



Independent Communications Authority of South Africa

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ANNEXURE A

A BID TO APPOINT A SUITABLE AND REPUTABLE SERVICE PROVIDER TO CONDUCT A SKILLS AUDIT FOR ICASA FOR A PERIOD OF NINE (9) MONTHS.

The Independent Communications Authority of South Africa (ICASA) invites suitable and reputable service providers to submit proposals based on the technical requirements specified within the terms of reference of this bid, for a period of nine (9) months.

1. Terms of Reference

ICASA seeks to acquire services from a duly qualifying and suitable service provider to conduct a skills audit for the Authority. The scope of work requires a thorough understanding of ICASA's mandate, operations and business environment, with specific reference to the applicable of Human Resources policies and procedures. The appointed service provider will therefore conduct a comprehensive skills audit on all positions in the organisation.

The services to be rendered are, but not limited to, the following:

- a) Interviewing of all the current ICASA staff members;
- b) Facilitate the collection of data amongst staff members, using appropriate methodologies, e.g. questionnaires, surveys, focus groups, etc.;
- c) Facilitate the development of the new Human Resource Skills Audit and the implementation plan, in line with the Human Resource Strategy; and

- d) Continuously provide value adding opinions throughout the process in order to enhance the outputs.

3.1. Deliverables

The service provider will be expected to:

- a) Determine skills and competencies of the current employees of the organisation;
- b) Analyse current skills and develop a skills profile of the organisation;
- c) Identify and define skills, competencies and qualifications required to effectively deliver on the operational requirements of the organisation;
- d) Determine skills that are essential for the organisation to thrive in a fourth industrial revolution world of work;
- e) Determine the skills and competence gaps between the skills requirements and current employee skills sets;
- f) Determine critical and scarce skills for ICASA; and
- g) Draft a Human Resource Skills Audit report and supporting documents.

3.2. Expectations from service provider

The service provider's proposal must outline the expertise and competencies on offer and should expressly detail their previous experience with similar projects of this nature. This should be supported by the CV's of the team or lead consultants. To achieve the scope of work, the service provider appointed undertaking this project, should demonstrate the following key competencies:

- a) Comprehensive knowledge and proven track record of experience in matters pertaining to Human Resource Skills Audits;
- b) Skills in research and analytical expertise;
- c) Comprehensive knowledge and proven track record on conducting skills audit;
- d) Comprehensive understanding of the applicable legislation;
- e) Sound Project Management Expertise; and
- f) Capacity and expertise to develop a skills audit report and training and development plan.

2. Period of Assignment

The service provider will be appointed for a period of nine (9) months.

3. Mandatory Requirements

Must be registered and an authorised service provider with any relevant HR body e.g. South African Board of People Practices (SABPP), Institute of People Management (IPM), Coaches and Mentors of South Africa (COMENSA), Health profession Council of South Africa (HPCSA) and etc. **(Proof of Membership/affiliation with a professional body must be submitted together with this proposal).**

4. Functionality Evaluation

Bidders will be evaluated for the submission of the required documents, functionality and on price/BBBEE Evaluation of the required expertise. Only service providers who meet the cut-off score of **70** points out of 100 points will be considered further for price evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle.

FUNCTIONALITY EVALUATION		WEIGHTS
1. Technical Approach		40
The detailed description of the organisation’s or company’s technical approach to providing skills auditing services as per the listed categories, Conceptual Grasp; Methodology Proposed Knowledge and experience in Human Resources related research and analysis, with reference to conducting Human Resources (HR) skills audits.		
Organisation’s or company’s technical approach to providing skills auditing services specified within the proposal as well as providing a portfolio of evidence submitted on the conceptual grasp; methodologies and work plan on similar projects delivered within the public sector.	= 5	
Organisation’s or company’s technical approach to providing skills auditing services specified within the proposal as well as providing a portfolio of evidence	= 4	

submitted on the conceptual grasp; methodologies and work plan on similar projects delivered.		
Organisation's or company's technical approach to providing skills auditing services specified within the proposal; however, one of the other concepts (providing a portfolio of evidence on the conceptual grasp; methodologies and work plan on conducting skills audit) not specified.	= 3	
Organisation's or company's technical approach to providing skills auditing services specified within the proposal, however none of the other concepts (providing a portfolio of evidence on the conceptual grasp; methodologies and work plan on conducting skills audit) are specified.	= 2	
Organisation's or company's technical approach to providing skills auditing services not specified within the proposal.	= 1	
2. Experience of Key Personnel		20
<p>Demonstrated ability of the Individual/Professional Team to render the service and the expertise of key staff members. This must be supported with a submission of an organogram and CV's of team members i.e. Project Manager and the team of experienced researchers and analysts, etc.</p>		
CV's submitted of the auditors/analyst/researcher and the authorized representative submitting in the proposal indicating number of years skills auditing experience and degree of responsibility held in various skills auditing assignments during the last ten (10) years.	= 5	
CV's submitted of the auditors/analyst/researcher and the authorized representative submitting the proposal indicating number of years, skills auditing experience and degree of responsibility held in various skills	= 4	

auditing assignments during the last five (5) years.		
CV's submitted of the auditors/analyst/researcher and the authorized representative submitting the proposal indicating number of years, skills auditing experience and degree of responsibility held in various skills auditing assignments during the last three (3) years.	= 3	
CV's submitted of the auditors/analyst/researcher and the authorized representative submitting in the proposal but not indicating the number of years, relevant skills auditing experience and degree of responsibility held in various skills auditing assignments held in various assignments	= 2	
CV's not submitted of the auditors/analyst/researcher and the authorized representative submitting the proposal.	= 1	
3. Work Plan		30
<p>The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various work flow items/tasks required for this project must be submitted.</p>		
<p>A detailed work program outlining the following workflow:</p> <ul style="list-style-type: none"> (a) Creating a survey (b) Surveying the workforce (c) Compiling results (d) Analysing data (e) Submission of a Skills Audit report and Training plan (f) Listing the roles within an organisation (g) Listing the skills needed for each role/position/ occupation 	= 5	
<p>A detailed work program outlining the following workflow:</p>	= 4	

<ul style="list-style-type: none"> (a) Creating a survey (b) Surveying the workforce (c) Compiling results (d) Analysing data (e) Submission of a Skills Audit report and Training plan (f) Listing the roles within an organisation 		
<p>A detailed work program outlining the following workflow:</p> <ul style="list-style-type: none"> (a) Creating a survey (b) Surveying the workforce (c) Compiling results (d) Analysing data (e) Submission of a Skills Audit report and Training plan 	= 3	
<p>A detailed work program outlining the following workflow:</p> <ul style="list-style-type: none"> (a) Creating a survey (b) Surveying the workforce (c) Compiling results (d) Analysing data 	= 2	
<p>No workplan submitted or a workplan missing any of the below items:</p> <ul style="list-style-type: none"> (a) Creating a survey (b) Surveying the workforce (c) Compiling results (d) Analysing data (e) Submission of a Skills Audit report and Training plan 	= 1	
<p>4. Successful completion of similar projects in the last five years</p>		<p>10</p>

Provide references letters/confirmation letters for which similar assignments were undertaken during the past five (5) years.

This shall include the following information:

- (a) Client name;
- (b) Contact name and telephone number;
- (c) Successful completion date of the project; and
- (d) Detailed description of services delivered.

Reference Letters must be submitted on a letterhead of the current/previous client.

Five (5) or more references provided.	= 5
Four (4) references provided.	= 4
Three (3) references provided.	= 3
Two (2) references provided.	= 2
One (1) or none references provided.	= 1

TOTAL

100