

TERMS OF REFERENCE

THE APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF PSYCHOMETRIC ASSESSMENT SERVICES FOR EXECUTIVE AND SENIOR MANAGEMENT FOR THE RECRUITMENT PROCESS.

1. Introduction

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture.

The Agricultural Research Council (ARC) requires the services of a suitable, qualified, and experienced service provider for the provision of Psychometric Assessment Services for Executive and Senior Management **on an as-and-when-required basis** for a period of ten (10) months.

2. Purpose of the RFQ

To appoint a service provider for the provision of Psychometric Assessment Services for Executive and Senior Management for the recruitment process for a period of ten (10) months.

3. Functional and Technical Requirements

The service provider is expected to adequately address all items referenced in the Scope of Work below:

- 3.1 **Scientific Validity:** Tests must be scientifically validated and normed for the South African population.
- 3.2 **Fairness:** Assessments must be unbiased against any employee or group.
- 3.3 **Scope of Service:** Ability to offer a range of assessments, including the following cognitive ability, interest, analytical ability (quantitative and qualitative), Emotional Intelligence (EQ), management style, personality, and competency-based assessments.

4. Deliverables

The service provider must deliver:

- **Reporting:** Capability to provide in-depth, professional, and integrated reports for various levels, including Executive and Senior Management.

5. Duration of Service

- 10 months.

6. Minimum Requirements

6.1 Company Experience and References (*Provide a minimum of 3 reference letters*)

- The service provider must have five (5) or more years of experience in providing psychometric assessment services for Executive and Senior Management.
- **The service provider must provide a minimum of three (3) signed reference letters for psychometric assessment work done (the past 5 years) that should contain the following:**
 - The name of the client.
 - On their Company letterhead.
 - Contact Person, e-mail/telephone.
 - Description of the service provided.
 - Duration of the contract (start-end date)
 - Value of the contract.

N.B. Reference letters that do not contain all the above requirements **will not be considered.**

6.2 Qualifications of allocated resources (*Provide detailed CVs and qualifications of Industrial Psychologists or registered Psychometrists who will manage the account*).

- Relevant NQF Level 8, passed HPCSA board exam and registered as Psychometrists.

7. Pricing Structure

- You are requested to provide a fixed written quotation for 10 months as follows:

Description	Quantity	Unit of Measure
Psychometric assessment services to focus on the following areas: <ul style="list-style-type: none">• Cognitive Ability• Interests• Analytical Ability (Quantitative and Qualitative)• Emotional Intelligence (EQ)• Management Style• Personality• Competency-based assessments	20	EA

8. Bid Evaluation Criteria

This bid will be evaluated in four phases. The bid evaluation process will be conducted, and the bidder must qualify at each stage to be eligible to proceed to the next stage of the evaluation as follows:

- Phase 1: Compliance with the administrative bid requirements.
- Phase 2: Mandatory requirements.
- Phase 3: Functional and Technical requirements,
- Phase 4: Price and BBEE.

8.1 Phase 1: Administrative Requirements

The following shall be submitted with the bid proposal or adhered to throughout the RFQ process:

- Valid Tax Pin number from SARS.
- Valid B-BBEE certificate or affidavit.
- CSD report (Central Supplier Database report).
- Complete and sign all SBD forms.

8.2 Phase 2: Mandatory Requirements

Bidders will be evaluated against the mandatory requirements listed below; failure to meet these requirements will result in **disqualification**, and bidders will not proceed to the functionality and technical evaluation.

- Company Experience and References (Provide a minimum of 3 reference letters).
- Qualifications of allocated resources (Provide detailed CVs and qualifications of Industrial Psychologists or registered Psychometrists who will manage the account).
- **HPCSA Registration:** The service provider must provide proof that practitioners administering and interpreting assessments are registered with HPCSA.
- **Certified Assessments:** Only tests classified and certified by the HPCSA as valid, reliable, and fair are permissible.
- **POPIA Compliance:** The service provider must adhere to the Protection of Personal Information Act (POPIA)

8.3 Phase 3: Functional and Technical Evaluation

The bidder must comply with the functional/technical requirements. Bidders who do not meet all the functional/technical requirements will be disqualified and will not be evaluated for price and B-BBEE (Specific Goals).

The functionality of the proposals will be evaluated in accordance with the criteria below:

8.4 Phase 4: Price and B-BBEE (Specific Goals)

Bidders that do not comply with the functional and technical requirements as indicated above will not be evaluated for further pricing and B-BBEE (Specific Goals).

The 80/20 principle will apply under the Preferential Procurement Policy Framework Act.

Specific Goals

Specific Goals	Percentage Ownership (1%)	Points (20)	Points (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 – 4	2	1
RDP Goals	Points will be allocated to enterprises located in rural areas.	2	1
TOTAL POINTS		20	10