
	MABRUK OIL OPERATIONS	REQUEST FOR PROPOSAL (RFP)	HR Department Career Management Section	
	Assessment To Identify the High-potential Employees	Rev : 01	Date : 28.05.2017	
		No. of Pages (9)		

REQUEST FOR PROPOSAL (RFP)

ASSESSMENT TO IDENTIFY THE HIGH-POTENTIAL EMPLOYEES

REF No: RFP/HR/CM/001/2017


INSTRUCTIONS TO CONSULTANTS

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PART 1 **SPECIFIC INFORMATIONS**

1.1 **PURPOSE**

MABRUK OIL OPERATIONS (MOO), a company organized and existing under the laws of France having its registered office at 2, Place de la Coupole, La Défense 6, 92400 Courbevoie, France, Trade and Companies Register of Nanterre 562 095 661, and having a registered branch in the Commercial Registry of Tripoli under No. 25 636, with an office at Tower 4, Floor-5, Dhat El Imad Complex, P. O. Box 91171, Tripoli, Libya, appointed as an operator for the Offshore Al Jurf and Onshore Mabruk fields pursuant to EPSA Agreements, represented by Mr. Fituri Ibrahim ELAHG, Chairman of the Operator's Committee.

Accordingly, the Career Management Section from HR Department issues this Request for Proposal (RFP) for the provision of:

ASSESSMENT TO IDENTIFY THE HIGH-POTENTIAL EMPLOYEES

As defined below:

1.2 **REQUEST FOR PROPOSAL (RFP) REFERENCE**

The REQUEST FOR PROPOSAL Reference Number is:

RFP Ref No: [RFP/HR/CM/001/2017](#)

1.3 **REQUEST FOR PROPOSAL (RFP) CLOSING DATE / VALIDITY DATE**

1.3.1 **CLOSING DATE**


The CLOSING DATE of the REQUEST FOR PROPOSAL (RFP) is on **[15/06/2017 at 12:00 hours Libyan time.](#)**

1.3.2 **VALIDITY DATE**

The REQUEST FOR PROPOSAL (RFP) shall remain valid and open for acceptance for the period of **[sixty \(60\) calendar days from the CLOSING DATE](#)** and may be accepted at any time up to and including such date.

1.4 **SCOPE OF SERVICES**

The requested SERVICES are specifically intended for the provision of Assessment to Identify the High-potential Employees within the Company; for an approximately **89 persons.**


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1.4.1 Assessment: To conduct an assessment to identify the right high-potential employees pool against **MABRUK OIL OPERATIONS (MOO)** Competency Framework., as described below:

Competency Area
<p>Collaborates with Others (PEOPLE 1) Uses diplomacy and tact to build and maintain effective working relationships; shares useful information and resources with others to promote positive and collaborative work relationships; enhances diversity by demonstrating genuine respect for all individuals from all backgrounds.</p>
<p>Communicates Effectively (PEOPLE 2) Is able to communicate clearly and persuasively in order to influence others to achieve organisational goals; shares information openly; relates well to a wide range of people; is able to speak well and write effectively.</p>
<p>Has a Customer Focus (PEOPLE 3) Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect; goes above and beyond to anticipate customer needs and respond accordingly.</p>
<p>Takes Responsibility (TASK 1) Demonstrates personal concern for the goals and needs of the department and others that depend on services or work products; handles multiple responsibilities in an effective manner</p>
<p>Plans and Organises (TASK 2) Uses work time productively; is able to plan and organise activities to achieve objectives; prioritises activities appropriately and within timescales; completes assignments in a thorough, accurate and timely manner that achieves expected outcomes.</p>
<p>Achieves Results (TASK 3) Challenges and pushes themselves to excel and achieve high levels of performance; focuses on the goals and objectives that are most important to the organization; challenges colleagues to deliver to their highest level of ability; persists in achieving important goals despite obstacles.</p>
<p>Solves Problems (THOUGHT 1) Identifies and analyses problems; formulates a range of alternative solutions; takes/recommends appropriate actions; follows up to ensure problems are resolved.</p>
<p>Makes Sound Decisions (THOUGHT 2) Demonstrates ability to balance facts, logic and experience in making decisions; demonstrates a consideration of all relevant perspectives; weighs up a range of alternatives and commits to the most appropriate action.</p>
<p>Thinks Innovatively (THOUGHT 3) Proactively provides constructive criticism on the existing environment and suggests potential improvements; is well-informed about new ideas and approaches and put them forward, tests and implement them; comes up with alternative strategies by anticipating and taking calculated risks; encourages innovation among colleagues.</p>

We defined the high-potential employee: as the most remarkable employee who has these three major components or attributes: **aspiration, ability, and engagement.**

- 1. Aspiration:** ambitions and interest to progress through increased responsibility and bigger challenges.
- 2. Ability:** ability to learn new skills, take on new tasks and responsibilities; and to be effective in a higher next role in the future.

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3. Engagement: remain in challenging role, show high commitment to their own development and to the Company.

