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| Subject | Specifications |
| Project Name | Appointment of a Panel of Executive Search Providers |
| Reference | RFP 21/22/27/Executive Search/BM |



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Table of Contents

| | |
|---------------------------------------|-------------------------------------|
| 1. BACKGROUND..... | ERROR! BOOKMARK NOT DEFINED. |
| 2. OBJECTIVES OF THE BID | ERROR! BOOKMARK NOT DEFINED. |
| 3. BENEFITS | 5 |
| 4. SCOPE OF WORK | 3 |
| 5. EVALUATIONS..... | ERROR! BOOKMARK NOT DEFINED. |

1. Background

SAPO is a diverse state own company responsible for postal services and digital telecommunications. It has employees nationally and the Head office is in Pretoria. SAPO is committed to government developmental state objectives and focuses on improving the access to basic services in previously underserved communities. Its network is currently the largest point of presence nationally and is able to connect government, businesses and citizens anywhere in South Africa.

SAPO (South African Post Office) is seeking proposals from qualified Executive Search Firms/companies, with substantial and relevant experience in recruiting top executives. This Request for Proposal ("RFP") solicit responses from executive search firms interested in providing services related to identifying potential candidates for the position of top executive positions. The submissions of all respondent firms shall be compared and evaluated pursuant to the evaluation criteria set in this RFP

2. Objective of the bid

The objective of the bid is to appoint a panel of Executive Search companies in order to form strategic partnership in recruiting Executives for SAPO in line with strategic goals, on an 'as and when required' basis over a period of 12 months

3. Scope of Work

The approved service providers will be engaged by SAPO to provide the service on an 'as and when' required basis. The performance of the service providers will be monitored on a regular basis and in cases of non-performance, will be subject to termination of services.

The approved service providers will form part of the panel of service providers and will be required to render Executive Search services of optimum quality in line with SAPO's strategic goals and objectives as well as applicable Human Capital policies and procedures according to an agreed Service Level Agreement (SLA.).

Responders must have a minimum of two years' experience with the type of work identified in the Scope of Work. Any other information that the proposer wishes to include for evaluation and consideration by SAPO as part of the proposal may also be included.

Please provide the following information:

A. Request for Proposal: Executive Search Firm

- i. Background on your organization, including:
- ii. Number of years in business under this name; and
- iii. Areas of expertise and general services available; and
- iv. Previous experience with similar companies

B. Information on the firm including:

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- i. Number of consultants in the firm
 - ii. Levels of staff, by specialty.
 - iii. Resumes on principals and all staff that will be assigned to this project.
 - iv. Identify who will complete the work described in this Proposal for SAPO.
 - v. Identify who will be the lead contact for SAPO, including a statement of future Availability and List a description of the availability of and identification of experienced backup including turnover rate for the past 12 months and other loss of personnel.

3.1 Executive search/headhunting

SAPO aims to attract good quality, executive (Group Executives and General Management levels) candidates and improve the turnaround time of the whole recruitment process. The use of well-establish, experienced executive search and headhunting service providers, who have access to a readily available pool of diverse talent, is critical in support of SAPO's strategic goals and objectives. Responses will be evaluated on experience, references, staffing capacity, services, costs, and any other relevant factors as determined to be in the best interest of SAPO.

3.2 Key deliverables and expectations

The primary task is to source high quality candidates at Group Executive and General Management levels. The process should also be inclusive of assessments and vetting. Each position will be customised and contracted as required. Overall, the services expected from the potential service providers for the executive search and head hunting service category must include the following:

- i. An understanding of the requirements of SAPO which will include the company strategy, culture, analysis of the position requirements, and the ideal candidate profile that the organisation would like to attract. Furthermore, it would be important that the service provider has a good understanding of SAPO's Recruitment and Selection, Talent Management, Employment Equity Plans (including persons with disabilities requirements) and related Human Resources policies.
- ii. Research the market in search of the top talent available to fulfil a particular role or roles during a specified time period, from including but not limited to their networks and available databases.
- iii. Provision of difficult-to-access talent pools which will enable a continuous supply of the right talent, to capacitate the organisation to deliver on strategic imperatives.
- iv. Advertising and response handling.
- v. Receive and screen applications from external/internal adverts placed by SAPO or Executive Search service provider following fair, consistent and best practise methodologies.
- vi. Pre-screening interviews with all shortlisted candidates is required prior to the presentation of the final shortlist.

