



## **Independent Communications Authority of South Africa**

Pinmill Farm, 164 Katherine Street, Sandton

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### **Annexure A**

#### **Technical Specifications ICASA 04/2018**

### **APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT THE PSYCHOMETRIC AND COMPETENCY ASSESSMENTS FOR A PERIOD OF THREE (3) YEARS.**

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#### **1. Purpose and background**

ICASA as a Regulator aims to attract, match and place the best talent, therefore as part of the selection criteria, the most suitable candidate is referred for psychometric and competency assessments. It is against this background that ICASA requires a service provider to render psychometric and competency assessment services for recruitment, selection and development on an “as and when required” basis.

The overall objective is to establish a partnership with reputable service providers specialising in Psychometric and Competency Assessment Services. During the assessment process ICASA will retain the ultimate decision making in selecting the successful candidate.

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

ICASA’s intention is to source Psychometric and Competency Assessment Services from a qualifying service provider, capable of providing a service aligned to the Authority’s Talent Management Strategy and the related processes.

Psychometric Assessment is defined as the provision of registered psychometric assessment instruments (including tests) that are administered by Psychologists

and Psychometrists who are registered with the Health Professions Council South Africa (HPCSA), with the aim to provide a valid and reliable method of selecting the most suitable job applicants or candidates for development.

Assessment batteries can be made out of psychometric assessments and competency assessments. Psychometric assessments measure psychological constructs and are registered by the HPCSA and conform to the requirements of the Employment Equity Act. Competency assessments are used to predict future performance on the job against predetermined actual performance competencies.

The scope of work includes:

- i. Administering of online and/or on-site assessment services that aim to measure dimensions and attributes at various organisational levels;
- ii. Analysis and compilation of individual and integrated reports; and
- iii. Providing feedback to ICASA/individual on request.

Table 1 provides an indication of dimensions to be assessed and these are classified as:

- Intelligence;
- Personality;
- Capability;
- Behaviour;
- Management Competence;
- Reasoning Ability;
  
- Emotional Intelligence;
- Leadership Competence
- Supervisory Competence;
- Reasoning ability;
- Verbal ability; and
- Aptitude.

**Table 1**

<b>Organisational Level</b>	<b>Attributes and Competencies measured (examples but not necessarily limited to the following):</b>
Graduates	Reasoning ability Verbal ability Numeric ability
Across all levels	Personality/Behaviour Analysis
Middle and Supervisory Management	Management/Supervisory Competence Emotional intelligence
Senior Management	Leadership Competence Management Competence Emotional intelligence

### **3. Period of assignment**

The service providers will be appointed for a period of three (3) years.

### **4. Briefing Session**

There will be a compulsory briefing session.

### **5. Bid evaluation**

Bidders will be evaluated for the submission of the required documents, functionality and on price / BBBEE Evaluation. The received bids will be evaluated by an appointed Bid Evaluation Committee as determined by the Delegation of Authority Framework Policy as well as the Supply Chain Management Policy of ICASA. Bidders will be evaluated for the submission of the required documents, functionality and on price/BBBEE Evaluation of the required expertise. Only bidders 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.

No	Category	Weight
<b>A.</b>	<b>Functionality: Pre-qualification criteria</b>	
<b>1.</b>	<p>(a) approach to provide Psychometric/Competency Assessments services relating to a specific job/position based on the position requirements and at a specific level,</p> <p>(b) timelines to providing Psychometric/Competency Assessments services (per activity in days with reference to previous assessments for recruitment and selection purposes) including report writing and the provision of feedback to ICASA and/or the individuals,</p> <p>(c) experience in providing Psychometric/Competency Assessments services during the last five (5) years,</p> <p>(d) capacity (permanent Psychologists and Psychometrists employed by the Service Provider on a permanent basis) to provide Psychometric/Competency Assessment services on a National level,</p> <p>(e) capacity to provide Psychometric/Competency Assessments in all Provinces in South Africa,</p> <p>(f) capacity to provide a Developmental Plan for the individuals that underwent the Psychometric /Competency Assessments based on their Report and</p> <p>(g) capacity to use constructs such as:</p> <ul style="list-style-type: none"> <li>• Capability Constructs;</li> <li>• Management Competence Constructs;</li> <li>• Reasoning Ability Constructs;</li> </ul>	<b>70</b>

	<ul style="list-style-type: none"> <li>• Emotional Intelligence Constructs;</li> <li>• Personality Constructs;</li> <li>• Behaviour Constructs; and Learning Potential</li> </ul> <p style="text-align: right;"><b>= 5</b></p> <p>(a) experience in providing Psychometric/Competency Assessments services during the last five (5) years,</p> <p>(b) capacity (permanent Psychologists and Psychometrists employed by the Service Provider on a permanent basis) to provide Psychometric/Competency Assessment services on a National level,</p> <p>(c) capacity to provide Psychometric/Competency Assessments in all Provinces in South Africa,</p> <p>(d) capacity to provide a Developmental Plan for the individuals that underwent the Psychometric /Competency Assessments based on their Report and (e) capacity to use constructs such as:</p> <ul style="list-style-type: none"> <li>• Capability Constructs;</li> <li>• Management Competence Constructs;</li> <li>• Reasoning Ability Constructs;</li> <li>• Emotional Intelligence Constructs;</li> <li>• Personality Constructs;</li> <li>• Behaviour Constructs; and Learning Potential</li> </ul> <p style="text-align: right;"><b>= 4</b></p>	
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	<p>(a) experience in providing Psychometric/Competency Assessments services during the last five (5) years, (b) capacity (permanent Psychologists and Psychometrists employed by the Service Provider on a permanent basis) to provide Psychometric/Competency Assessment services on a National level, (c) capacity to provide Psychometric/Competency Assessments in all Provinces in South Africa, and (d) capacity to use constructs such as:</p> <ul style="list-style-type: none"><li>• Capability Constructs;</li><li>• Management Competence Constructs;</li><li>• Reasoning Ability Constructs;</li><li>• Emotional Intelligence Constructs;</li><li>• Personality Constructs;</li><li>• Behaviour Constructs; and Learning Potential</li></ul> <p style="text-align: right;"><b>= 3</b></p> <p>(a) experience in providing Psychometric/Competency Assessments services during the last five (3) years, (b) capacity (permanent Psychologists and Psychometrists employed by the Service Provider on a permanent basis) to provide Psychometric/Competency Assessment services on a National level, (c) capacity to use constructs such as:</p> <ul style="list-style-type: none"><li>• Capability Constructs;</li><li>• Management Competence Constructs;</li><li>• Reasoning Ability Constructs;</li><li>• Emotional Intelligence Constructs;</li><li>• Personality Constructs;</li><li>• Behaviour Constructs; and Learning Potential</li></ul> <p style="text-align: right;"><b>= 2</b></p>			
No	experience	experience	in	providing

	Psychometric/Competency Assessments services = 1	
<b>2.</b>	<p>Provision of a minimum of three (3) references and a maximum of five (5) references where Psychometric/Competency Assessments have been conducted, as well as profiles of staff who will be involved in the provision of services with relevant experience and credentials.</p> <p>No references provided = 1</p> <p>One reference provided = 2</p> <p>Two reference provided = 3</p> <p>Three reference provided = 4</p> <p>Four reference provided = 5</p>	<b>20</b>
<b>3.</b>	<p>Demonstrate competency, specialisation, experience, insight and achievement by submitting proof of professional registration with the Health Professions Council of South Africa (HPCSA) of staff that will be managing this account (paid up membership of member/s)</p> <p>No proof of registration submitted = 1</p> <p>Period of membership with HPCSA is two years = 2</p> <p>Period of membership with HPCSA is three years = 3</p> <p>Period of membership with HPCSA is four years = 4</p> <p>Period of membership with HPCSA is five years = 5</p>	<b>10</b>
	<b>TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.</b>	<b>100</b>