

## **Scope of Work for Diagnostic Assessment for Coaching**

### **1.1 About CEF**

CEF SOC Ltd is a Schedule 2 State Owned national energy utility entity with a focus on oil, gas, coal and renewable and clean energy options reporting to the Department of Mineral Resources and Energy (DMRE) as its primary shareholder. The company derives its mandate primarily from the Central Energy Fund Act No. 38 of 1977.

The Act mandates the CEF SOC Ltd Group to contribute to the national security of energy supply through commercial operations and projects, as well as investing in developmental projects, all the while operating in a highly competitive and capital-intensive environment with the need to be a profitable entity through its subsidiaries and associates. The dual mandate of Commercial and Developmental obligations requires a tight balancing act between the two imperatives given the strategic nature of the national assets that The Group holds, and its obligations as defined in the National Development Plan (NDP).

### **1.2 Purpose of the Project**

CEF SOC Ltd is looking for a service provider assessment battery for the coaching purposes. A total of 35 employees should be assessed for coaching purpose. Assessment is an essential component of the coaching process, providing a foundation for understanding employees' needs and goals. Coaches use assessment to acquire useful information about employees' existing talents, challenges, and objectives. This information assists the coach in identifying areas where employees may need guidance and establishes a baseline against which progress can be assessed. Assessment additionally allows coaches to gain a better knowledge of their clients' specific strengths, empowering them to use these skills to promote growth and development. Coaches can assist employees discover their goals more effectively by acknowledging and enhancing their existing capabilities. Therefore, the service provider should assist and provide



relevant assessments as well as providing the employees with feedback and interpretations based on the assessments conducted face to face. The service provider should present CEF SOC Ltd with SHL (Saville and Holdsworth Limited) assessments. SHL assessments are psychometric assessments that are based on a scientific approach and can assess the work performance of employees. The service provider must assess the different skills and knowledge of an employee or potential employee.

### **1.3 Scope of work**

#### **List of required assessments:**

Enneagram Personality Assessment **(15 Employees)**

Emotional Quotient Inventory 2.0 (EQ-i 2.0) Assessment **(20 Employees)**

The Myers-Briggs (MBTI) Assessment **(20 Employees)**

VIA Inventory of Strengths Assessment **(20 Employees)**

PF Personality Questionnaire Assessment **(20 Employees)**

#### **1.3.1 The assessment for the 15 employees being assessed should include:**

##### **Enneagram Personality Assessment**

The Enneagram is a system of personality type that describes patterns in how people interpret the world and manage their emotions. There are nine Enneagram Personality Types, each of which has their own key motivations and fears that largely guide their actions and decisions. Understanding your primary type can be a powerful tool for self-knowledge and improvement in all areas of your life, both at home and in the workplace. The Enneagram also helps us understand how people react to stress. By describing how each Enneagram adapts and responds to both stressful and supportive situations, the Enneagram shows opportunities for personal development and provides a foundation for the understanding of others. The service provider will conduct assessment for 15 employees and thereafter provide feedback to both the individual and learning and development department.

**1.3.4 The assessments for the 20 employees should include all the assessments listed below:**

**VIA Inventory of Strengths Assessment**

The VIA Inventory of Strengths is designed to help individuals and organizations enhance their performance. The VIA Inventory of Strengths is intended to assist individuals in identifying their unique talents and interests. It also teaches individuals how to leverage their skills to get the outcomes they desire in life. This assessment enables you to gain an understanding of oneself as an individual and learn how to grow your strengths and improve your weaknesses. The VIA Inventory of Strengths in coaching has two main benefits. First, it helps you understand your strengths and areas of development. It gives you a better understanding of your natural abilities and the things that you excel at. Second, it helps you understand how your personal goals, values, and motivations relate to your strengths. The service provider should be able to assess the 20 employees on this assessment and provide feedback to employees based on their results.

