



Independent Communications Authority of South Africa

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TERMS OF REFERENCES FOR PSYCHOMETRIC AND COMPETENCY ASSESSMENT SERVICES FOR A PERIOD OF SIX (6) MONTHS

1. Background

ICASA aims to attract, match and place the best talent, therefore as part of the selection criteria, the most suitable candidate is referred for psychometric and competency assessments. It is against this background that ICASA requires a service provider to render psychometric and competency assessment services for recruitment, selection and development when required.

The overall objective is to establish a partnership with a reputable service provider specialising in Psychometric and Competency Assessment Services. During the assessment process ICASA will retain the ultimate decision-making in selecting the successful candidate.

2. Scope of work / Good and services needed

ICASA's intention is to source Psychometric and Competency Assessment Services from a qualifying service provider, capable of providing a service aligned to the Authority's Human Resource Strategy and the related processes. Psychometric Assessment is defined as the provision of registered psychometric assessment instruments (including tests) that are administered by Psychologists and Psychometrists who are registered with the Health Professions Council South Africa (HPCSA), to assist in the valid and reliable method of selecting the most suitable job applicants or candidates for development.

Assessment batteries can be made out of psychometric assessments and competency assessments. Psychometric assessments measure psychological constructs and are registered by the HPCSA and conform to the requirements of the Employment Equity Act. Competency assessments are used to predict future performance on the job against predetermined actual performance competencies.

The scope of work includes:

- i. Administering of online and/or on-site assessment services that aim to measure dimensions and attributes at various organisational levels;
- ii. Analysis and compilation of individual and integrated reports; and
- iii. Providing feedback to ICASA/individual on request.

Table 1 provides an indication of the dimensions to be assessed and these are classified as:

- Intelligence;
- Personality;
- Capability;
- Behaviour;
- Management Competence;
- Emotional Intelligence;
- Leadership Competence
- Supervisory Competence;
- Reasoning ability;
- Verbal ability; and
- Aptitude.

Table 1

Organisational Level	Attributes and Competencies to be measured (examples but not necessarily limited to the following):
Graduates	Reasoning ability Verbal ability Numeric ability
Across all levels	Personality/Behaviour Analysis

Middle and Supervisory Management	Management/Supervisory Competence Emotional intelligence
Senior Management and Executive	Leadership Competence Management Competence Emotional intelligence

3. Proposed Assessment Batteries

The service provider must indicate on the proposal the type of proposed assessment batteries that will be utilised for each category as reflected above.

4. Period of Assignment

The service provider will be appointed for a period of six (6) months *"on an as and when required basis"*.

5. Mandatory Requirements

The administration of all psychometric assessments should be done by Psychologists and Psychometrists who are registered with the HPCSA. **Proof of professional registration with the HPCSA is a mandatory requirement and should be submitted as part of this proposal for all personnel that will be responsible for the administration of psychometric assessments within the service provider.**

6. Geographical Needs

The services are needed at ICASA Head Office. The service provider will liaise directly with the Talent Sourcing team for further clarification of the specification.

7. Delivery of service

The service provider will assess the candidates and analyse the data and subsequently prepare the reports to be considered by HR and the selection committee.

8. Technical Expertise and Support

No installation, commissioning, training and after sales service is required. However, the service provider **will be** required to present the report to the selection committee and the candidate.

9. Price Structure

The service provider should outline a clear price structure for each organisational level as stated in the table above. The service is of paramount importance in the selection of suitable candidates as well as the development of the identified employee and the credibility of the service provider should not be compromised. **The pricing schedule is attached as Annexure "A". Service providers are advised to quote as per the provided table and failure to do so will result in disqualification.**

10. Legislation

The management of the service will be done within the confines of the law and ethical compliance. The sourcing of qualified candidates remains an integral part of the HR strategy.

11. New Requirements / Technology Changes

There are no new requirements and technology changes for the service.

12. Process Requirements and Management

The service provider will be required to swiftly arrange the completion of the assessments with the candidates as soon as they receive the request for the specific position.

13. Assurance of Supply Logistics

There are no distribution and warehousing requirements for the service.

14. Service Requirements

The services should be delivered within 5 days of being requested by ICASA.

Annexure "A"

Pricing Schedule

Level of the position to be assessed	Individual Price for each complete assessment per candidate	Feedback Session for each candidate to the selection committee	Feedback Session to each assessed candidate	Integrated Report of the Assessment Results	Total
Graduates					
Middle and Supervisory Management					
Senior Management and Executive					