

REQUEST FOR PROPOSAL

APPOINTMENT OF A FACILITATOR TO DEVELOP AND LEAD THE HR STRATEGY SESSIONS

1. INTRODUCTION

The CEF Group of Companies, through its holding company is focused on sustainability through its stability and growth initiatives. This sustainability is not only to ensure sustainable security of energy supply, but also the continued socio-economic sustainability of the CEF Group of Companies to deliver on its development mandate through its commercial agenda.

The CEF Group of Companies (CEF), through the holding company CEF (SOC) Ltd, is a state owned company governed by the Central Energy Fund Act of 1977. CEF SOC conducts its business through the holding company and its subsidiaries with which constitutes the CEF Group of companies. CEF Group of companies represents the mandate of government in the energy security of supply value chain. This comprises of: exploration and production; coal supply; gas supply; liquid fuels processing; a renewables division and liquids fuels storage/infrastructure.

2. PROJECT BACKGROUND

The CEF Corporate Plan and parenting strategy seeks to create a balanced and diverse Group, altering the Group of a dependency on single source of revenue. The strategy acknowledges the quantum leap, which lies ahead as the organisation seeks to transition from the CEF Group of today, to the CEF Group of the future. It is against this backdrop that the HR Strategy should be implemented.

The CEF Group strategic objectives are dependent on Human Capital as a critical enabler in the delivery of the CEF Group Strategy. It is therefore an integral part of driving the organisation forward. CEF Group Human Capital's long-term plan is to facilitate the creation of a high performance organisation (HPO) through the people and the organisational culture. The Human Capital is premised on the understanding that intellectual capital i.e. the talent, skills and expertise of the people must serve as an engine behind the value creation for the organisation.

3. SCOPE OF WORK REQUIREMENTS

a. Request for HR strategy and repositioning

- Develop Employee value proposition of HR;
- Develop HR long term strategy;
- Develop HR strategy implementation Road map;
- Develop implementation plan for shared services centralisation;
- Facilitation of HR strategy session.

b. Approach and Target market

The first phase will be for CEF SOC and second phase is cascading the strategy to subsidiaries (PetroSA, PASA, AEMFC, SFF & IGAS) within the Group through workshops and engagements.

c. Expected Outcomes

The aim is to drive the required changes in culture, leadership, talent management, performance, reward and recognition, personal development, ways of working and structures that will be needed to ensure that CEF achieves its strategic goals and that its employees receive an exceptional work experience.

4. TECHNICAL EVALUATION CRITERIA

The service provider must provide CEF with a proposal which will be evaluated as follows. Note bidders that fail to meet the minimum functionality threshold of 70% will be disqualified from being evaluated further.

Evaluation Criteria	Guidelines for Criteria Application	Weighting
Company Experience	The bidding company should submit a' Company profile demonstrating experience in developing HR Strategy and expertise in Employee Value proposition and shared services Rating: 5 = >10 years' experience 4 = >7 up to 10 years' experience 3 = >5 up to 7 years' experience 2 = >3 up to 5 years' experience 1 = 3 years' experience 0 = less than 3 years' experience	10
Team Experience	The bidder must submit the following details about the team assigned to this CEF project - List of team members together with their relevant titles/positions - Short profile of the team leader showing at least 10 years' experience in HR Strategy formulations. - Other Team members' profiles (apart from the team lead) to have at least a combined experience in various HR aspects Rating: 5 = Provision of all 3 pre-requisites 3 = Provision of 2 pre-requisites 1 = Provision of 1 pre-requisite 0 = No provision of any of the 3 pre-requisites/Non-relevant provision	20

Project approach and Project Plan	The bidder must submit a project approach and project plan which detail the following: • Project plan with Proposed schedule for the project (i.e. project stages and milestones) • Project plan with Project Timelines • Project approach/methodology with all activities to deliver the CEF project including implementation of quick wins Rating: 5 = Provision of project plan and approach which details all the 3 pre-requisites 3 = Provision of a project plan and approach which details 2 pre-requisites 1 = Provision of a project plan and approach with only one pre-requisite 0 = No provision of project plan and project approach	40
Reference Letters	The bidder must provide relevant reference letters indicating that they have in the past 5 years (2018 – 2022) executed similar projects. The reference letters must be on the past client's letterhead, with the client signature and contact details. Rating: 5 = Five or more reference letters showing relevant services as per scope 4 = Four reference letters showing relevant services as per scope 3 = Three reference letters showing relevant services as per scope 2 = Two reference letters showing relevant services as per scope 1 = One reference letter showing relevant services as per scope 0 = No letter provided/Letters provided were non-relevant to scope Ps: Letters with non-relevant services as well as without the pre-requisite signature, letterhead & older than 5 years will be disregarded.	30
Total		100
Minimum functionality/technical threshold		70%

5. CONCLUSION

The CEF SOC therefore requests a proposal and quotation (including a process guide for facilitated sessions for leadership and employees). The dates for the facilitations sessions are tentatively September/October 2022, subject to venue availability.

6. PRICING SCHEDULE

<u>Description-Deliverables</u>	<u>Costs (Rands)</u>	<u>Comments (if any)</u>
1. <u>Activity Employee Value Proposition</u>		
2. <u>Activity 2: HR strategy</u>		
3. <u>Activity 3: HR strategy implementation Road map</u>		
4. <u>Activity 4: implementation plan for shared services centralisation;</u>		
5. <u>Activity 5: Facilitation of HR strategy</u>		
Total Amount (Exc.VAT)		
VAT		
Total costs (Inc.VAT)		

The bidder must breakdown the pricing further where necessary based on the above activities and provide a lump sum output based pricing offer to CEF which includes all foreseeable costs to deliver the full project scope.