

**REQUEST FOR PROPOSALS (Re-advertisement)**

**HUMAN RESOURCES CONSULTANCY**

**PF/RFP/2024/2025-02**

The Petroleum Fund is a statutory organisation under the Ministry of Finance, which was established through the Legal Notice No. 96 of 1997 under the Finance Order of 1988. The purpose of the Fund is to collect revenue that is utilised for ensuring that there is a security of supply of the Petroleum Products in the country. The organisation is further delegated, under the Fuel and Services Control (Delegation Notice) Number 32 of 2021, the powers to set the price and time at which Petroleum Products may be adjusted. It is managed by the Board of Directors while day-to-day activities are administered by the Secretariat, headed by the Chief Executive Officer, and its operations are guided by the Lesotho (Petroleum Fund) Regulations of 2021.

Petroleum Fund seeks to engage a reputable, qualified and experienced individual or firm with extensive expertise in Human Resources Advisory and Change Management to lead a major restructuring of the Fund's Employee Terms and Conditions of Employment, develop a Change Management Plan and review Human Resources Policy and Guidelines to align them with the new system.

Interested eligible bidders may obtain the Terms of Reference upon payment of a non-refundable fee of M1000.00 into the Fund's bank account:

Bank Name: – Nedbank

Account Holder: – Petroleum Fund

Account No: 021000028317

Branch: Kingsway

Bidders should present the confirmation/proof of payment to the Fund offices for the purchase of bidding documents. Documents will be available from Monday the 24<sup>th</sup> June 2024 from 9:00hrs to 16:00hrs.

Requests for clarification should be made in writing on or before Friday 5<sup>th</sup> July 2024, to the following e-mail address: [supplier@petroleum.org.ls](mailto:supplier@petroleum.org.ls). The Proposals must be submitted in sealed packages clearly marked '**PF/RFP/2024/2025-02**' containing the Technical Proposals and separately sealed Financial Proposals. The proposals must be submitted to the address below on Wednesday the 17<sup>th</sup> July 2024 by 12:00 noon, to be followed by a public opening of Technical Proposals at 12:15 pm on the same day.

Delivery Address:

Petroleum Fund  
LCCI Building  
Orpen Road, Old Europa  
Maseru 100  
Tel. (+266) 22312137

Online submissions may be made by sending encrypted Technical and Financial proposals to [supplier@petroleum.org.ls](mailto:supplier@petroleum.org.ls) by the set deadline.