

Amendment # 1
Request for Proposal #6
November 23, 2016

Title: Organizational and Human Resources Development of Jordan Tourism Board

Reference: RFP 6 – USAID Building Economic Sustainability through Tourism (BEST) Project

This document presents an amendment to Request for Proposal # 6.

This Amendment No. 1 is made to amend the following sections:

1. Task C under section II.3. Scope of work
2. Deliverable no.4 under section II.4 Deliverables
3. II.5 Deliverables Schedule
4. 1.6. Chronological List of Proposal Events

By deleting in its entirety the following from the original RFP:

1. Task C under section II.3. Scope of work
2. Deliverable no.4 under section II.4 Deliverables
3. II.5 Deliverables Schedule
4. 1.6. Chronological List of Proposal Events

And inserting in its place the following:

C. Human Resources Performance Management Assessment and Enhancement

1. Conduct a detailed assessment of JTB's human resources performance management systems, identify gaps, and propose recommendations for development or improvement.
2. Design policy for basis of morale and other incentives for JTB staff.
3. Develop an enhanced HR performance management system and necessary tools that are linked with staff retention, career development path, promotional scheme, and succession planning.

The outcome of and deliverables from this task will be:

- JTB's human resources performance management assessment that includes findings and recommendations for an enhanced system that links staff performance results to career development path and promotional scheme.
- HR performance management system including clear procedures, guidelines, tools and templates for system adoption and implementation.

II.4 Deliverables No. 4: JTB's Performance Management and M&E Systems Assessment Report and presentation

JTB's human resources performance management assessment report and presentation

This report will document findings and recommendations for enhancing JTB's human resources performance management system, including developing an enhanced HR performance management

system and necessary tools that are linked with staff retention, career development path, promotional scheme, and succession planning.

II.5 Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule. A more detailed work plan with detailed activities shall be submitted as part of the proposal.

Deliverable Number	Deliverable Name	Due Date
1	Inception report	2 weeks from project start date
2	Functions and Responsibilities Assessment Report and presentation	6 weeks from project start date
3	Organizational and Human Resources Assessment Report and presentation	8 weeks from project start date
4	JTB's Performance Management and M&E Systems Assessment Report and presentation	12 weeks from project start date

1.6. Chronological List of Proposal Events

Changes to submission date is demonstrated in the following table:

RFP announcement	14/11/2016
Deadline for expressing interest to bid	By 12 pm on November 16, 2016
Bidders' Meeting	20/11/2016 at 3 pm
Deadline for written questions	21/11/2016
Answers provided to questions/clarifications	23/11/2016
Proposal due date	13/12/2016 by 3 pm

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.