



TERMS OF REFERENCE FOR FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER PROFESSIONAL RECRUITMENT SERVICES AT THE MINING QUALIFICATIONS AUTHORITY (MQA).

1. BACKGROUND

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act, Act no. 29 of 1996 (MHSA) and regarded as a Sector Education and Training Authority [SETA in terms of item 4A of the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA)]. The MQA is listed as a schedule 3(A) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

2. PURPOSE OF THE REQUEST FOR PROPOSALS

The Mining Qualifications Authority (MQA) hereby requests experienced and reputable bidders to submit proposals for the provision of professional recruitment services, on an as-and-when basis, to deliver end-to-end recruitment for Executive and Management level appointments as well as Employment-Equity-related hard-to-fill roles, in alignment with the MQA's Employment Equity Plan.

The required services include managing the full recruitment lifecycle, including but not limited to: attending role briefs; placing advertisements across national newspapers (Executive level only) and digital platforms for broad reach; conducting proactive search and talent mapping; response handling and screening; administering competency-based and psychometric assessments (where applicable); coordinating interviews; performing reference and verification checks; and recommending a well-motivated shortlist of qualifying candidates to the HR Unit or the MQA Board, depending on the level of the position.

The MQA is a values-based employer and therefore requires agencies with a proven track record in sourcing and placing appropriately skilled candidates while advancing equitable representation. Engaging an external, independent service provider will promote a transparent, objective, and unbiased process.

3. SCOPE AND DEFINITION OF WORK / DELIVERABLES

The MQA requires the services of independent consultants to provide professional recruitment services for top management (executive level) and other specialized positions.

The appointed service provider will be responsible for the end-to-end recruitment process, that includes, but are not limited to the following scope of work and deliverables:

1) Role Intake and Brief Development

Engagement and discussion with MQA delegates to confirm the mandate, success profile, competencies, advertising and assessment needs, as well as EE intent and agree timelines.

2) Search strategy & market mapping

Define sourcing approach per role (target sectors, passive/active channels, talent mapping, headhunting) and an advertising plan across appropriate platforms (print- as needed – and digital) for broad reach.

3) Response handling & screening

Manage applications/outreach responses; conduct structured CV and competency screens against the agreed brief. Create a database of all applicants, indicating their qualifications, experience against the requirements, as well as an indication whether they meet the requirements or not. Submit a longlist of at least 10 candidates that meet the requirements to the MQA for consideration. Keep an auditable trail of reasons-for-decision.

4) Candidate assessment coordination

Where applicable arrange competency-based interviews, work samples or case tasks, and psychometric/leadership assessments; provide integrated assessment summaries for decision-making. Psychometric assessments will apply to the top 2 Executive candidates following the interviews process.

5) Due diligence & verifications

Coordinate required checks proportionate to seniority: qualifications (incl. SAQA for foreign quals), references, criminal, credit, ID, social media trace, and any role-specific vetting; deliver consolidated verification packs.

6) Stakeholder facilitation & reporting

Schedule and support panel/Board engagements; compile interview packs and concise shortlist reports; maintain progress dashboards and candidate status updates throughout.

7) Offer management & placement

Provide market insight on remuneration bands; support offer structuring, negotiation and acceptance; manage candidate exit/notice risks; ensure clear communication to unsuccessful candidates.

8) Compliance, privacy & record-keeping

Handle personal information lawfully (POPIA), store records securely, and submit required documentation to MQA for auditability.

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3.2 Pricing Specification

3.2.1 Prospective bidders must submit a cost breakdown that is based on a percentage (%) of the total annual salary of the respective position. Costs for the following levels must be included:

Levels	% of TCTC
Executive	
Management	
Any level below Management	

4. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

- 4.1 Project Team members who submit qualifications obtained from institutions outside South Africa must submit certificate of valuation from SAQA.
- 4.2 The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter. The MQA shall consider such provided letter non-compliant.
- 4.3 The proposal must indicate the names of the persons or resources to be evaluated, failure to which will result in a score of zero (0) being awarded.
- 4.4 CV must also indicate where the experience was acquired and certified copies of qualifications must be attached.
- 4.5 The qualifications certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal.

5. DURATION OF THE CONTRACT

The successful service provider is expected to render the services to the MQA effective from the signature date of the Service Level Agreement (SLA) until **31 March 2028**.

6. INTERGRITY AND CONFLICT OF INTEREST

- 6.1 The bidder shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.
- 6.2 The successful service provider is required to conduct the assignment and compile the required reports with the utmost integrity and honesty and collect sufficient appropriate evidence to ensure that the recruitment projects process assists the MQA to achieve its mission.

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7. PROJECT MANAGEMENT

The appointed service provider shall be given instructions by and shall strictly report to the Senior Manager: Human Resources.

8. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

- a. A short profile of the bidder
- b. All the documents required as per the evaluation criteria.
- c. Details of the cost/fee breakdown for the services to be rendered.

9. PROJECT PLAN

9.1 The service provider must submit a comprehensive project outline with deliverables and milestones for consideration and approval by the MQA. The project should be implemented as per scope and definition of work of this TORs or specification.

9.2 The successful bidder must submit a project execution plan with deliverables and timelines which the prospective service provider deems suitable for the delivery of the proposed project.

