



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE JOB ANALYST SERVICES TO REVIEW, PROFILE AND EVALUATE 4 POSITIONS

10 July 2019

1. BACKGROUND

The Council for the Built Environment (CBE) is the overarching body for the built environment professions, established by the Council for the Built Environment Act (Act No. 43 of 2000). The CBE is tasked with, amongst other objectives, ensuring the uniform application of norms and guidelines set by the councils for the built environment professions, according to clause (3) (i) of the CBE Act. Specifically, the CBE is required to ensure the consistent application of policy by the councils for the built environment professions with regard to:

- (i) accreditation;
- (ii) the registration of different categories of registered persons;
- (iii) key elements of competence testing of registered persons;
- (iv) codes of conduct to be prescribed by the councils for the professions;
- (v) the principles upon which the councils for the professions must base the determination of fees which registered persons are entitled to charge;
- (vi) standards of health, safety and environmental protection; and the recognition of voluntary associations for the built environment professions.

The Council for the Built Environment (CBE) has a mandate in relation to built environment professional council and coordinates the following councils:

- South African Council for the Quantity Surveying Profession (SAQSP)
- South African Council for the Architectural Profession (SACAP)
- Engineering Council of South Africa (ECSA)
- South African Council for the Landscape Architectural Profession (SACLAP)
- South African Construction Project Management and Construction Management Professions (SACPCMP)
- SA Council for the Property Valuers Profession (SACPVP)

2. MAIN OBJECTIVE OF THIS PROJECT

The main objectives of this project are:

- 2.1 To appoint a service provider to provide Job Analyst services to review, recraft and evaluate 4 job profiles.

3. SPECIFIC OBJECTIVES

The CBE hereby requests experienced and reputable service providers to submit proposals for a job analyst to review, recraft and evaluate job profiles for the following positions:

- 3.1 Chief Operations Officer;
- 3.2 Chief Financial Officer
- 3.3 Senior IT Support Technician
- 3.4 Junior IT Administrator

4. DELIVERABLES

- 4.1 Analyse the current job profiles while benchmarking with similar jobs for 3.1 & 3.2
- 4.2 Hold interview sessions with line management or supervisor and current job incumbents;
- 4.3 Craft job profiles with job specifications, experience and qualifications for 3.3 and 3.4;
- 4.4 Evaluate jobs as per revised job profiles with Patterson grading;
- 4.5 Provide feedback to all parties;
- 4.6 Provide close out report

5. LANGUAGE OF THE SPECIFIC CONTRACT

The language of this specific contract is English.

6. SUBCONTRACTING

No subcontracting is foreseen.

7. REQUIRED EXPERTISE

Qualified and experienced Job Analyst at a post graduate level of Industrial or organisational psychology.

8. DURATION

2 months contract period commencing from the date of signing the contract.

9. EVALUATION PROCESS:

The following evaluation process shall be followed:

9.1 Basic Compliance

Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This proposal will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.**

9.1.1 All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your proposal will result in the disqualification of your proposal. **The onus is on bidders to make sure that all SBD forms are completed in full and returned with your proposal.**

- a) The General Conditions of Contract are to be acknowledged and returned with your proposal.
- b) An **original** or **originally certified copy** of the B-BBEE certificate or sworn affidavit must be submitted to substantiate claims for preference points with respect to SBD 6.1. **A copy of a certified copy of the certificate or sworn affidavit will not be accepted.**
- c) The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.

9.2 Evaluation Phases:

9.2.1 Phase 1: Functionality Evaluation

The service provider's proposal will be evaluated against the set criteria indicated below. A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Very poor	Poor	Fair	Good	Very good	Excellent
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0	1	2	3	4	5
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The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by proposal under consideration
 So = Total score of proposal under consideration
 Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% in order to proceed to the due diligence process.

A due diligence process will be conducted in respect of all short-listed bidders. This may include an investigation by the CBE of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing work load, etc. Should the bidder fail to meet the requirements of the due diligence process, their proposal will be disregarded at this stage.

Should the bidder meet the requirements of the due diligence process, they will proceed to phase 2 of the evaluation process.

9.2.2 Phase 2: Calculation of points

Please note that the proposals will be evaluated using the 80/20 preference point system.

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution.

During phase 2, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- Ps = Points scored for price of proposal under consideration
 Pt = Rand value of proposal under consideration
 Pmin = Rand value of lowest acceptable proposal



9.2.3 The final points will be calculated as follows:

Points for price:	80 points
B-BBEE Status Level of Contribution:	<u>20 points</u>
Final points:	<u>100 points</u>

A recommendation for award will then be formulated for approval by the relevant delegated authority.

10. EVALUATION CRITERIA

The following criteria and weights shall apply when considering the proposal:

CRITERIA FOR FUNCTIONALITY	WEIGHT
Experience of the Service Provider Relevant to this Specific Assignment Provide detailed information on the background of the company in undertaking this type of project. (Provide a minimum of two signed reference letters)	30
Qualifications and Skills of deployed Personnel Qualified Job Analyst at post graduate level of industrial or organisational psychology (Attach CV stating experience with proof of relevant qualifications)	40
Quality of the Proposed Methodology Clearly define the processes and timelines (Attach project plan)	30
Total	100
Threshold Score	70

11. IMPORTANT NOTES

11.1 Costs

Service providers are required to submit a detailed breakdown of the pricing for each key deliverable as per paragraphs 3 and 4 above.

The pricing must be inclusive of VAT (if applicable) and must be firm for the contract duration.

11.2 Supporting Documents

Please submit the following supporting documents:

- 11.2.1 Profile or Curriculum Vitae
- 11.2.2 2 Signed reference letters
- 11.2.3 Mini proposal (clearly emphasise on years of experience in job profiling and job evaluations)
- 11.2.4 CSD Report
- 11.2.5 SBD 1, 4., 6.1, 8, 9 & General Conditions of Contract
- 11.2.6 An original or originally certified copy of the B-BBEE certificate or sworn affidavit must be submitted to substantiate claims for preference points with respect to SBD 6.1. A copy of a certified copy of the certificate or sworn affidavit will not be accepted.

11.3 Submission of Proposals

- Proposals must be hand delivered to the CBE Offices, 169 Corobay Avenue, Block A, second floor, Menlyn, PRETORIA and deposited into the bid box by the closing date of **8 August 2019 before 11:00am**
- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
- Proposals received after the closing time and date will not be considered for evaluation.
- The CBE reserves the right not to award this contract.
- Any change of information provided in the bid document that may affect delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- The CBE will enter into a formal contract with the successful bidder.
- It must be noted that payment will be made upon satisfactory delivery of the service and receipt of an invoice.
- The invoice will be paid within 30 days of receipt thereof. No deposit and advance payments will be made.
- Should the bidder present information intentionally incorrectly/fraudulently they will be disqualified.
- Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.

11.4 Enquiries

All technical enquiries must be directed to Zanele Makhathini via e-mail at zanele@cbe.org.za, and all SCM queries are to be directed to Sthembile Madonsela at sthembile@cbe.org.za.