
TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS PLAN FOR THE DEPARTMENT OF ENERGY FOR A PERIOD OF 6 MONTHS

1. BACKGROUND

1.1 The Department of Energy acknowledges the importance of skills and human resource capacity in the department. The Department of Energy identified a need to conduct a skills audit and comprehensive skills plan for the department. The Department would like to appoint the external service provider to conduct a skills audit and develop a comprehensive skills plan for the Department of Energy.

1.2 The service provider will not only ensure an objective and fair process for the effective implementation of skills development and training needs of all employees in the Department, but will ensure an establishment of a strong human capital base with requisite skills and knowledge to ensure the achievement of our overall goals and objectives.

2. OBJECTIVES

2.1 The Skills Development Act, the National Skills Development Strategy and Strategic Framework for Human Resource Development emphasises the importance of skills in the public sector.

2.2 The specific objectives of the skills audit will include the following:

2.2.1 Identify the skills and knowledge that the Department requires and currently has.

2.2.2 Provide an overview of the scarce and critical skills needs that will enable the Department to deliver on its strategic objectives and goals.

2.2.3 Identify the skills gaps and recommend targeted training and skills development interventions for every employee.

2.2.4 Develop skills profiles for all occupations.

- 2.2.5 Provide accurate information to develop Workplace Skills Plan.
- 2.2.6 Conduct assessment of all occupations in the Department of Energy and link to the Organising Framework for Occupations (OFO) and skills requirements.
- 2.2.7 Generate, present and consolidate skills audit report and recommendations.

3. DURATION

- 3.1 The project will be for a period of **6 months** from signing of the contract with the successful service provider.

4. SCOPE OF WORK

4.1 The skills audit project will involve about 570 employees of the Department which include the Head office and 8 Provincial offices (Western Cape, Northern Cape, Eastern Cape, Kwazulu Natal, Free State, North West, Mpumalanga and Limpopo).

4.2 The successful service provider is expected to perform the following functions as the minimum deliverables and to adequately address all the listed objectives according to phases.

4.2.1 Phase 1

- 4.2.1.1 Identify the skills and knowledge that the Department requires and currently has in the Department.
- 4.2.1.2 Provide an overview of the scarce and critical skills needs that will enable the Department to deliver on its strategic objectives and goals.
- 4.2.1.3 Conduct assessment of all occupations in the Department of Energy and link to Organising Framework for Occupations (OFO) and skills requirements.
- 4.2.1.4 Provide accurate information to develop Workplace Skills Plan.

4.2.2 Phase 2

- 4.2.2.1 Develop skills profiles for all occupations
- 4.2.2.2 Identify the skills gaps and recommend targeted training and skills development interventions for every employee.
- 4.2.2.3 Generate, present and consolidate skills audit report and recommendations.

4.3 The successful service provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curriculum vitae of team members and reference sites:

- 4.3.1 Demonstrable ability to conduct large scale skills audit.
- 4.3.2 An understanding of Human Resource Management, Planning and Development in the public and private sector.
- 4.3.3 An understanding of public sector related legislative and accountability framework.
- 4.3.4 Ability to do research in the Human Resource field.
- 4.3.5 The development of tools and instruments within the Human Resource field.
- 4.3.6 Ability to facilitate, compile and present research reports.
- 4.3.7 Practical capacity building and mentoring within the public and private sector.

5. PAYMENTS

5.1 The Department of Energy will not make an upfront payment to a successful service provider. Payment will only be made according to the phases of the project plan that will be agreed upon by both parties and upon receipt of an original invoice.

6. REPORTING REQUIREMENTS AND PROGRESS MEETINGS

- 6.1 It is envisaged that the Department of Energy will require an initial meeting with the successful service provider to agree on the project process and options to be investigated.
- 6.2 Progress meeting feedback shall be held as and when necessary, but at least twice a month until completion of the project. The venue of these meetings will be at the Department of Energy, Matimba Building, 192 Visagie Street, Pretoria. Representatives from the service provider's organisation shall be obliged to attend at their own costs.
- 6.3 Successful service provider shall submit copies of progress report during the project and final report at the end of the project.
- 6.4 The final finding will then be submitted to the Deputy Director-General: Corporate Services of the Department of Energy in a form of electronic and written report.

7. DOCUMENTATION

- 7.1 The bidder shall submit curriculum vitae of the members who will be available for the duration of the project, a plan of action and methodology, a list of references, strategy and ability to deliver on the project.
- 7.2 The copyright of the end product will vest in the Department of Energy and be presented with its logo and it will be at liberty to use the report and results as deemed necessary.

