

**1. BACKGROUND TO THE AGRICULTURAL RESEARCH COUNCIL**

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and fosters innovation to support and develop the agricultural sector. At the heart of the performance of this function, is human resources that is responsible for performing this work, however for this work to be effective require the workforce that is skilled and capable to deliver on this mandate. The ARC wishes to appoint a suitable service provider to conduct a Skills Audit Assessment that is aligned to the organisation's strategy.

It is against this background that the ARC requires the services of a service provider that will conduct a skills audit in Finance Business Unit. This will be accompanied by a skills gap analysis and submission of a comprehensive report reflecting the recommendations to fill the identified gaps that will help ARC in its effort of cementing its competitive advantage within the industry.

**2. DETAILED SPECIFICATION**

The ARC requires services of a suitable service provider to conduct A Skills Audit Assessment as a holistic service:

- Undertake skills audit using the current job profiles and skills set of targeted employees for future skills profile needs
- Development of skills profile with specific focus to scarce and critical skills that are necessary for ARC in the future
- Methodology and Framework (including assessment) that will be utilised to reflect both the technical, functional and leadership skills that exist within the ARC environment.
- Skills Audit Project Plan and the approach
- An on-line assessment tool to be used should be aligned with the ARC Information Communication Technology (ICT) infrastructure.
- Produce a comprehensive Skills Audit Report including a breakdown of the above mentioned skills (as defined) contained within the business unit levels e.g. Senior Management, Middle Management, Specialist, etc.

The target audience is Finance Division employees (+/-80) based both in our Central Office and other Campuses.

3. EVALUATION OF RESPONSES

NO	CRITERIA	WEIGHT
1.	<b>Expertise, Knowledge and Capacity</b>	40
	<ul style="list-style-type: none"> <li>• CV's &amp; qualification of key staff to be assigned to ARC</li> </ul>	
	<ul style="list-style-type: none"> <li>• Proof of registration (provide certified certificates) with any professional bodies,</li> </ul>	
	<ul style="list-style-type: none"> <li>• Profile of firm</li> </ul>	
2.	<b>Methodology</b>	30
	<ul style="list-style-type: none"> <li>• Planning</li> </ul>	
	<ul style="list-style-type: none"> <li>• Execution</li> </ul>	
	<ul style="list-style-type: none"> <li>• Reporting</li> </ul>	
3.	<b>Track record / references</b>	30
	<ul style="list-style-type: none"> <li>• Three (3), contactable references of key staff/organisation, for which related skills audit work over the last five (5) years have been provided.</li> </ul> <p>The reference letters from the clients must include:</p> <ul style="list-style-type: none"> <li>• Must be in a company letterhead</li> <li>• Staff complement which the project entailed</li> <li>• Contract duration (start date and end date)</li> <li>• Mention if the project was successful or not</li> <li>• The reference letter must not be older than five years from time the project was concluded</li> </ul>	
<b>OVERALL TOTAL</b>		<b>100</b>

<b>FUNCTIONALITY</b>				
<b>NO</b>	<b>CRITERIA</b>	<b>WEIGHT</b>	<b>SCORE</b>	<b>TOTAL OBTAINED</b>
1.	<b>Expertise, Knowledge and Capacity</b>	<b>40</b>		<b>40</b>
	• CV's & qualification of key staff to be assigned to ARC	15		
	• Proof of registration (provide certificates) with any professional bodies.	10		
	• Profile of firm	15		
2.	<b>Methodology</b>	<b>30</b>		<b>30</b>
	• Planning	10		
	• Execution	10		
	• Reporting	5		....%
	• Value-added services to ARC <b>within proposed budget</b>	5		
3.	<b>Track record / references</b>	<b>30</b>		<b>30</b>
	• Three (3) local letters of recommendations, from contactable references, for which similar services over the last five (5) years have been provided	30		....%
<b>OVERALL TOTAL</b>		<b>100</b>		...