9.3 The MQA will consider and approve of the project plan before commencement of the project.

10. PROJECT PRICING

10.1 The amount quoted must be denominated in South African Rand, and should include VAT

10.2 The quoted price should be as per the scope of work, based on an hourly rate.

10.3 The MQA may subject the award of the proposal to price negotiation with the preferred service provider. This will, however, be exercised subject to the following principles.

10.4 Negotiation may not allow any preferred service provider a second or unfair opportunity.

10.5 Is not detriment of any other prominent service provider; and

10.6 Does not lead to higher price than the proposal as submitted.

11. EVALUATION CRITERIA

Proposals for the appointment of the service provider will be evaluated in three (3) phases. The first phase will be compliance and mandatory requirements, the second phase will be functionality, and the third phase will be BBBEE and pricing in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

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**11.1 PHASE ONE (1): COMPLIANCE AND MANDATORY REQUIREMENTS
RETURNABLE DOCUMENTS TO BE SUBMITTED**

11.1.1 Proof of registration on Central Supplier Database System (CSD)

11.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;

11.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

11.1.4 SBD 4: Declaration of Interests Form fully completed and appropriately signed;

11.1.5 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Prominent Service providers who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, Prominent Service providers will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request for such outstanding information will not be information that affects the substance of the proposal or that gives a Prominent Service provider unfair advantage to the other bidders.

11.2 PHASE TWO (2): FUNCTIONALITY

The proposals will be evaluated on a five-point scale as follows:

0 = Required documents not submitted

1 = Poor, does not meet criteria.

2 = Fair, less than acceptable. Not sufficient for performance requirements.

3 = Satisfactory, adequate for the performance requirements.

4 = Very Good, above the average compliance to the requirement.

5 = Excellent, exceptional mastery of the requirement.

KPA	ELEMENT	WEIGHT	Scoring Matrix
	FUNCTIONAL	100	
Company Profile and experience	Provide a minimum of 5 reference letters. For the reference letter to comply it must have the following: ➤ be on the client’s letter head, signed by	50	0 = No compliant reference letters submitted 1 = 1 compliant reference letter submitted 2 = 2 compliant reference letters submitted

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	<p>relevant officials, dated, with contactable details (email/phone numbers), confirming the bidder's track record in</p> <p>Executive/Top Management recruitment, including the successful sourcing, placement, or appointment of Executive/Top Management-level candidates within five (5) years prior to the closing date of the request for proposal.</p> <p>➤ Confirming that the work was executed successfully.</p>		<p>3 = 3 compliant reference letters submitted.</p> <p>4 = 4 compliant reference letters submitted.</p> <p>5 = 5 or more compliant reference letters submitted.</p>
<p>Capacity and expertise of the Project Leader.</p> <p>NB: The proposal should indicate the name of the individual who will be appointed as the Project Leader.</p>	<p>a) Work Experience of the Project Leader</p> <p>Provide the CV of a Capable Recruitment Specialist (person that has a proven track record of successful placements on Executive level) that will be the project leader.</p>	<p>30</p>	<p>0 = No CV submission/ No relevant experience/Less than 3 years relevant experience.</p> <p>1 = CV with 3 – less than 4 years' relevant experience.</p> <p>2 = CV with 4 – less than 5 years' relevant experience.</p> <p>3 = CV with 5 – less than 6 years' relevant experience.</p> <p>4 = CV with 6 – less than 7 years' relevant experience.</p> <p>5 = CV with 7 or more years' relevant experience.</p>

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	<p>b) Qualification/s of the Project Leader.</p> <p>Provide certified copies of qualifications of the person serving as the Project Leader who has at least a Bachelor’s degree at NQF level 7 in Human Resource Management or related field.</p> <p>Certified copies of qualifications must be attached.</p>	<p>20</p>	<p>0 = No qualification/Irrelevant qualification submitted.</p> <p>1 = Relevant qualification/s submitted at NQF Level 5 or less.</p> <p>2 = Relevant qualification/s submitted at NQF Level 6.</p> <p>3 = Relevant qualification/s submitted at NQF Level 7.</p> <p>4 = Relevant qualification/s submitted at NQF Level 8.</p> <p>5 = Relevant qualification/s submitted at NQF Level 9 or higher.</p>
<p>Total</p>	<p>100</p>		

The Minimum Threshold is **70 points**.

11.3 PHASE THREE (3): PRICING AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
<p>GOAL 1 – B-BBEE Status</p> <p>Level of Contributor</p> <p>Maximum Points</p>	<p>15</p>	
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit

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5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area Maximum Points	5	Documents for verification
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not

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preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

12. TERMS AND CONDITIONS OF THE BID

12.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

12.2 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.

12.3 MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).

12.4 Payment will only be made for acceptable work completed and timeously delivered.

12.5 The MQA may undertake due diligence to qualifying service provider to ascertain functionality.

12.6 Mining Qualifications Authority reserves the right not to award the bid to service providers.

12.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

13 TECHNICAL ENQUIRIES

Name and Surname: **Yvette Sharp**

Email address: yvettes@mqa.org.za

Contact details: **011 547 2600**

14. SCM ENQUIRIES AND SUBMISSION SHOULD BE DIRECTED TO:

Name and Surname: Muofhe Khameli

Email Address: MuofheK@mqa.org.za

Contact: 011 547 2630

