that the RFP is comprehensive and aligned with industry standards. The following should be included in the submission:

- 6.1 Suggested ToRs for the subsequent RFP.
- 6.2 Recommendations on critical success factors and key performance indicators.
- 6.3 Any other relevant suggestions or best practices that should be considered.

## 7. REQUIRED COMPONENTS OF THE SUBMISSION

All interested firms/bidders must ensure that their submissions include the following components:

- 7.1 Cover letter expressing interest in providing the services.
- 7.2 Detailed company profile, including relevant experience and qualifications.
- 7.3 Evidence of valid business registration, licensing, and tax compliance.
- 7.4 Curriculum Vitae (CVs) of key personnel who will be involved in the project.
- 7.5 Proposed approach and methodology for managing the transition.
- 7.6 List of similar projects undertaken, with references.
- 7.7 Feedback and suggestions for the development of the ToRs for the subsequent RFP (as outlined in section 6).

## 8. BRIEFING SESSION

There will be a **Voluntary** Virtual Briefing Session conducted by the Secretariat with interested Participants to provide further information.

The briefing session is scheduled for Friday, 6<sup>th</sup> September, 2024 at 14h30 (Central African Time) via Microsoft Teams / Zoom. Interested participants can send their email addresses by Wednesday, 4<sup>th</sup> September 2024 before 17h00 to [procurement@pensionfund.org.ls](mailto:procurement@pensionfund.org.ls). Attendance is limited to two (2) persons per service provider.

Email Subject: “**Briefing Session – PODCPF – EOI for Organisational Transition Services**”

The meeting information will subsequently be forwarded only to those participants that provided their email addresses. Please note that whilst attendance is not compulsory, it is highly recommended.

## 9. FORMAT OF SUBMISSION AND MARKING OF EOI

All Expressions of Interest **shall be submitted electronically** to the Fund at the following email address: [procurement@pensionfund.org.ls](mailto:procurement@pensionfund.org.ls) and must reach the designated email address on or before **20<sup>th</sup> September, 2024 at 17h00**.

Email Subject: **“Expression of Interest – PODCPF – EOI for Organisational Transition Services”**

It remains the responsibility of the respondents to ensure that their EOIs reach the Fund before the closing date and time. No late submissions based on electronic delays or malfunctions will be accepted after the stipulated date and time.

#### **10. CONFIDENTIALITY OF INFORMATION**

All documents and data collected in the process of the consultancy shall be treated as confidential and used exclusively to facilitate the consultancy assignment. All information which the consultant receives shall, at all times, be treated as property of the Fund and shall not be disclosed save for where express written permission has been granted.

All submissions marked as above must be addressed to:

#### **The Principal Officer**

Public Officers' Defined Contribution Pension Fund  
Secretariat Office  
4<sup>th</sup> Floor, Pension Fund House, Constitution Road,  
P.O. Box 14395  
Maseru 100  
Lesotho

**NOTE:** Submissions received after the stipulated time and date will NOT be considered.