

ANNEXURE B

EVALUATION CRITERIA

Category 1: Recruitment and Talent Management

1.1. Mandatory requirements

No.	Mandatory	Comply	Not Comply
1.1.1	<p>The Project lead must be Registered with Human resource Institutional bodies</p> <p>Please provide Proof in form of certification/ registration</p>		
	Substantiate / Comment		

1.2 Technical evaluation (Minimum functionality Threshold =70% in all categories)

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company			
<p>1.2.1. Company Experience</p> <p>The bidder must have successfully completed Recruitment and Talent Management assignments in the past.</p> <p>The bidder must submit, as part of its proposal, the following:</p> <p>Details of similar and/or relevant projects completed in recruitment and talent management within the last 5 years</p> <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>		<p>List of assignments completed with brief description of scope /work done and year in which the work was done</p>	<p>20%</p>
5 or more relevant projects completed	5		
4 relevant projects completed	4		
3 relevant projects completed	3		
2 relevant projects completed	2		

1 relevant project completed	1		
None/Irrelevant projects submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company- recruitment and selection			
1.2.2. Experience on recruitment and selection The bidder must have successfully completed recruitment and selection assignment in the past. The bidder must submit, as part of its proposal, the following: Reference letters on clients letter head detailing recruitment and selection projects completed in past Note: the following scoring matrix will be used to evaluate this criterion:		Reference letters related to recruitment and selection assignments completed in the past	20%
5 or more relevant reference letters submitted	5		
4 relevant reference letters submitted	4		
3 relevant reference letters submitted	3		
2 relevant reference letters submitted	2		
1 relevant reference letter submitted	1		
None/ Irrelevant reference letters submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company- Talent Management			
1.2.3. Experience of the entity on talent management The bidder must have successfully completed talent management assignment in the past.		Reference letters related to of talent management assignments completed in the past	20%

<p>The bidder must submit, as part of its proposal, the following:</p> <p>Reference letters on clients' letter head detailing talent management projects completed in past</p> <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>			
5 or more relevant reference letters submitted	5		
4 relevant reference letters submitted	4		
3 relevant reference letters submitted	3		
2 relevant reference letters submitted	2		
1 relevant reference letter submitted	1		
None/ Irrelevant reference letters submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work			
<p>1.2.4. Team's Capacity to execute the Scope of work</p> <p>The bidder's proposal should at a minimum include the following:</p> <ol style="list-style-type: none"> 1. The proposal should be comprehensive with a detailed methodology and implementation plan. The proposal includes: (i) a defined methodology, (ii) function deliverables and timelines. 2. An organogram of the proposed team to be assigned to project. 3. Responsibilities/roles of each proposed team member. 4. Relevant years of experience in the workforce planning/organisational design management field. 5. Qualifications of each team member. <p>Each of these five elements has a score of 5</p>		Bidders proposal	40%
Excellent proposal submitted	5		
Average proposal submitted	3		

Poor proposal submitted	1		
No proposal submitted	0		

Table a: Interpretation of evaluation descriptors for the proposal

Points	Interpretation	Description
5	Excellent	The important issues are approached in an innovative and efficient way, indicating that the Tenderer has outstanding knowledge of state-of-the-art approaches. The approach details ways to improve the project outcomes and the quality of the outputs
3	Average	Specifically tailored to address the specific project objectives and certain elements are specifically tailored to the characteristics of the project.
1	Poor	Poor / bidders proposal is unlikely to satisfy project objectives or requirements. The Tenderer has not fully misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
0	No proposal submitted	Bidder did not submit a proposal

Category 2: Performance Management, Training and development

2.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
2.1.1	<p>The project lead must be qualified in Performance management/training and development</p> <p>Please provide Proof in form of certification/registration</p>		
	Substantiate / Comment		

