



TERMS OF REFERENCE FOR JOB DESCRIPTION WRITING

Issued and Prepared by:

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Alfred Nzo Development Agency SOC Ltd
REG no. 2006/000993/20

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo Development Agency wants to start process of writing Job Descriptions for ANDA employees. Alfred Nzo Development Agency is way behind in developing Job Descriptions in order to be evaluated and need quality assurance. The writing of job description was last performed in 2013/2014 financial year including performing of job evaluation and the Agency did not manage to ensure continuity and maintenance of the process due to lack of capacity and end up having a number of posts without JDs.

The Agency currently has 21 positions that needs development of Job Description in the 2020/2021 financial year.

TASK (Tuned Assessment of Skills and Knowledge) is the recognized job evaluation system within the local government sector as approved by the National Executive committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organization of education and training.

Following the adoption of TASKS Grade Job Evaluation System in the Local Government Sector so as to enhance pay parity for similar jobs. We would however need the qualified service provider appointed to write job descriptions in line with TASK Grade.

1.2 BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity of Alfred Nzo District Municipality established in terms of the Municipal Systems Act (MSA) No.

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32 of 2000 and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008.

ANDA is governed by a plethora of legislation and regulations that intends to support and strengthen its role in transforming society and the developmental state. The Agency is established as a special purpose vehicle for the objective of driving and facilitating economic development and investment throughout the Alfred Nzo District.

The principal mandate of the agency is to act as the operational arm of the Municipality for the purposes of implementing economic, social and environmental policies and projects within the area of jurisdiction of the Municipality or such areas as the Municipality may specify from time to time. It acts to promote development of economic potential on a regional basis by building on opportunities, which recognise the unique competitive strengths of the region's economy.

1.3 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.3.1 Overall objective

Creation of job descriptions shall be advanced by the empirical needs of service delivery

1.3.2 Specific Objectives

The specific objectives of the project require the undertaking of the following:

- To develop job descriptions from the level of a Clerical positions to Managerial positions.
- Development of job descriptions in line with TASK Job Evaluation System.
- Job descriptions to be developed based on the approved organogram.

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2. SCOPE & EXTENT OF WORK

Tenders are invited from suitably qualified professional service providers, registered company in development of job descriptions in line with TASK Job Evaluation System to prepare and submit proposals to undertake the development of job descriptions for Alfred Nzo Development Agency. The following gives a high-level indication of activities to be undertaken;

- Develop new Job Descriptions

Standard clause not to be removed from the template:

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

4. PROJECT TIME FRAME

The project time frame will be the maximum two months from the date of appointment of the service provider.

5. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Signing of service level agreement
- Developing Job descriptions in order to assist with the recruitment process.
- Monthly progress reports submitted to the project manager
- Close out report.

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6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. ANDA will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency.

The Alfred Nzo Development Agency and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team/Corporate Services where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of management meetings, a technical verification of work claimed by the service provider, must be undertaken by ANDA officials to ensure that the Agency is able to approve claims made by the service provider.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDA CPS and further presented to the Management Meeting on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Provision of Job Description Writing" and placed in the tender box in the Alfred Nzo

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Development Agency not later than 04th August 2020 at 12:00 on the Tender box. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

9. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

EXAMPLE:

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 03 Job Description Writing projects	40
Traceable record for successful completion of a minimum of 02 Job	30

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Description Writing projects	
Traceable record for successful completion of a minimum of 01 Job Description Writing project	20
Maximum Weighting	40
Note COMPULSORY attachments for verifying work done:	
1. A traceable record will be evaluated on the basis of:	
- An Appointment letter/ Official Purchase Order specifying the contract amount for each project completed	

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is cumulative.	[40]
A Project Team with the following areas of expertise:	[40]
NQF Level 6 qualification in Human Resource Management	20
NQF Level 6 in Public Administration/ Public Management or any relevant qualification equivalent to NQF Level 6	20
Maximum Weighting	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Methodology	[20]
Explain and Attach Work Plan with time frame	20
Maximum Weighting	20

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Alfred Nzo Development Agency SOC Ltd
Incorporated in South Africa

Total Maximum Weighting	60
[40 + 20]	

For any queries regarding this tender, please contact Ms Mrwetyana-Zembe at telephone number 039 492 0011 or Email: dmrwetyana@anda.org.za /mrwetyanad@anda.org.za during office hours.

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Ms. M. BAMBENI
CHIEF EXECUTIVE OFFICER