8. COMPLETION DATE

- 8.1 The project will commence after signing the service level agreement with the successful service provider and will be completed within 6 months from commencement date.

9. COMPULSORY INFORMATION SESSION

9.1 Compulsory Briefing session will be held on the **11 August 2015, at 10H00**, Department of Energy (Matimba Building), 192 Corner Visagie and Paul Kruger Streets, Pretoria

10. TAX CLEARANCE CERTIFICATE

10.1 The bidder is required to submit an **Original and Valid Tax Clearance Certificate** issued by the South African Revenue Service together with the quotation and bid documents before the closing date and time of the bid. **Failure to comply with this will invalidate the bid.**

11. CONFIDENTIALITY OF INFORMATION

11.1 The names of all the members of the service provider team must be disclosed for the project for prior approval of Department of Energy. Any changes, replacements and or additions should be submitted for prior approval of Department of Energy.

11.2 All members will have to sign a non-disclosure agreement before project commencement, and may be required to undergo security screening and tests as the Department of Energy deems necessary.

12. TERMS AND CONDITIONS

12.1 A comprehensive list and curriculum vitae of the members who will be available for the duration of the project.

12.2 The proposal should be submitted with all the required information containing technical information as well as price information or rates applicable.

12.3 A service level agreement will be entered into with successful service provider which will include, inter alia, obligations of the Department of Energy.

12.4 The successful service provider will be obliged to transfer skills to at least three (3) officials in the Department and provide certification to confirm the transfer of those skills.

12.5 The service provider shall disclose all information in its proposal regarding any interest that may result in actual or perceived conflict of interest.

12.6 The Department of Energy reserves the right to disqualify any service provider in circumstances where conflict of interest exists or is perceived to exist or where a service provider has failed to disclose any conflict of interest or any other material information that may have affected the award of the bid.

12.7 The Department of Energy will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bids.

12.8 Travelling costs and time spent or incurred between home and office of consultants will not be for the account of Department of Energy.

12.9 Service provider is required to submit a plan of action and methodology, a list of references and strategy and ability to deliver on the project.

13. EVALUATION METHODOLOGY

13.1 COST

13.1.1 The service provider will be requested to provide a detailed quotation regarding the work to be undertaken for this project.

13.1.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e. rands).

13.1.3 The service provider must be prepared to work at rates not exceeding those prescribed by National Treasury, Department of Public Service and Administration (DPSA) and/or the body regulating the professional of the consultants.

13.1.4 The service provider should provide (S&T) rates that are in aligned to the National Treasury instruction note as follows:

(a) Hotel Accomodation-R1300 per night per person, including breakfast, dinner and parking.

(b) Air travel must be restricted to economy class.

(c) Claims for kilometers may not exceed the rates approved by the Automobile Association of SA.

13.1.5 Costing should be aligned with the project activities/project phases.

14. BROAD BASED BLACK ECONOMIC EMPOWERMENT

14.1 Provision of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulations will apply in terms of awarding points.

14.2 Bidders are required to submit original and valid B-BBEE status Level Verification Certificates or certified copies thereof together with their quotes to substantiate their B-BBEE rating claims.

14.3 Bidders who do not submit their B-BBEE status Level Verification Certificates or non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

14.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status Level Verification certificate for every separate bid.

14.5 Accounting officers must ensure that the B-BBEE status Level Verification Certificates submitted are issued by the following agencies:

14.5.1 Bidders other than EME's

(a) Verification agencies accredited by ECSA

- (b) Registered auditors approved by IRBA

14.5.2 Bidders who qualify as EME’s

- (a) Accounting officers as contemplated in the CCA, or
- (b) Verification agencies accredited by SANAS, or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EME’s with B-BBEE status Level Certificates.

The table below depicts the B-BBEE status level of contributions:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

15. COMPANY EXPERIENCE

15.1 Service provider should have at least ten (10) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector.

15.2 The service provider should be able to:

15.2.1 Demonstrate ability to conduct large scale skills audit.

- 15.2.2 Show an understanding of Human Resource Management, Planning and Development in the public and private sector.
- 15.2.3 Develop the tools and instruments within the Human Resource field.
- 15.2.4 Show an understanding of public sector related legislative and accountability framework.
- 15.3 Proof from four (4) contactable references indicating that similar projects were executed should be attached.

