

SUPPLY CHAIN MANAGEMENT

ANNEXURE A

SCOPE OF WORK: THE APPOINTMENT OF A SERVICE PROVIDER FOR HEAD HUNTING FOR SOME IDENTIFIED POSITIONS AT PRASA, FOR A PERIOD OF TWELVE (12) MONTHS, ON AN AS AND WHEN REQUIRED BASIS.

1. BACKGROUND

The Passenger Rail Agency of South Africa (PRASA) is a state-owned enterprise mandated to provide the majority of passenger rail services across the country. To effectively fulfill this mandate, it is imperative that PRASA is equipped with a workforce that is not only sufficient in number but, more importantly, adequately skilled and competent.

As a strategic function of the Human Capital Management (HCM) plan, the recruitment and selection of qualified personnel play a critical role. Ensuring the right talent is brought into the organization is fundamental to building operational capacity, enhancing service delivery, and driving organizational performance. Therefore, the HCM department must prioritize a rigorous, transparent, and competency-based recruitment and selection process that aligns with PRASA's strategic goals and service commitments

2. OBJECTIVE

2.1. PRASA seeks to appoint a credible, accredited, and highly experienced recruitment agency to provide executive search/headhunting services for the following key positions:

- **Chief Operations Officer**
- **Group Executive: Strategy and Business Development**

2.2. The appointed service provider must demonstrate a strong track record in sourcing and placing candidates in executive and senior management roles.

2.3. It is preferable that the service provider has access to a readily available, diverse, and qualified talent pool.

2.4. The appointment of service provider will be **on an as and when required basis**, for a period of twelve (12) months from the date of the award.

3. SCOPE OF WORK AND AREAS OF FOCUS

The appointed service provider will be required to support PRASA in the end-to-end recruitment and selection process for Executive and Senior Management positions.

The scope of work includes, however not limited to, the following key areas:

- 3.1. To provide a comprehensive project plan illustrating the end-to-end recruitment methodology and processes, indicating the planning and preparation that will be involved in ensuring a timely and efficient process.
- 3.2. To capture and screen all applications based on the minimum requirements of the positions.
- 3.3. Pre-screening interviews with all shortlisted candidates is required prior to the presentation of the final shortlist.
- 3.4. To provide the list of all applicants categorised as most suitable (A list), suitable (B list) and suitable (C list) categories, along with criteria as per the advertisement. This shall include a full report on all applications received (Master list) and the reason for eliminating specific applications for the panel's further consideration.
- 3.5. Profile applicants in different groupings to be determined by the department for different identified positions with different annual packages.
- 3.6. Facilitating psychometric and competency based assessments, interpretation and provision of a high quality assessment report, identifying candidate's strengths and development areas and the recommendation for appointment.

4. Technical / Functionality Requirements

NOTE: The Technical or Functionality criteria must be guided by the project scope of work and area of focus. The threshold for this project has been set at 80 points.

CRITERIA	WEIGHT	SCORE
A. Experience of the bidder / Project Manager <ul style="list-style-type: none"> More than 5 years' experience in Head Hunting and Specialised Search for Executives and Senior management positions. The evidence required for the above must be backed by company profile indicating the work done by the company for the past five years or more. 	20	5 years' experience and more (5 points) 4 years' experience (4 points) 3 years' experience (3 points) 1-2 years' experience (2 points) 1 year experience (1 points)
B. Reference Letters NB: The Service provider is required to submit official signed reference letters and each reference letter must be printed on the client company's official letterhead. The reference letters should be within the past five (5) years.	30	No reference letters (0 point) <ul style="list-style-type: none"> 5 and above reference letters (5 points) 4 reference letters (4 points) 3 reference letters (3 points) 1- 2 reference letters (2 points) 1 reference letter (1 point)
C. Qualifications of the bidder / project manager <ul style="list-style-type: none"> B Degree in Human Resources / Industrial Psychology / Administration or other relevant equivalent qualification (NQF level 7). 	20	<ul style="list-style-type: none"> NQF Level 7 and above (5 points) NQF Level 6 (4 points) NQF Level 5 and below (3 points) NQF Level 4 and below (2 points) No related qualification (0 points)
D. Staffing requirements <ul style="list-style-type: none"> 5 x or more HR personnel with more than 5 years' experience in HR recruitment and selection process. Provide summarised curriculum vitae (CVs) for the staff members of the proposed team and attach certified copies of qualifications. 	20	<ul style="list-style-type: none"> 5 and above (5 points each) 4 (4 points each) 3 (3 points each) 1-2 (2 points each) 1 (point each)
E. Valid registration or membership with a relevant body / authority	10	<ul style="list-style-type: none"> No proof of registration/membership (0 points) Registration / Membership with relevant board / authority (5 points)
TOTAL SCORE	100	

PRICING SCHEDULE

- 7.1. The appointed agency will be compensated at a rate not exceeding **25%** of the **successful candidate's total Cost to Company (CTC) entry-level remuneration per placement**.
- 7.2. This fee will be **inclusive of all services rendered** as part of the executive search/headhunting process, including but not limited to advertising, candidate sourcing, screening, interviewing, reference checks, and presentation of final shortlisted candidates.
- 7.3. All fees must be quoted **inclusive of VAT and any applicable charges** and will be payable upon the successful placement and signing of an employment contract by the candidate.

8. END-TO-END EXECUTIVE SEARCH/HEAD HUNTING - PER CANDIDATE ON AS AND WHEN REQUIRED BASIS:

1	END TO END SOURCING PER CANDIDATE (INCLUDING 15% VAT)	TOTAL PRICING	PERCENTAGE (%) RATE AS PER THE COST TO COMPANY
1.1	EXECUTIVE POSITIONS	R	
1.2	SENIOR MANAGEMENT	R	