

TECHNICAL SPECIFICATION FOR: CONSULTANCY FIRM TO FORMULATE/REVIEW EMPLOYMENT EQUITY PLAN

1. BACKGROUND

- 1.1** Broadband Infraco SOC Limited (“Broadband Infraco” or in short BBI) a state-owned company (“SOC”) has been given the mandate by the Government of South Africa to support the availability and affordability of broadband access as part of the country’s effort to meet the goals of the National Development Plan, within a financially sustainable manner.
- 1.2** BBI is particularly intended to support improvements in the market efficiency in the long-distance connectivity segment by increasing available long-distance network infrastructure and capacity to stimulate private sector development and innovation in telecommunications services and content offerings, as well as to support the rollout of long distance national and international connectivity to previously under-serviced areas.

2. OBJECTIVES

- Company seeks to engage a qualified consultancy firm to assist in the comprehensive review of Employment Equity (EE) Plan in compliance with relevant labour legislation and sectoral requirements and best practices.

3. SCOPE OF THE SERVICES

3.1 The selected consultancy firm will be required to:

- Work closely with HR Management to draft the Employment Equity Plan.
- Ensure the plan is aligned with the Employment Equity policy.
- Provide written reports as may be regularly required by HR Management or any governance structure within the organisation.

- Conduct an employment equity analysis, including workforce demographic assessments.
- Identify employment barriers and develop strategies to address them.
- Assist in setting Employment Equity targets and goals aligned with industry benchmarks and regulatory requirements.
- Draft a structured and actionable Employment Equity Plan.
- Provide guidance on stakeholder engagement and consultation processes.
- Ensure compliance with applicable policies, labour laws and regulations.
- Provide a project plan for the delivery of the product required
- Provide an approach that will be followed towards review of the Employment Equity Plan

3.2 The consultancy firm must deliver the following:

- A detailed Employment Equity analysis report, including workforce profile and identified gaps.
- A comprehensive draft Employment Equity Plan with clear implementation strategies and timelines.
- A roadmap for ongoing monitoring and evaluation of the Employment Equity Plan.
- Present the draft to HR Management for consideration
- Present the draft report to the governance structures as per request from HR Management

4. Qualifications, Experience, and Expertise

- A track record of successful Employment Equity Plan implementations in similar organisations (provide 3 reference letters from previous clients).
- Qualified consultants/resources with a Bachelor's degree in HR, Business Management, LLB or equivalent.
- CVs of the consultants/resources must be provided.
- Provide company profile.
- Expertise in human resources, labour laws and best practices.

- Experience working in similar industry sector as BBI or government
- Strong facilitation and stakeholder engagement capabilities.

5. DURATION, TIME, AND COMMENCEMENT

- The service provider will be required to complete the assignment a period of 2 months.

6. PAYMENT SCHEDULE

- As agreed by the company and the service provider.