16. EXPERIENCE OF TEAM LEADER AND TEAM MEMBERS

- 16.1 Team leader must have at least ten (10) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector.
- 16.2 Team members must have at least five (5) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector.
- 16.3 CV's with four (4) contactable references must be attached.

17. PROJECT PLAN

- 17.1 The service providers must provide:
 - 17.1.1 A project proposal that demonstrates comprehension and competence to deliver on what it is required.
 - 17.1.2 A project plan outlining key activities, time frames, milestones and budget.
 - 17.1.3 A schedule of resources to be committed to the project.
 - 17.1.4 Proposed methodology.

18. QUALIFICATION

18.1 Team leader must have a Post Graduate Degree in in Administration, Management of Training, Learning & Development, Human Resource Management, Human Resource Development or Psychology.

18.2 Team members must have a Bachelor's Degree in Administration, Management of Training, Learning & Development, Human Resource Management, Human Resource Development or Psychology.

19. SKILLS TRANSFER

19.1 Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.

20. EVALUATION CRITERIA

20.1 Bids will be evaluated on **80/20 preference point system** as outlined in the PPPFA of 2011. The proposals will be evaluated in two phases:

20.1.1 Phase 1: Bidders will be evaluated on functionality. The minimum threshold for functionality is **70 out of 100** points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

No	Criteria	Weights
1.	Company Experience: ❖ Service provider should have at least ten (10) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector.	15 5

	<ul style="list-style-type: none"> ❖ Demonstrable ability to conduct large scale skills audit. 2 ❖ An understanding of Human Resource Management, Planning and Development in the public and private sector. 2 ❖ An understanding of public and private sector related legislative and accountability framework. 2 ❖ The development of tools and instruments within the Human Resource field. 2 ❖ Proof from four (4) contactable references indicating that similar projects were executed should be attached. 2 	
2.	<p>Team leader and team members experience:</p> <ul style="list-style-type: none"> ❖ Team leader must have at least ten (10) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector. 8 ❖ Team members must have at least five (5) years experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sector. 5 ❖ CV's with four (4) contactable references must be attached. 2 	15

3.	<p>Qualification:</p> <ul style="list-style-type: none"> ❖ Team leader must have a Post Graduate Degree in Administration, Management of Training, Human Resource Management, Human Resource Development or Psychology. ❖ Team members must have a Bachelor's Degree in Administration, Management of Training, Learning & Development, Human Resource Management, Human Resource Development or Psychology. ❖ Attach certified copies of qualifications. 	<p>10</p> <p>5</p> <p>3</p> <p>2</p>
4.	<p>Project Plan:</p> <ul style="list-style-type: none"> ❖ A project proposal and methodology that demonstrates comprehension and competence to deliver on what it is required. ❖ A project plan outlining key activities, time frames, milestones and budget breakdown. ❖ A schedule of resources to be committed to the project. ❖ Proposed methodology 	<p>50</p> <p>20</p> <p>15</p> <p>5</p> <p>10</p>
5.	<p>Skills Transfer:</p> <ul style="list-style-type: none"> ❖ Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project. 	<p>10</p> <p>10</p>

Total		100
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For the purpose of evaluating functionality, the following values will be applicable:

0=	Very Poor	Do not meet the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	Will be able to fulfil the requirements
4=	Very Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

20.1.2 Phase 2:

Evaluation criteria	Weight
Price	80
B-BBEE compliance	20

21. FORMAT AND SUBMISSION OF THE PROPOSAL

21.1 All official standard bidding forms (SBD) must be completed in all respects by service providers. Failure to comply will invalidate a quote.

21.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

22. CLOSING DATE

22.1 Proposal must be submitted on or before **20 August 2015 at 11H00**, at Department of Energy (Matimba Building), 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late bids will be accepted.**

23. ENQUIRIES

23.1 All technical enquiries to be directed in writing to:

Mr Sandile Boyi

Tel: 012 406 7404

E-Mail: Sandile.Boyi@energy.gov.za

Ms Hendricca Morema

Tel: 012 406 7409

E-Mail: Hendricca.Morema@energy.gov.za

23.2 All bid enquiries to be directed in writing to:

Ms Daisy Mara

Tel: 012 406 7748

E-Mail: Daisy.Maraba@energy.gov.za

Ms Rachel Moerane

Tel: 012 406 7747

E-Mail: Rachel.Moerane@energy.gov.za