

## Invitation to Tender

### PROVISION OF HR CONSULTANCY SERVICES

<b>Reference:</b>	AITI/8/1/CS – PROVISION OF HR Consultancy Services
<b>Opening Date:</b>	Monday, 14 July 2025
<b>Closing Date:</b>	Thursday, 14 August 2025 at 3:00 pm
<b>Information Day:</b>	TBC
<b>Document Fee (non-refundable):</b>	BND 100.00
<b>Tender Deposit (refundable):</b>	NA
<b>Total Fees Payable:</b>	BND 100.00

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. AITI is seeking a Tenderer to provide professional consultancy services either through Human Resources (HR) consultancy firm or HR practitioner in HR field.
2. The objective is to seek for professional or expert consultancy services either through HR consultancy firm or HR practitioner in HR field. The consultant(s) may provide the services that is adopting and aligning HR practices with best industry standard. The purpose is to assist and enhance effectiveness, compliance and, strategic alignment of AITI human resources functions. This will include assessing, reviewing and enhancing the current HR policies, practices, strengthening workforce planning, ensuring compliance and fostering a productive and engaged work environment. The consultant will propose solutions and recommendations.
3. The Successful Tenderer shall assist AITI in developing and implementing strategic HR plans that are aligned with AITI Strategic Plan 2020-2025 under the “Strategic Enabler – Organisational Excellence” which aims to transform AITI into a high-performing organisation through continuous improvements in its people, processes, technology and physical environment.
4. The high-level scope of work involves:
  - 4.1. Review and make appropriate recommendations wherever necessary and in line with local and global best practices for the followings:
    - 4.1.1. Selected HR policies and processes;
    - 4.1.2. Manpower Planning and Audit Process;
    - 4.1.3. Employee Relations and Performance Management;
    - 4.1.4. Learning and Development (L&D) and Talent Management strategies;
  - 4.2. Training and Knowledge Transfer;
  - 4.3. Post Project Implementation Review and Support.

[THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK]