



**Independent Communications Authority of South Africa**

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

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**1. 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 when required.

The overall objective is to establish a partnership with a reputable service provider 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**

Attached are the terms of reference to appoint a suitable service provider to provide ICASA with psychometric and competency assessment services.

**3. Briefing Session**

There will be a non-compulsory virtual briefing session.

## **ANNEXURE A**

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

The Independent Communications Authority of South Africa (ICASA) invites suitable service providers to submit proposals based on the technical requirements specified within the terms of reference of this bid, for a period of three (3) years.

#### **1. Terms of Reference**

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 Human Resource 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;
- 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 and Executive	Leadership Competence Management Competence Emotional intelligence

## **2. Period of Assignment**

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

## **3. Mandatory Requirements**

The administration of all psychometric assessments should be done by Psychologists and Psychometrists who are registered with the Health Professions Council South Africa (HPCSA). **Proof of professional registration with the Health Professions Council of South Africa (HPCSA) is a mandatory requirement and should be submitted as part of this proposal for all personnel that will be responsible for the administration of psychometric assessments within the service provider.**

## **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.

<b>No</b>	<b>Functionality Evaluation</b>	<b>Weights</b>
<b>1.</b>	<p><b>Methodology</b></p> <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) provide a project schedule not exceeding 10 working days to deliver the Psychometric/Competency Assessments services, reports and feedback to ICASA and/or the individuals. The project schedule should be recruitment and selection specific.</p> <p>(c) demonstrate the capacity to provide Psychometric/Competency Assessments in all Provinces in South Africa.</p>	<b>40</b>

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	<p>(d) capacity to provide a Developmental Plan for the individuals that underwent the Psychometric /Competency Assessments based on their Report and</p> <p>(e) demonstrate the ability to evaluate the following constructs, but not limited to:</p> <ul style="list-style-type: none"> <li>• Capability;</li> <li>• Management Competence;</li> <li>• Reasoning and Analytical Ability;</li> <li>• Emotional Intelligence;</li> <li>• Personality;</li> <li>• Behaviour; and</li> <li>• Learning Potential</li> </ul> <p style="text-align: right;"><b>= 5</b></p> <p>The bidder does not meet one of the above requirements</p> <p style="text-align: right;"><b>= 1</b></p>											
<p><b>2.</b></p>	<p><b>Successful completion of similar projects in the last five years by the organisation</b></p> <p>Provide reference letters/confirmation letters for which similar assignments were undertaken during the past five (5) years.</p> <p>This shall include the following information:</p> <p>a) Client name;</p> <p>b) Contact name and telephone number;</p> <p>c) Successful completion date of the project; and</p> <p>d) Detailed description of services delivered.</p> <p><b>Reference Letters must be submitted on a letterhead of the current/previous client.</b></p> <table border="1" data-bbox="327 1780 1204 2048"> <tr> <td>Five (5) or more references provided.</td> <td>= 5</td> </tr> <tr> <td>Four (4) references provided.</td> <td>= 4</td> </tr> <tr> <td>Three (3) references provided.</td> <td>= 3</td> </tr> <tr> <td>Two (2) references provided.</td> <td>= 2</td> </tr> <tr> <td>One (1) or none references provided.</td> <td>= 1</td> </tr> </table>	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	<p style="text-align: center;"><b>30</b></p>
Five (5) or more references provided.	= 5											
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<b>3.</b>	<p><b>Experience in the provision of Psychometric/Competency assessments by the Psychologists / Psychometrist – Please provide CVs of the Psychologists/ Psychometrists who will be assisting with this function.</b></p> <p>Provide evidence of experience in the provision of Psychometric/Competency Assessments services during the last five (5) years. = <b>5</b></p> <p>Provide evidence of experience in the provision of Psychometric/Competency Assessments services during the last four (4) years. = <b>4</b></p> <p>Provide evidence of experience in the provision of Psychometric/Competency Assessments services during the last three (3) years. = <b>3</b></p> <p>Provide evidence of experience in the provision of Psychometric/Competency Assessments services during the last two (2) years. = <b>2</b></p> <p>No evidence of experience in the provision of Psychometric/Competency Assessments services = <b>1</b></p>	<b>30</b>
	<b>TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.</b>	<b>100</b>

**Annexure "B"**

**Pricing Schedule**

**Face-to-face (physical) Assessments and Interaction**

<b>Level of the position to be assessed</b>	<b>Price for completed assessment for per candidate</b>	<b>Feedback Session to the selection committee per candidate</b>	<b>Feedback Session to the assessed candidate (as and when required)</b>	<b>Integrated Report of the Assessment Results</b>	<b>Total</b>
Graduates					
Middle and Supervisory Management					
Senior Management and Executive					

**Pricing Schedule**

**Online Assessments**

<b>Level of the position to be assessed</b>	<b>Price for completed assessment for per candidate</b>	<b>Feedback Session to the selection committee per candidate</b>	<b>Feedback Session to the assessed candidate (as and when required)</b>	<b>Integrated Report of the Assessment Results</b>	<b>Total</b>
Graduates					
Middle and Supervisory Management					
Senior Management and Executive					