**16 PF Personality Questionnaire Assessment**

The 16 personality factors represent multiple components of personality. These include emotional stability, perfectionism, logical ability, and warmth. People have long been interested in human individuality. As a result, several theories have emerged that demonstrate how personality develops and influences behavior. The 16pf Personality Questionnaire provides objective, empirical measurements of personality traits, enabling one to identify and develop the employees who will help the organization thrive and succeed. The service provider should be able to evaluate the 20 employees on this assessment and provide feedback based on the results.

**Emotional Quotient Inventory 2.0 (EQ-i 2.0) Assessment**

The EQ-i2.0 is one of the most advanced and extensively researched measures of emotional intelligence in the assessment industry. This tool is essential for personal,



professional, and leadership growth, as well as for attracting exceptional employees. The EQ-i2.0 assesses a set of emotional and social abilities that influence how people perceive and express themselves, establish and maintain social relationships, manage challenges, and use emotional information effectively and meaningfully. The service provider should be able to assess each of the 20 employees in this assessment and provide feedback based on the results.

### **The Myers-Briggs (MBTI) Assessment**

The most widely used personality assessment, the Myers & Briggs (MBTI), identifies personality traits based on four categories: Extraversion vs Introversion, Intuition vs Sensing, Thinking vs Feeling, and Judging vs Perceiving. Based on how an individual answers the question on the assessment, their result will be one of the 16 personality types. The main advantage of the Myers-Briggs assessment for coaching is that it produces greater self-awareness in employees. Primarily, it aids employees to understand how they see the world and make judgments, and how their preferences differ from those of others. The service provider should be able to evaluate the 20 employees on the assessment and provide feedback according to their overall performance.

### **Occupational Personality Questionnaire Assessment**

The SHL OPQ test has 32 personality characteristics that are assessed by behavioral questions. These questions are grouped into categories, namely, Relationships with People, Thinking Style and Feelings and Emotions. The OPQ stands for occupational personality questionnaire and is specifically designed to assess an individual's behavioral styles and personality traits in a work context. The assessment comprises of multiple-choice questions that measure various aspects of an individual's personality traits, such as motivation, communication style, leadership potential and problem-solving skills providing employers with a deeper understanding of an individual's traits as aligned to those required for a success in a role.

## **2.1 Evaluation Criteria for Service Provider SHL assessments**

### **PHASE 1: MANDATORY REQUIREMENTS**

<b>No</b>	<b>Requirements</b>	<b>Comply</b>	<b>Not Comply</b>
<b><u>01</u></b>	Must have 10 years of experience as Psychometrist or Industrial psychologist.		
<b><u>02</u></b>	A minimum of 5 signed referral letters on the company's letterhead stating they have rendered such a service prior.		
<b><u>03</u></b>	Bachelor of Psychology (BPsych) degree or equivalent in Psychometry is aligned with the National Framework for Human Resources for Health in South Africa and the National Qualification Framework for Education.		
<b><u>04</u></b>	Must be registered with a Professional Body (SIOPSA/ HPCSA/ COMENSA)		
<b><u>05</u></b>	Bidders focus must be able to Select/compile and interpret appropriate batteries of assessments for employees.		
<b><u>06</u></b>	Administered face-to-face consultations rendering feedback about assessments results.		

### **PHASE 2: COMMERCIAL EVALUATION**

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B\_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

### 3. PRICING SCHEDULE

No	Description	No of Employees	Unit Rate	Total Amount
1	Enneagram Personality Assessment	15		
2	Emotional Quotient Inventory 2.0 (EQ-i 2.0) Assessment	20		
3	The Myers-Briggs (MBTI) Assessment	20		
4	VIA Inventory of Strengths Assessment	20		
5	PF Personality Questionnaire Assessment	20		
6	Administer face-to-face consultations rendering feedback about assessments results.	35		
7	Other ( <b>Specify</b> )			
<b>SUB TOTAL (EXC.VAT)</b>				<b>R</b>
<b>VAT (@15%)</b>				<b>R</b>
<b>TOTAL (INC.VAT)</b>				<b>R</b>