2.2 Technical evaluation (Minimum functionality Threshold =70% in all categories)

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company			
<p>2.2.1.Company Experience</p> <p>The bidder must have successfully completed <i>Performance management and training and development assignment in the past</i></p> <p>The bidder must submit, as part of its proposal, the following:</p> <p>Details of similar and/or relevant projects completed in Performance management and training and development within the last 5 years</p> <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>		<p>List of assignments completed with brief description of scope /work done and year in which the work was done</p>	<p>20%</p>
5 or more relevant projects completed	5		
4 relevant projects completed	4		
3 relevant projects completed	3		
2 relevant projects completed	2		
1 relevant project completed	1		
None/Irrelevant projects submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company- Performance management			
2.2.2. Experience on workforce planning <p>The bidder must have successfully completed Performance management assignment in the past.</p> <p>The bidder must submit, as part of its proposal, the following:</p> <p>Reference letters on clients letter head detailing Performance management projects completed in past</p> <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>		Reference letters related to of Performance management assignments completed in the past	20%
5 relevant reference letters submitted	5		
3 relevant projects completed	4		
3 relevant reference letters submitted	3		
2 relevant reference letters submitted	2		
1 relevant reference letters submitted	1		
None/Irrelevant reference letters submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company- Training & Development			
2.2.3. Experience of the entity on organisational design <p>The bidder must have successfully completed Training & Development assignment in the past.</p> <p>The bidder must submit, as part of its proposal, the following:</p> <p>Reference letters on clients letter head detailing Training & Development projects completed in past</p> <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>		Reference letters related to Training & Development assignments completed in the past	20%

5 or more relevant reference letters submitted	5		
4 relevant reference letters submitted	4		
3 relevant reference letters submitted	3		
2 relevant reference letters submitted	2		
1 relevant reference letters submitted	1		
None/Irrelevant reference letters submitted	0		
Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work			
2.2.4. Team's Capacity to execute the Scope of work The bidder's proposal should at a minimum include the following: <ol style="list-style-type: none"> 1. The proposal should be comprehensive with a detailed methodology and implementation plan. The proposal includes: (i) a defined methodology, (ii) function deliverables and timelines. 2. An organogram of the proposed team to be assigned to project. 3. Responsibilities/roles of each proposed team member. 4. Relevant years of experience in the workforce planning/organisational design management field. 5. Qualifications of each team member. Each of these five elements has a score of 5		Bidders proposal	40%
Excellent proposal submitted	5		
Average proposal submitted	3		
Poor proposal submitted	1		
No proposal submitted	0		

Category 3: Change Management

3.1 Mandatory requirements

No.	Mandatory	Comply	Not Comply
3.1.1	<p>The project lead must have qualifications in change management</p> <p>Please provide Proof in form of certification/ registration</p>		
	Substantiate / Comment		

3.2 Technical evaluation (Minimum functionality Threshold =70% in all categories)

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company			
3.2.1.Company Experience The bidder must have successfully completed Change Management assignments in the past. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in Change Management assignments within the last 5 years Note: the following scoring matrix will be used to evaluate this criterion:		List of assignments completed with brief description of scope /work done and year in which the work was done	20%
5 or more relevant projects completed	5		
4 relevant projects completed	4		
3 relevant projects completed	3		
2 relevant projects completed	2		
1 relevant project completed	1		
None/Irrelevant projects submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Experience of Bidding Company- Change Management			
3.2.2. Experience on workforce planning The bidder must have successfully completed Change Management assignment in the past. The bidder must submit, as part of its proposal, the following: Reference letters on clients letter head detailing Change Management projects completed in past Note: the following scoring matrix will be used to evaluate this criterion:		Reference letters related to of Change Management assignments completed in the past	30%
5 or more relevant reference letters submitted	5		
4 relevant reference letters submitted	4		
3 relevant reference letters submitted	3		
2 relevant reference letters submitted	2		
1 relevant reference letter submitted	1		
None/Irrelevant projects submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Capacity to execute the Scope of Work			
3.2.3. Team's Capacity to execute the Scope of work The bidder's proposal should at a minimum include the following: <ol style="list-style-type: none"> 1. The proposal should be comprehensive with a detailed methodology and implementation plan. The proposal includes: (i) a defined methodology, (ii) function deliverables and timelines. 2. An organogram of the proposed team to be assigned to project. 3. Responsibilities/roles of each proposed team member. 4. Relevant years of experience in the workforce planning/organisational design management field. 		Bidders' proposal	50%

5. Qualifications of each team member.			
Excellent proposal submitted	5		
Average proposal submitted	3		
Poor proposal submitted	1		
No proposal submitted	0		