- vii. Compile structured, competency based Interview questions linked to SAPO's competency framework and relevant to the position for sign off by the Act GE Human Capital Management.
- viii. Provision of all required material including interview material and presentation/facilitation of a high quality interview process.
- ix. Co-ordination of all related work arising from the selection process.
- x. Arranging or conducting psychometric and competency based assessments, interpretation and provision of a high quality assessment report with recommendation for appointment and identification of strengths and development areas. The assessment battery should include but not limited to the following:
 - Strategic leadership ability (CPP)
 - Personality (15 FQ+)
 - Emotional Intelligence (Secondary report from 15 FQ+)
 - Cognitive ability (CRTB2)
 - Practical management and leadership evaluation through case study/in-basket or leadership inventory
- Provide an integrated report and feedback to:
 - Acting GE: Human Capital Management
 - Interview panel
 - Candidate/s
- Conduct pre-employment verification checks (including ID, Qualification, criminal, credit checks, reference checks, professional memberships and other checks e.g. social media that may be deemed necessary) as required.
- Facilitate and negotiate the remuneration package, in alignment with SAPO remuneration policy and scales.
- Preparation and assistance with relevant documentation for approval bodies or authorities e.g. Minister.
- Facilitating the initial integration as well as on-boarding process as required.
- Selection will be made from a short list of Consultants deemed to be best suited among those submitting proposals on the basis of the evaluation criteria listed below:

4. Benefits

The benefits envisaged are as follows, but not limited to:

- 4.1 Competent and capable service providers to meet potential needs of SAPO in quick turnaround times
- 4.2 To improve the sourcing for key leadership positions
- 4.3 To support the acquisition of high quality talent quicker, more efficiently and an affordable price.

- 4.4 To enhance employer branding strategies
- 4.5 To complement internal capacity/ resource constraints
- 4.6 To enhance optimal placement decisions aligned to legislation and best practice

5. Evaluations

5.1 All proposals will be evaluated based on the following key points:

- a) **Performance capability**—the extent to which the proposal demonstrates the firm’s ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project.
- b) **Understanding of and commitment to SAPO’s mission, values and strategic objectives.**
- c) **Demonstrated experience with similar-sized organizations.**
- d) **Completeness and quality of response, including clear deliverables and reasonable approach.**
- e) **Proposed cost and timeline. Provide a cost proposal for this RFP**
- f) **References.**
- g) **Qualifications and capabilities of the persons assigned to the project**
- h) **Understanding, proposed approach and methodology**
- i) **Experience, references and successful completion of similar projects .**
- j) **Cost**

5.2 RFP Submission Requirements Proposals should be:

Not more than ten (10) pages, including references, and cover the following: *Organization Description:* Brief history and summary of your firm and expertise.

- a. **Recruitment Approach:** Please tell us about the process you would go through to find a successful candidate for SAPO. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the firm to be responsible for and what you expect from SAPO. Include what networks you are able to access on behalf of this search.
- b. **Deliverables:** How will we measure success throughout the process?
- c. **Proposed Timeline:** Estimate the start and end dates for each phase of the search process.
- d. **Budget:** Proposed cost along with narrative description of what is included in this cost.
- e. **References:** Provide three references: A successful Executive search (CEO/CFO/GE/Chief Director etc.) where the Executive Director has been with the organization more than three years. Please provide contact information for both the Executive Director and, if possible, the board member contact with whom the firm contracted. b. A recent (within the past 12 months) Executive placement.



6. SAPO reserves the right to:

- i. Request clarification and additional information from any respondent during the evaluation process.
- ii. Negotiate with the selected bidders to include further services not identified in this RFP.
- iii. Advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
- iv. Issue subsequent RFP's based on refinement of concepts proposed in response to this request. Conduct investigations of the qualifications of the Consultant as deemed appropriate.
- v. Request that the Consultant modify the submitted proposal to more fully meet the needs of SAPO.