

ANNEXURE B EVALUATION CRITERIA

Category 1: Recruitment and Talent Management

1.1. Mandatory requirements

Not Comply

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

Technical Information	Scoring	Proof of	Weighting		
		documents	Percentage		
Experience of Bidding Company					
1.2.1. Company Experience		List of	20%		
The bidder must have successfully completed		assignments			
Recruitment and Talent Management		completed			
assignments in the past.		with brief			
		description of			
The bidder must submit, as part of its proposal,		scope /work done and year			
the following:		in which the			
Details of similar and/or relevant projects		work was			
completed in recruitment and talent		done			
management within the last 5 years					
Note: the following scoring matrix will be used					
to evaluate this criterion:					
5 or more relevant projects completed	5				
4 relevant projects completed	4				
4 Tolevani projects completed					
3 relevant projects completed	3				
o tolovani projecis completed					
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		Reference	20%		
The bidder must have successfully completed recruitment and selection assignment in the past.		letters related to recruitment and selection assignments			
The bidder must submit, as part of its proposal, the following:		completed in the past			
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:					
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 Compa	ny- Talent	Management	
1.2.3. Experience of the entity on talent management		Reference letters related to of talent management	20%
The bidder must have successfully completed talent management assignment in the past.		assignments completed in the past	



The bidder must submit, as part of its proposal, the following:	
Reference letters on clients' letter head detailing talent management projects completed in past	
Note: the following scoring matrix will be used to evaluate this criterion:	
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	Scorin g	Proof of documents	Weighting Percentage
Capacity to execute the	e Scope	of Work	
1.2.4. Team's Capacity to execute the Scope of work The bidder's proposal should at a minimum include the following:		Bidders proposal	40%
 The proposal should be comprehensive with a detailed methodology and implementation plan. The proposal includes: (i) a defined methodology, (ii) function deliverables and timelines. An organogram of the proposed team to be assigned to project. Responsibilities/roles of each proposed team member. Relevant years of experience in the workforce planning/organisational design management field. Qualifications of each team member. 			
Each of these five elements has a score of 5			
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	The project lead must be qualified in Performance management/training and development		
	Please provide Proof in form of certification/ registration		
	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					
2.2.1.Company Experience The bidder must have successfully completed Performance management and training and development assignment in the past The bidder must submit, as part of its proposal, the following:	3	List of assignments completed with brief description of scope /work done and year in which the	20%		
Details of similar and/or relevant projects completed in <i>Performance management and training and development</i> within the last 5 years Note: the following scoring matrix will be used to evaluate this criterion:		work was done			
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-	Performa	nce managemen	t
2.2.2. Experience on workforce planning		Reference	20%
The bidder must have successfully completed Performance management assignment in the past.		letters related to of Performance management	
The bidder must submit, as part of its proposal, the following:		assignments completed in the past	
Reference letters on clients letter head detailing Performance management projects completed in past		me pusi	
Note: the following scoring matrix will be used to evaluate this criterion:			
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		Reference letters related to Training & Development	20%
The bidder must have successfully completed Training & Development assignment in the past.		assignments completed in the past	
The bidder must submit, as part of its proposal, the following:		me pasi	
Reference letters on clients letter head detailing Training & Development projects completed in past			
Note: the following scoring matrix will be used to evaluate this criterion:			



5 or more relevant reference letters submitted 4 relevant reference letters submitted 3 relevant reference letters submitted 2 relevant reference letters submitted 1 relevant reference letters submitted 0 relevant reference letters submitted 0 recently to execute the Scope of work 2.2.4. Team's Capacity to execute the Scope of work 2.2.4. Team's Capacity to execute the Scope of work 3 Responsibilities/roles 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 Excellent proposal submitted 1 No proposal submitted 0				
3 relevant reference letters submitted 2 relevant reference letters submitted 1 relevant reference letters submitted 1 relevant reference letters submitted 0 rechnical Information Technical Information Capacity to execute the Scope of Work 2.2.4. Team's Capacity to execute the Scope of Work 2.2.4. Team's Capacity to execute the Scope of Work 1. The proposal should at a minimum include the following: 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 Excellent proposal submitted 5 Average proposal submitted 1	5 or more relevant reference letters submitted	5		
2 relevant reference letters submitted 1 relevant reference letters submitted 1 rechnical Information Capacity to execute the Scope of Work Capacity to execute the Scope	4 relevant reference letters submitted	4		
1 relevant reference letters submitted 1 None/Irrelevant reference letters submitted 0 Technical Information Scorin g documents 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: 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 arganogram 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 Excellent proposal submitted 5 Average proposal submitted 1	3 relevant reference letters submitted	3	-	
None/Irrelevant reference letters submitted 0	2 relevant reference letters submitted	2		
Technical Information 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: 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 Excellent proposal submitted 5 Average proposal submitted 1	1 relevant reference letters submitted	1		
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: 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 Excellent proposal submitted 5 Average proposal submitted 1	None/Irrelevant reference letters submitted	0	-	
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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 Excellent proposal submitted 5 Average proposal submitted 1	work The bidder's proposal should at a minimum			40%
Excellent proposal submitted 5 Average proposal submitted 3 Poor proposal submitted 1	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.			
Average proposal submitted 3 Poor proposal submitted 1				
Poor proposal submitted 1				
	Average proposal submitted	3		
No proposal submitted 0	Poor proposal submitted	1		
	No proposal submitted	0		



Category 3: Change Management

3.1 Mandatory requirements

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

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

Technical Information	Scoring	Proof of documents	Weighting Percentage	
Experience of Biddi	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		List of assignments completed with brief description of scope /work done and year in which the work was	20%	
Note: the following scoring matrix will be used to evaluate this criterion:		done		
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 Compan	y- Change	e Management	
3.2.2. Experience on workforce planning		Reference	30%
The bidder must have successfully completed Change Management assignment in the past.		letters related to of Change Management	
The bidder must submit, as part of its proposal, the following:		assignments completed in the past	
Reference letters on clients letter head detailing Change Management projects completed in past		me pusi	
Note: the following scoring matrix will be used to evaluate this criterion:			
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	Scorin g	Proof of documents	Weighting Percentage
Capacity to execute th	e 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:		Bidders' proposal	50%
 The proposal should be comprehensive with a detailed methodology and implementation plan. The proposal includes: (i) a defined methodology, (ii) function deliverables and timelines. An organogram of the proposed team to be assigned to project. 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.		
Excellent proposal submitted	5	
Average proposal submitted	3	
Poor proposal submitted	1	
No proposal submitted	0	