

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE THE FOLLOWING SERVICES FOR KWAZULU – NATAL FILM COMMISSION:

TO PROCURE A SERVICE PROVIDER TO CONDUCT THE SALARY BENCHMARKS FOR 2023/24 ,2024/25
AND 2025/26 (A THREE-YEAR PERIOD – TO BE REVIEWED ANNUALLY DEPENDING ON THE MERGER
PROCESS) AND PRESENT THE RECOMMENDATIONS TO JOB EVALUATION AND GRADING
COMMITTEE, EMPLOYEE FORUM, EXCO AND THE HR COMMITTEE FOR APPROVAL. THE
CONTINUATION OF THE CONTRACT EACH YEAR WILL DEPEND ON THE MERGER PROCESS
PROGRESS.

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OUR KINGDOM IS YOUR STAGE

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna , L. Ngcobo, S. Zondi

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za

1. BACKGROUND TO THE PROJECT

The KwaZulu-Natal Film Commission (KZNFC) is a new entity established in terms of the 2010, KwaZulu-Natal Film Commission Act. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province, and has as part of its objects:

- a) To promote and market the Province as a global destination for film production;
- b) To develop, promote and market, locally, nationally and internationally, the film industry in the Province;
- c) To facilitate investment in the film industry in the Province;
- d) To provide and encourage the provision of opportunities for persons, especially from disadvantaged communities, to enter and participate in the film industry in the Province;
- e) To address historical imbalances in the infrastructure and in the distribution of skills and resources in the film industry in the Province; and
- f) To contribute to an enabling environment for job creation in the film industry in the Province.

2. PURPOSE OF THE TERMS OF REFERENCE

The KwaZulu-Natal Film Commission (KZNFC) is seeking the appointment of a specialist remuneration service provider to conduct a pay scale analysis and develop pay scales for 2023/24 ,2024/25 and 2025/26 **(A three-year period- to be reviewed annually depending on the merger process)**, including the provision of;

- Trends impacting on remuneration with specific focus on public sector and public entities.
- A comparison of the proposed pay scale to the current pay scale
- A “status quo analysis” (comparison of current remuneration levels to market benchmarks and a gap analysis), for 45 filled positions on the organogram
- The cost impact of proposed pay scale for 2023/24 ,2024/25 and 2025/26 **(Over a three-year period)**
- The identification of individuals below minimum pay and the amounts needed to bridge the deficit.

N.B. Current applicable specimen salary spreadsheets will be provided in this regard

3. PERIOD OF WORK

The selected Persons/Company will be given a time period of one month (as applicable) from inception of the date of final approval.

4. STANDARD DOCUMENTATION

All bidders are required to complete the Standard Bid Documents attached.

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5. PROJECT PROPOSAL

The project proposal must contain both Technical and Financial Proposals.

5. 1. TECHNICAL PROPOSAL

The service provider should demonstrate:

- 5 to 7 years' experience in using the Patterson Grading methodology.
- 5 to 7 years' in conducting and interpreting annual salary benchmarks and conducting a pay scale analysis and developing pay scales ideally within the public sector.
- Experience in project management.
- Sound administration and report writing skills.

The technical proposal must contain the following:

- A detailed company profile noting experience in salary benchmarking.
- Reference letters from previous clients or entities.
- Project Leader's CV, and Proof of NQF level 7 Qualification.
- The service provider will be required to conduct a presentation after closing date.

5. 2. FINANCIAL PROPOSAL

The budget breakdown must include a detailed outline of all line items and its cost.

6. EVALUATION CRITERIA

6.1 Pre-Qualification

B-BBEE status Level 1 or 2 , an EME or QSE

6.2 MANDATORY REQUIREMENTS

Not Applicable

6.3 FUNCTIONALITY

The service provider will be required to obtain a minimum of 60% to be considered further for price and preference points.

6.4 PRICE AND PREFERENCE POINTS

The evaluation will be based on an 80/20 preference point system in compliance with the PPPFA.

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Name of project: TO CONDUCT THE SALARY BENCHMARKS FOR 2023/24 ,2024/25 AND 2025/26 (OVER A THREE-YEAR PERIOD) AND PRESENT THE RECOMMENDATIONS TO JOB EVALUATION AND GRADING COMMITTEE, EXCO AND THE HR COMMITTEE FOR APPROVAL.	Weight	Score	Final Score
Past Experience of the Company (Company Profile) in conducting and interpreting annual salary benchmarks and conducting a pay scale analysis and developing pay scales	25		
7 Years of experience	7 = 25		
6 Years' Experience	6 = 15		
5 Year's Experience	5= 10		
Proven Track Record in dealing with similar projects:	15		
A minimum of 3 reference letters	3 = 15		
A minimum of 2 reference letters	2 = 7		
A minimum of 1 reference letter	1 = 5		
Past Experience of the Project Leader /Manager (CV and Proof of NQF level 7 Qualification)	20		
Experience in conducting and interpreting annual salary benchmarks and conducting a pay scale analysis and developing pay scales			
Above 7 years + NQF Level 7	= 20		
6-7 years + NQF Level 7	= 14		
5 years + NQF Level 7	= 10		
Presentation	40		
<u>Presentation must cover the following)</u>			
Demonstration of practical experience in dealing with similar projects	= 20		
Plans for ensuring that the process is well understood by management, individual staff members and the transparency, process objectivity	= 10		
Project Plan Timelines	= 10		

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**KZN
FILM**

Total Points	100		
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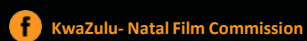
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