

**TERMS OF REFERENCE FOR  
Productivity Index Development for staff**

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***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

**REQUEST FOR INFORMATION (RFI)  
FOR THE PROVISION OF THE DEVELOPMENT OF PRODUCTIVITY INDEX FOR STAFF**

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## **1. INTRODUCTION**

The South African Civil Aviation Authority (SACAA) is a Schedule 3A public entity in terms of the Public Finance Management Act ("PFMA"). It was established on the 1st of October 1998, following the enactment of the now repealed South African Civil Aviation Authority Act, 1998 (Act No.40 of 1998), which is wholly repealed by the Civil Aviation Act, 2009, (Act No.13 of 2009). The Act provided for the establishment of a stand-alone authority charged with promoting, regulating, and enforcing civil aviation safety and security. It reflected the Government's priorities and was in line with international trends in the aviation world where more and more states implemented this option. The SACAA is an agency of the Department of Transport (DoT). The above is to be achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

## **2. BACKGROUND AND CONTEXT**

SACAA is an organisation that operates in the aviation arena and the organisation is split between aviation technical roles, general support roles and management positions. The organisation has just completed a job grading process and will be implementing an Organisation Structure Review in the current financial year. Human resources is currently seeking information on service providers who can assist the SACAA in developing productivity index for staff. The productivity index for staff must be in line with the different job families

## **3. INVITATION TO BID**

SACAA invites suitable and qualified organisations to respond to this request for information to assist the SACAA on how it can go about in the development of Productivity Index for staff.

## **4. PROJECT SCOPE**

The business objectives are the following

- Review and develop job families

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- Develop productivity index for staff

## **5. DESCRIPTION OF SERVICE**

SACAA invites suitably qualified service providers to submit information of how SACAA can go about in developing the productivity index for staff. The RFI should cover the following minimum requirements:

### **5.1. Key Deliverables**

#### **5.1.1. Compliance to Regulations and Standards and codes of Good Practice:**

- Company profile outlining the services provided
- Methodology on the process of developing productivity index.
- Draft project plan

#### **5.1.2. Generic Requirements**

- The draft project plan must be spread over a two year period starting September 2025 and it must be split into three phases:
  - Phase 1** The project plan have Phase one outlining the development of productivity index for staff in the technical roles
  - **Phase 2** of the project must outline the development of productivity index for general staff
  - **Phase 3** of the project must outline the development of productivity index for Management
- Methodology used to development the productivity index for staff.

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**Attention: BEC Chairperson**

**REQUEST FOR INFORMATION (RFI)**

**FOR THE PROVISION OF INFORMATION ON THE DEVELOPMENT OF PRODUCTIVITY INDEX FOR  
STAFF**

South African Civil Aviation Authority,

11 Byls Bridge Office Park

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