

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

**TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
CONDUCT JOB EVALUATION AND SALARY BENCHMARKING SERVICES FOR 65
POSITIONS FOR PUBLIC SERVICE EDUCATION AND TRAINING AUTHORITY**

No late applications will be accepted

Jw Jesu
08/04/2024

Board members: Mr T Tshelwa (Chairperson) | Ms C Brink | Mr L Nzimande
Mr N N Maesela | Mr P B Makheane | Mr M I Ntso
Ms T Molefe-Sefaryetsu | Mr P B Mokoetwa | Ms L D Luda | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CED: Ms B Lerumo

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1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

This is done through appropriate, adequate, and accessible skills development, training, and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Plan (NSDP 2030). They emphasize the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.

PSETA has assets in place to enable smooth operation of its business in order to fulfil its mandate. This document outlines the criteria and requirements for the selection of a suitable service provider for Assets insurance to PSETA.

2. BACKGROUND & CONTEXT

- 2.1. The PSETA would like to ensure that all the positions within the organization are aligned to the organizational structure. The service provider with targeted expertise to align/review the job profiles of the positions in the organization it is required to address any discrepancies that may be identified.
- 2.2. The service provider will be required as and when a need arises to conduct the job evaluation process which will address the matters of the job profiles which are aligned to the organizational structure.

2.3. A service provider will be appointed to render the job evaluation process to review the job profile to the job title as per the organizational structure. The job evaluation methodology to be used is the **Patterson Grading Methodology** which has been approved for PSETA.

3. SCOPE OF WORK

The service provider will be required to:

- 3.1. Review available data and provide quality Assurance job profiles of the 65 approved positions.
- 3.2. Ensure that the position is evaluated using Paterson Job Evaluation Methodology based on PSETA approved job profiles;
- 3.3. Advise PSETA if there is a need to change, add or amend job outputs for career growth and best practice purposes;
- 3.4. Provide evaluation services which will ensure that the position is correctly graded at market related levels/grades;
- 3.5. Provide advice and guidance on salary and remuneration benchmark information aligned to the graded position/s.
- 3.6. Produce job reports for the job and a close-out report of work undertaken;
- 3.7. Present report to PSETA Structures or Management or Accounting Authority (AA) as and when required;
- 3.8. Be available to respond to project related queries from PSETA Management.

4. COMPETENCY AND EXPERTISE REQUIREMENTS

The Service Provider should provide a minimum of 5 resources namely, Project Manager(x1), Team Leader (x1), Job analyst/Evaluator (x2) and Remuneration Specialist (x1) who meet the following requirements meet the following requirements:

- 4.1. Have knowledge and understanding of Human Capital Management (HCM), Paterson Job Evaluation methodology and other methodologies;
- 4.2. Have knowledge of the Public Service Sector skills planning and the post-school education and training sector;
- 4.3. A proven track record in conducting successful similar projects; and
- 4.4. Have a Job Evaluation system using Paterson Methodology to evaluate the jobs.

5. TIMELINES OF THE CONTRACT

- 5.1. The duration of the contract will be for a period of 36 months.
- 5.2. The organisational will enter into a contract to render the service as and when required to job evaluate or review job profiles of affected positions.
- 5.3. A project plan with clear timelines must be signed as part of the agreed contract.

6. QUALITY AND REPORTING REQUIREMENTS

- 6.1. The service provider will report to the PSETA Human Capital Management Department, CSE and the CEO as and when required. Quality management of the service must be ensured by the service provider and will be overseen by the PSETA.

7. PRICING

The proposed total pricing must be inclusive of VAT. The PSETA may require a breakdown of rates on any of the services/items priced and insurance providers are required to provide same. The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

8. QUALIFICATION AND EXPERIENCE

Technical Proposal

- 8.1. CV and certified copies of service provider.

- 8.2. Industrial Psychologist (Please provide copies of Qualifications, Board Registration and experience.) and qualification in operational management would be an added advantage.
- 8.3. Bidders should have an Industrial Psychologist with at least 5 to 10 years post experience conducting Job Evaluation.
- 8.4. Reference letters from past/current clients indicating work done in conducting Job Evaluation.

9. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for Specific goals once the minimum functionality criteria are met.

7.1 The evaluation will be based on:

Phase 1 : Functionality Evaluation		
Phase 2 : Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	

Disability	3	
Total		100

PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below.

Domain	Evaluation Method	Criteria	Weight
1. Knowledge and experience of Job Evaluation and remuneration benchmarking from the project Manager	<p>The Project Manager must have:</p> <ul style="list-style-type: none"> • Relevant experience of the job evaluation: The resource to be deployed to PSETA should have a minimum of 5 – 10 years' experience in conducting the job evaluation processes and job profiling. • Please provide a comprehensive curriculum vitae (CV) indicating the required experience. 	<ul style="list-style-type: none"> • 1= No submission of CV and/ or certified copies of qualifications • 2= CV, Certified copies of qualifications and less than 5 years' experience • 3 = CV, Certified copies of qualifications and 5-10 years' experience • 4 = CV, Certified copies of qualifications and 10 - 11 years' experience. • 5 = CV, Certified copies of qualifications and 12 	40

