

## **TERMS OF REFERENCE**

### **FACILITATION OF JOB EVALUATION/TASK GRADING PROJECT**

#### **1. PROPOSAL**

Enterprise iLembe invites quotations from suitably qualified service providers to facilitate the TASK Job Grading Project. As part of the Enterprise iLembe organizational development and human resource strategy, the Entity wishes to ensure that job roles are systematically evaluated and graded according to industry best practices.

#### **2. SPECIFICATIONS:**

Enterprise iLembe hereby seeks proposals from reputable and experienced organisations for the following measurement tools required by the Human Resources division in order to execute the mandate of attracting, retaining and creating a performance driven workforce:

- a. Conduct a job analysis exercise and job design
- b. In line with the organisational strategy, make recommendations for an organogram that facilitates business continuity as well as enables Enterprise iLembe to deliver on its mandate.
- c. Guide the process of drafting job descriptions/profiles for all relevant positions.
- d. Salary Benchmark of Remuneration / Total Rewards Benchmark.
- e. Payscale development (HR tool used for appointing employees at market related salaries)
- f. Job Evaluation and Grading, using the TASK Grading System of new and existing positions as and when required.
- g. Access and provide certified training for the Human Resources Business Unit to conduct Job Evaluation and Grading inhouse, based on the grading methodology of choice.
- h. Employee Engagement Surveys - Due to the nature of the benchmark surveys a large pool of external market participants (database) are required to provide Enterprise iLembe with an accurate measurement of our HR practices compared to other companies in the market in which we operate to ensure that we remain competitive in the labour market and ensure that we implement tools and processes that will result in an engaged workforce.
- i. Propose and implement a change management model that is suitable for the organisation's dynamics.

### **3. SCM POLICY**

Proposals will be evaluated in terms of the SCM Policy of Enterprise iLembe and shall be applied as follows: -

- a) Mandatory Evaluation- All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions in line with section 4.1 below. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) Functionality Evaluation – All proposals that meet the mandatory requirements will then be evaluated in terms of functionality as specified in section 4.2 below.
- c) Price Evaluation- As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations as per section 4.2 below.

### **4. CRITERIA FOR EVALUATION**

#### **4.1 Mandatory Evaluation**

**Proposals/ Quotations must be accompanied by the following mandatory documents/ submissions:**

- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted (compulsory). (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**) The CSD will be used to verify tax compliance status of the bidder. NB: Bidders who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal. **(compulsory)**
- Business registration documents **(Compulsory)**
- MBD 4 – Declaration of Interest Form **(compulsory)**
- MBD 6.1 – 2022 Preference Point Claim Form **(compulsory)**

#### **Note:**

- Failure to submit compulsory documents will result in your proposal being disqualified
- Reference checks will be performed as part of the evaluation of this request for quotations.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- **All MBD forms** listed above must be completed correctly and signed, failure to complete and sign will result in disqualification.

## 4.2 Functionality Evaluation

The functionality evaluation points will be applied as per the table below:

Competency	Points Allocation	Maximum Points
Qualifications of the engagement lead relevant to HR Management and/ or related fields.  <i>*Please submit a certified copy of the highest relevant qualification of the engagement lead, together with a CV that details the engagement leads experience.</i>	<ul style="list-style-type: none"> <li>• No qualification &amp;/or CV- 0 points</li> <li>• National Certificate and CV- 15 points</li> <li>• Degree/ Diploma and CV- 20 point</li> <li>• Post Graduate Qualification and CV – 30 points</li> </ul>	30
Similar projects undertaken pertaining to job grading/ job evaluations (reference letters to be submitted, which must be signed and on the referees letterhead)	<ul style="list-style-type: none"> <li>• 0 Letters- 0 Points</li> <li>• 1 Letters -10 Points</li> <li>• 2 Letters -15 Points</li> <li>• 3 Letters -20 Points</li> <li>• 4 Letters -25 Points</li> <li>• 5 Letters -30 Points</li> </ul>	30

***Only service providers who achieve a total of 36 points (60%) for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system.***

## 4.3 Application of the preference point scoring system:

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for specific goals

***Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:***

- ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
  - Within the iLembe District= 20 points
  - Within KZN=10 points
  - Within SA= 5 points
  - No proof of residence = 0 points

**5. PAYMENT TERMS**

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

**6. REPORTING**

Upon appointment, the service provider will work in close co-operation with Enterprise iLembe management. The service provider will also be expected to keep financial records and other appropriate records.

**7. PERFORMANCE OF SERVICE PROVIDER**

Once appointed, the performance of the service provider will be continuously measured.

The key performance indicators applicable to this are as follows:

<b>Performance Indicator</b>		<b>Weighting</b>
1	Quality of Service	<b>30</b>
2	Timeliness of Completion	<b>25</b>
3	Cost Control	<b>25</b>
4	Business Relations	<b>10</b>
5	Management of Key Personnel (i.e. management of the service providers team allocated to the project)	<b>10</b>
		<b><u>100</u></b>

**8. NON APPOINTMENT**

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal. Further, no awards will be made to suppliers in service of the state.

**9. CLOSING DATE**

Proposals can be emailed to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) on or before the 25<sup>th</sup> of September 2024 at 10h00.