

## **APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT HRM&D INTERVENTIONS AT UMALUSI.**

### **1. Background**

Umalusi Council sets and monitors standards for general and further education and training in South Africa in accordance with the National Qualifications Framework Act No 67 of 2008 and the General and Further Education and Training Quality Assurance Act No 58 of 2001.

The Council is tasked with the development and management of a sub-framework of qualifications for general and further education and training and for the attendant quality assurance.

Umalusi is currently responsible for the certification of qualification at schools, Further Education and Training Colleges, and Adult Learning Centres.

In order to issue learners with certificates that are credible, Umalusi:

- Develops and evaluates qualifications and curricula to ensure that they are of the expected standard;
- Moderates assessment to ensure that it is fair, valid and reliable;
- Accredits providers of education and training, and assessment;
- Conducts research to ensure educational quality; and
- Verifies the authenticity of certificates.

### **2. Scope of work:**

The scope of work will focus on the following:

#### **a. Development of HRM&D five (5) years Strategy which include:**

- Strategy development – alignment
- HR Analysis-SWOT
- Defining HR Capabilities and priority
- HR action plan
- Leadership Development Strategy
- Development of the strategy policy
- The Strategy amongst others should include Capacity Requirements of the Organisation during the period as well as the Training Needs to be addressed.

#### **b. Review of retention Strategy, Plan and Policy which include:**

- Recommendations

- Report
- c. Review of Succession Strategy, Plan and Policy which include:**
- Review
  - Recommendations
- d. Development of Induction Policy which include:**
- Including the process manual.

**e. DELIVERABLES AND MILESTONES**

The final report of **A – D** must be presented to the Senior Management Leadership Committee of UMALUSI.

Requirements to conduct “**Human Resource Interventions**”:

- Proper and fit Organisation with more than **five (5) years** in general Human Resources Management Practices and Procedures experience.
- At least five (5) years' experience in HRM&D Interventions.
- Sound knowledge of the People and Talent Management Development Strategies.
- Proven track record of Human Resource, HRM&D practices.
- Policy analysis and implementation.

**3. Functional Evaluation**

- Only those Bidders which score 70 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid i.e. price and B-BBEE.
- The Functional Criteria that will be used to test the capability of Bidders is as follows:

Functional Criteria	Scoring	Sectional Scoring/ Weighting	Total %
Track Record			100

Functional Criteria	Scoring	Sectional Scoring/ Weighting	Total %
<p>A Human Resource Leader with extensive experience/track record in Human Resource Strategy Development; leadership development, change management; training,; succession planning; retention strategy development; recruitment strategy development; Labour relations development and management strategy.</p> <p>Reference letters where similar services were provided</p>	<ul style="list-style-type: none"> <li>• 5 letters = 50 points</li> <li>• 4 letters = 40 points</li> <li>• 3 letters = 30 points</li> <li>• 2 letters = 20 points</li> <li>• 1 letter and below = 0 points</li> </ul>	<b>50</b>	

<p><b>Qualifications and experience of the allocated lead resource.</b></p> <p>: Provide certified copies (not older than 3 months) of proof qualifications.</p> <p><b>NB: Please attach CV and qualifications of the allocated resources</b></p>	<ul style="list-style-type: none"> <li>• Post graduate qualification plus a minimum of 10 Executive leadership experience in Human Resource Strategy Development; leadership development, change management; training,; succession planning; retention strategy development; recruitment strategy development; Labour relations development and management strategy.= 40 points</li> <li>• Post graduate qualification plus a minimum of 10 years managerial experience in Human Resource Strategy Development; leadership development, change management; training,; succession planning; retention strategy development; recruitment strategy development; Labour relations development and management strategy. 25 points</li> <li>• Post graduate qualification plus a minimum of 5 years managerial experience in Human Resource Strategy Development; leadership development, change management; training,; succession planning;</li> </ul>	<p><b>40</b></p>	
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Functional Criteria	Scoring	Sectional Scoring/ Weighting	Total %
	<p>retention strategy development; recruitment strategy development; Labour relations development and management strategy.= 15 points</p> <ul style="list-style-type: none"> <li>• Post graduate qualification plus less than 5 years managerial experience in Human Resource Strategy Development; leadership development, change management; training,; succession planning; retention strategy development; recruitment strategy development; Labour relations development and management strategy.= 5 points</li> <li>•</li> <li>•</li> </ul>		
Letter of good standing with the relevant registered professional body	<ul style="list-style-type: none"> <li>• Proof submitted=10</li> <li>• No proof submitted=0</li> </ul>	<b>10</b>	
<b>Minimum points</b>		<b>70</b>	
<b>Total Points</b>		<b>100</b>	

The evaluation criteria for functionality aims to assess the bidder's capability, reliability and ability to execute and maintain a contract. The minimum number of points that suppliers have to obtain in order to progress to the next stage of evaluation is **70**.

**NB: supplier that scored less than 70 on functionality will be disqualified and will not progress to the next stage of evaluation i.e. price and B-BBEE**

To enable Umalusi to score the functionality, kindly complete the below table and attach proof where applicable.

Description	Action required	Comments/reference to section in the submission
References	Provide list of contactable references. Reference Letters must be submitted on a letterhead of the entities	
Qualifications and experience of project leader	Attach CVs and qualifications	
Letter of good standing with the relevant professional bodies	Attach letter/certificate	

#### 4. Pricing schedule

Resource	Hourly rate (Excluding VAT)
Director/partner	
Professional Assistant/ Associate	

#### 5. Submission of proposals

Proposals should be submitted by means of hard copies to be delivered at Umalusi, on or before **31 May 2019 at 12:00**

##### **NO BRIEFING SESSION**

37 General Van Ryneveld Street

Persequor Techno Park

Pretoria

0020

For enquiries, please contact: [Philemon.Letlape@umalusi.org.za](mailto:Philemon.Letlape@umalusi.org.za)

## **ANNEXURE A: PRICING SCHEDULE**

### **FEES**

	Rate per hour			
Development of HRM&D Strategy 5 year strategy				
Review of retention Strategy, Plan and Policy				
Review of Succession Strategy, Plan and Policy				
Development of Induction Policy				
Other				
<b>Sub-total</b>				
<b>15% VAT</b>				
<b>TOTAL</b>				

### **DISBURSEMENT COSTS**

<b><u>Description</u></b>	<b><u>Rates including VAT</u></b>	<b><u>Comments</u></b>
Vehicle per kilometre		
Printing per page		
a) Black and white		
b) Colour		
Fax per page		

a) Local		
b) National		
c) 086 numbers		
Photocopies per page		
a) A4 black and white		
b) A3 black and white		
c) A4 colour		
d) A3 Colour		
Telephone		
Other		
<b>Sub-Total</b>		
<b>15% VAT</b>		
<b>Total</b>		
<b>Grand Total</b>		

**IMPORTANT NOTES:**

- Please quote on everything inclusive of VAT;
- invoicing of the services will be as and when the services is rendered