Domain	Evaluation Method	Criteria	Weight
	Qualifications: Work Study Investigation, Industrial Psychology, Human Resources Management, B Admin.	years and above experience.	
2. Knowledge and experience of Job Evaluation and remuneration benchmarking of the Team Leader	<p>The Team Leader must have:</p> <ul style="list-style-type: none"> • Relevant experience of the job evaluation: The resource to be deployed to PSETA should have a minimum of 5 – 7 years' experience in conducting the job evaluation processes and job profiling. • Please provide a comprehensive curriculum vitae (CV) indicating the required experience. 	<ul style="list-style-type: none"> • 1= No submission of CV and/ or certified copies of qualifications • 2= CV, Certified copies of qualifications and less than 5 years' experience • 3 = CV, Certified copies of qualifications and 5- 7 years' experience • 4 = CV, Certified copies of qualifications and 8 - 9 years' experience. • 5 = CV, Certified copies of qualifications and 10 years and above experience. 	15
3. Knowledge and experience of Job Evaluation of the Job Analyst/Job Evaluator	<p>The Job Analyst/Job Evaluator must have:</p> <ul style="list-style-type: none"> • Relevant experience of the job evaluation: The resource to be deployed to 	<ul style="list-style-type: none"> • 1= No submission of CV and/ or certified copies of qualifications • 2= CV, Certified copies of qualifications and 	15

Domain	Evaluation Method	Criteria	Weight
	<p>PSETA should have a minimum of 3-5 years experience in conducting the job evaluation processes and job profiling.</p> <ul style="list-style-type: none"> • Please provide a comprehensive curriculum vitae (CV) indicating the required experience. 	<p>less than 3 years' experience</p> <ul style="list-style-type: none"> • 3 = CV, Certified copies of qualifications and 3 - 5 years' experience • 4 = CV, Certified copies of qualifications and 6 - 7 years' experience. 5 = CV, Certified copies of qualifications and 8 years and above experience. 	
<p>4. Knowledge and experience of the Remuneration Specialist</p>	<p>The Remuneration Specialist must have:</p> <ul style="list-style-type: none"> • Relevant experience of the job evaluation: The resource to be deployed to PSETA should have a minimum of 5 – 10 years' experience in conducting the job evaluation processes and job profiling. • Please provide a comprehensive curriculum vitae (CV) indicating the required experience. 	<ul style="list-style-type: none"> • 1= No submission of CV and/ or certified copies of qualifications • 2= CV, Certified copies of qualifications and less than 5 years' experience • 3 = CV, Certified copies of qualifications and 5- 10 years' experience • 4 = CV, Certified copies of qualifications and 10 - 11 years' experience. • 5 = CV, Certified copies of qualifications and 12 	<p>15</p>

Domain	Evaluation Method	Criteria	Weight
		years and above experience.	
<p>5. References</p> <p>Traceable references of clients where projects of similar nature were conducted.</p>	<p>Reference letters as evidence of previous work done conducted.</p> <p>(NB: <i>The Reference Letter(s) must be in the letterhead of the previously serviced organisation and should reflect at least name of the organisation, title of the study, year conducted, year completed, contactable reference name and contact details</i>)</p> <p>Reference letters must be on a letterhead, signed by the CEO/Head and dated.</p>	<ul style="list-style-type: none"> • 1 = No reference letter provided of work previously done. • 2 = 1 to 2 reference letters of work previously done • 3 = 3 reference letters of work previously done • 4 = 4 reference letters of work previously done. • 5 = 5 or more reference letters work previously done. 	15
<p>6. Strategy to implement and complete the Job Evaluation and the salary benchmarking within the required timeframes</p>	<p>Clear strategy and implementation plan of of the Job Evaluation and the salary benchmarking project at each stage.</p>	<ul style="list-style-type: none"> • 1 = No submission of methodology and implementation plan • 2 = methodology and implementation plan with and timelines of the project not detailed. 	15

Domain	Evaluation Method	Criteria	Weight
		<ul style="list-style-type: none"> • 3 = methodology and Implementation plan with timelines covering most stages of the project. • 4 = methodology and Implementation plan timelines of the project that is realistic and covering all areas but not in depth. • 5 = Implementation plan with a Gantt chart and timelines of the project that is realistic, detailed, with all areas of the project plan covered in-depth. 	
TOTAL			100

1. FORMAT OF THE BID SUBMISSION

- 1.1. Letter of Application
- 1.2. Company Profile
- 1.3. Track record and experience.
- 1.4. Reference letters

- 1.5. Proposals must be submitted in 3 copies, 1 original and 2 copies.
- 1.6. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 1.7. Certified copy of BB-BEE certificate or affidavit
- 1.8. Copy of the registration document of the organisation (CIPC);
- 1.9. All Standard Bidding Documents (SBD) must be completed and signed.
 - SBD 1
 - SBD 4
 - SBD 6.1
 - Proof of registration on the Central Supplier Database.
 - General Condition of Contract (each page signed).

NB: Failure to submit documents requested in section 8.12 will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.

The Validity periods of the bids is 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email