



# METRO EXPRESS LTD

EXPRESSION OF INTEREST (EOI)

FOR

REVIEW OF PAY AND GRADING STRUCTURE

Procurement Ref: MEL/EOI/0095/26

*Metro Express Ltd,*

*Admin Building*

*Richelieu Depot,*

*Petite Riviere ,91304*

*Email: [procurement@metroexpressltd.org](mailto:procurement@metroexpressltd.org)*

*Tel: + 230 2601765*

*Issued Date: 14<sup>th</sup> March 2026*

## Section 1: Instructions to Applicants

### 1. Background

Metro Express Ltd (MEL) is seeking to appoint an eligible and qualified local company for review of its pay and grading structure. The timeframe for this exercise is a maximum of (3) three months.

### 2. Objective

Metro Express Ltd is a company wholly owned by the Government of Mauritius, invites Expressions of Interest (EOI) from qualified local firms to undertake a comprehensive review of MEL's pay and grading structure, terms and conditions of employment, performance management and related talent management frameworks. The purpose of this EOI is to shortlist firms that will be invited to submit detailed proposals.

### 3. Instructions to Applicants

#### a) Contact and Submission

- Address for submission: The Chief Executive Officer, Metro Express Ltd, Admin Building, Richelieu Depot, Petite Rivière, 91304.
- Tender box location: Metro Express Ltd, Admin Building, Richelieu Depot, Petite Rivière, 91304.
- Closing date and time: Wednesday 01 April 2026 by 13:30 hours local time. Late submissions will not be accepted or considered.
- Clarifications: All clarifications must be emailed to [procurement@metroexpressltd.org](mailto:procurement@metroexpressltd.org) by Wednesday 25 March 2026 at the latest.

#### b) EOI Status and Next Steps

- This EOI is non-binding and intended only to shortlist Applicants for the subsequent Request for Proposal (RFP). No contractual relationship arises from submission of an EOI. MEL reserves the right to amend, suspend or cancel the procurement at any time prior to contract award.

#### c) Eligibility Requirements

- Applicants must:
  1. Hold a valid trade licence and BRN to operate in Mauritius.

2. Not have a conflict of interest on relation to this procurement.
3. Not have been convicted of fraud, corruption or dishonesty.
4. Demonstrate at least four (4) years' experience in pay and grading reviews and have completed at least two (2) similar assignments in the last four years.

d) Mandatory Declarations

- Each applicant must submit signed declarations for:
  1. Conflict of interest (current and potential).
  2. Anti-corruption and compliance (no bribery or improper inducements).
  3. Accuracy of information provided in response to EOI.

4. Scope of Services and Deliverables

4.1 Scope Overview:

The consultant will review the existing pay and grading structure (including the Korn Ferry Report dated 06 October 2021 and Annex dated 19 July 2021), undertake benchmarking and gap analysis, evaluate jobs, update the Master Scale, review terms and conditions, revise the performance management and reward systems, design career paths and succession planning, and produce an implementation Action Plan.

4.2 Key Deliverables and Acceptance Criteria:

- a) Inception Report and Workplan: within 10 business days of contract signature; includes methodology, stakeholder engagement plan, and detailed timeline.

Acceptance: MEL approval within 10 business days or written comments.

- b) Benchmarking and Gap Analysis Report: market data, comparator organisations, and identified gaps.

Acceptance: MEL written acceptance or list of deficiencies within 15 business days.

- c) Job Evaluation and Revised Grading Structure: evaluate job descriptions, grading matrix, corrected anomalies.

Acceptance: Sign-off by MEL within 15 business days.

- d) Updated Master Scope and Compensation Framework: salary bands, proposed scales, transition rules and financial impact.

Acceptance: MEL written acceptance or comments within 15 business days.

- e) Revised Terms and Conditions and Reward System: proposed T&C, variable mechanisms, and recognition framework.

Acceptance: MEL written acceptance or comments.

- f) Career Pathways and Succession Plan: role progression and succession framework for critical roles.

Acceptance: MEL written acceptance or comments.

- g) Final Report and Implementation Action Plan: consolidated final deliverable with timelines, resource estimates, communication plan, financial impact and training needs.

Acceptance: Final sign-off following resolution of any deficiencies.

## 5. Format and Language

All deliverables must be in English, submitted electronically (PDF and editable Word/Excel Files) and including an executive summary

## 6. Confidentiality

6.1 The Successful Applicant, and its staff members and representative(s) working at the MEL shall undertake to maintain during and after their relationship with MEL the confidentiality of any matter relating to the affairs of MEL which comes to their knowledge and shall not, on any account and at any time, disclose directly or indirectly to any person, any such matter or information.

6.2 The Successful Applicant shall further restrict disclosure of information solely to its employees on a need-to-know basis.

6.3 The Successful Applicant shall ensure that those employees are bound by similar obligations as set out in this Clause.

## 7. Changes in Scope

MEL may request changes in the scope of services and standards to be performed during the term of the contract. Changes which are mutually agreed upon by the Parties shall be incorporated by written amendment to the Contract.

## 8. Evaluation of Applications

All applications will be evaluated, and the shortlisted applicants will be invited to submit their bid thereafter.

## SECTION II

### CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Applicants are advised to carefully read the entire EOI before preparing and submitting their applications

*Table 1: Documents to be submitted*

No.	Documents
1	Letter of Application
2	Copy of Certificate of Incorporation
3	BRN/Licenses
4	List of experiences, (at least 2 projects)
5.	Any other related documents. (If any)