1.4.2 To Provide Reporting include:

- Profiling analytical report on each individual performance level.
- Identify the top ten (10) potentials who can rapidly grow their capabilities.
- Define their development needs against the competencies area

GENERAL NOTE:

- These employees (for an approximately **89 persons**) who have been nominated by their Managers, are aged between 25 – 40 years old and are not occupying supervisory roles.
- The successful CONSULTANT who will be selected to conduct this program, will define clearly any requirement or documents needed from the Mabruk Oil Operations (MOO) (E.g. Organization Chart, etc...) for the program implementation.

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1.5 COMMENCEMENT DATE / DURATION

The requested estimated commencement date is on **23/07/2017**

The SERVICES Period shall be of **One (1) month**.

PART 2 TECHNICAL AND COMMERCIAL PROPOSALS

The CONSULTANT for the performance of the SERVICES shall be submitted in two (2) volumes:

- **Volume 1** will cover the Technical Proposal (Un-Priced Proposal).
- **Volume 2** will cover the Commercial Proposal

Important Note: The originals of the Technical and Commercial Proposals shall be initialed in blue ink on every page and signed by an officer of CONSULTANT vested with authority.

2.1 VOLUME 1: TECHNICAL PROPOSAL (UN-PRICED OFFER)

The Technical Proposal shall be presented as follows:

2.1.1 Section 1: Cover letter

CONSULTANT shall insert the original of the Cover Letter

2.1.2 Section 2: Assessment Methodology:

CONSULTANT shall describe and detail the process and methodology of implementation the requested services.

2.1.3 Section 3 : Program Resources / Team:


CONSULTANT shall define clearly the experienced team of Consultants and attach their Curriculum Vitae (CVs) who will conduct the SERVICES.

2.1.4 Section 4 : Program Delivery Timeframe:

CONSULTANT shall specify the time schedule from preparation to the program implementation and providing final report if the estimated commencement date is on **23/07/2017**.

2.1.5 Section 5 : Company Profile:

CONSULTANT shall provide the company profile including relevant expertise, experiences in programs of a similar type and list of top references (CLIENTS) relevant to the type of services being sought.

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2.1.6 Section 6 : Office Location:

CONSULTANT shall provide list of his Offices addresses, telephones, faxes and emails in Libya and Worldwide (if any).

2.2 **VOLUME 2: COMMERCIAL PROPOSAL**

The Commercial Proposal shall be presented as follows:

2.2.1 Section 1 : Cover letter

REQUEST FOR PROPOSAL (RFP) shall insert a copy of the Cover Letter (ref to 2.1.1 above).


2.2.2 Section 2 : Program Fees

CONSULTANT shall identify the cost per person and define clearly all costs exclusive and inclusive.

2.2.3 Section 3 : Invoicing and payment

CONSULTANT is required to indicate in details the invoicing and terms of payment.

However, Payment can be made by check or bank transfer against received invoices which will be processed within 30-45 days from receipt of invoices.

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PART 3 SUBMISSION OF PROPOSALS


- 3.1** The ORIGINAL Technical and Commercial Proposals as defined in Part 2 – Volumes 1 to 2, shall be put in **two (2)** separate wax-sealed envelopes.
- 3.2** Each of the two (2) envelopes shall be **identified and marked** with the name of the CONSULTANT on the envelopes, the **< RFP reference No: RFP/HR/CM/001/2017** and mention of its content “Technical Proposal” or “Commercial Proposal”).

A model of tags to stick on each envelope is described below:

MODELS OF TAGS

- a) Tag of Envelope 1 – “**TECHNICAL PROPOSAL**”

<p>“SEALED ENVELOPE – DO NOT OPEN WITHOUT AUTHORIZATION “</p> <p>Mabruk Oil Operations Career Management Section</p> <p>Dhat El Imad Complex Tower 4, 3rd Floor Tripoli, Libya Tel: +218 21 3350401,3/6 Ext. 1604 & 1430</p> <p>REQUEST FOR PROPOSAL REF NO.: < RFP/HR/CM/001/2017 ></p> <p>CONTENT: TECHNICAL PROPOSAL in one (1) ORIGINAL</p> <p>CONSULTANT NAME: [REDACTED]</p> <p>CONSULTANT OFFER RFP : [REDACTED]</p>
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b) Tag of Envelope 2 – “**COMMERCIAL PROPOSAL**”

<p>“SEALED ENVELOPE – DO NOT OPEN WITHOUT AUTHORIZATION “</p> <p>Mabruk Oil Operations Career Management Section</p> <p>Dhat El Imad Complex Tower 4, 3rd Floor Tripoli, Libya Tel: +218 21 3350401,3/6 Ext. 1604 & 1430</p> <p>REQUEST FOR PROPOSAL REF NO.: < RFP/HR/CM/001/2017 ></p> <p>CONTENT: COMMERCIAL PROPOSAL in one (1) ORIGINAL</p> <p>CONSULTANT NAME:</p> <p>CONSULTANT OFFER RFP :</p>
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3.3 The two (2) envelopes shall be put in one (1) **MAIN ENVELOPE** to avoid inadvertent damage in transit or otherwise and shall be addressed to:

Mabruk Oil Operations
Career Management Section

For the attention of: **Career Management Team**
REF NO.: RFP/HR/CM/001/2017
Dhat El Imad Complex **Tower 4, 3rd Floor**
Tripoli, Libya
Tel: Tel: +218 21 3350401,3/6 Ext. 1604 & 1430
