

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha, 5099



Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za

Website : www.ntinga.org.za

REQUEST FOR PROPOSAL

TERMS OF REFERENCE FOR THE APPOINTMENT OF A ACCREDITED SERVICE PROVIDER TO CONDUCT T.A.S.K. JOB EVALUATION FOR NTINGA O.R TAMBO DEVELOPMENT AGENCY SOC LTD

1. PURPOSE

The purpose of this memorandum is to submit terms of reference to Supply Chain Unit for procurement and appointment of an accredited service provider to conduct T.A.S.K job evaluation for eighty-four (84) positions in the Ntinga approved organogram.

The appointment of a qualified service provider will also bring about rational basis for making justifiable decisions on job grades and consistent approach for the determination and management of relativities between jobs. The basis for developing an equitable pay structure across Ntinga based on a logical method of measuring relative job scope and size.

2. BACKGROUND

The Entity has reviewed its organisational structure post the change of Ntinga mandate by ORTDM with effect from 01 July 2022. Subsequently, the reviewed organogram with the total of 141 positions was adopted by the Board of Directors in January 2023. Therefore, job evaluation is crucial since it was last conducted in 2018 and is in line with **clause 7.2.8** of the Entity's Job Evaluation and Grading Policy as well as **Regulation 9** of the Local Government: Municipal staff Regulations (effective 01st July

2022). In a nutshell, the total number of positions to be evaluated has been reduced to **84** due to the grouping together of family jobs.

Therefore, Ntinga seeks to engage the services of a reputable and technically qualified service provider to undertake the job evaluation and T.A.S.K grading process. Ntinga therefore, hereby solicits proposals from interested individuals or firms to undertake the assignment.

3. MAIN OBJECTIVES OF THE EXERCISE

- ✓ To develop a logical and consistent Job Evaluation framework upon which Ntinga can base future job grading decisions.
- ✓ The framework will be comprehensive, including competencies and other relevant criteria. Ensure fairness and equality, in terms of job grading, between staff members currently employed, and in comparison, with newly recruited staff members.
- ✓ Undertake an alignment exercise, adjusting the job levels of current staff to address inequalities and disparities between roles in the same job family and across the organization and fully recognizing roles and responsibilities undertaken.

4. TERMS OF REFERENCE (TORs)

The appointed service provider shall perform the following activities:

- ✓ analyze all relevant job descriptions, compare, and align to the approved organizational structure.
- ✓ Conduct consultation session/interviews with line managers and subordinates to gather information through HR Manager.
- ✓ Evaluate and grade jobs based on the job descriptions provided by Ntinga (A total of 84 jobs) to be evaluated and graded.
- ✓ Job grading according to T.A.S.K. grading system.
- ✓ Conduct salary benchmarking on all jobs against credible market data in line with the T.A.S.K. grading system.

- ✓ Provide Ntinga with a detailed report that sets out the methodology that was followed during the evaluation process.
- ✓ The recommended grade and motivation for the recommendation for all jobs graded.
- ✓ Develop job families' categories for all jobs within Ntinga.
- ✓ Once the service provider has evaluated and graded the jobs in shall handover the project to Ntinga.

5. TECHNICAL SPECIFICATIONS

5.1 Implementation: Sessions will be implemented at Ntinga Offices to introduce the services to the Job Evaluation Committee. The implementation session will be a complete marketing role by creating awareness about the process.

5.2 Information: Timeous request for relevant information, including contact details, employee details and their immediate defendants.

5.3 Co-ordination: Once-off set up for information sessions in consultation with Ntinga Human Resources Component.

6. DURATION OF THE PROJECT

The service provider will be appointed for a period of three (3) weeks.

7. MONITORING AND EVALUATION

7.1 Evaluate the impact of the service: Ntinga will monitor the evaluation criteria, agreed up on and determine the level and technique of measuring the impact of the service.

7.2 Complaints handling mechanism: The appointed provider must implement and exercise the necessary measures to address complaints with corrective measures and provide to Ntinga.

7.3 Time frames: Set up agreed turnaround times for findings and complaints.

8. CONFIDENTIALITY

All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with Act No. 4 of 2013, Protection of Personal Information Act

9. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

Methodology: the bidder must provide an execution plan.

Accreditation: the bidder must provide an accreditation certification to conduct T.A.S.K. Job Evaluation.

Experience: The bidder must also provide proof of relevant experience of technical expert in the job evaluation, salary benchmarking and salary grading, with a **minimum of at least three (3) different employers in the local government and/or public sector with reference letters as proof.**

Experience: Specifications and Criteria: Relevant experience of technical expert in the implementation and the coordination of job specifications.

Minimum Requirements

Letter confirming accreditation from T.A.S.K

NB.....!!!! No bid will be considered without the letter of accreditation from Task

10. EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

10.1 STAGE 1- FUNCTIONALITY CRITERIA

The following functionality criteria will be applicable. Bidders must score a minimum of 70 points to proceed to the next stage of the evaluation i.e price and preference.

The following functionality criteria will be applicable.

| Functional Criteria | Evaluation Criteria | Points |
|----------------------------|--|---------------|
| Methodology | The bidder must provide an execution plan | 20 |

| | | |
|----------------------|--|------------|
| | | |
| Accreditation | The bidder must provide an accreditation certification on T.A.S.K Job Evaluation | 30 |
| Experience | <p>The bidder must also provide proof of relevant experience as a technical expert in the job evaluation, salary benchmark and salary grading, with a minimum of at least three (3) different employers in the Local Government and/ or public sector with reference letters as proof.</p> <ol style="list-style-type: none"> 1. More than 7 reference letters, 50 points out of 50 available points maybe awarded. 2. 4 to 7 reference letters, 30 points out 50 points available points maybe awarded 3. 3 to 5 reference letters, 20 points out of 50 points available points maybe awarded 4. Less than 3 reference letters. No points will be awarded out of the available 50 points | 50 |
| Total | | 100 |

10.2 Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

| Points | Preferential Procurement Goals | Proof to be Attached to claim full points |
|---|---------------------------------------|--|
| 80 | Price | N/A |
| 20 | Specific goal | |
| Bidders are to score specific goals as follows: | | |
| 5 | Women | Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of |

| | | |
|------------|-----------------|--|
| | | equity held must be 51% or more |
| 5 | Youth | Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more |
| 5 | Disabled | Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more |
| 5 | Rural | Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town |
| 100 | | |

NOTE: Please visit the Ntinga O.R. Tambo Development Agency SOC Ltd website on <http://www.ntinga.org.za>

END