

Scope Of Work

1.1 Statement of Purpose

CEF SOC is looking for a service provider to render competency assessment services for a three-year period.

1.2 Background and context

The Human Capital Management is tasked with the mandate to ensure that CEF SOC is adequately staffed with the right skills in the right positions at the right time. This is particularly the case for the roles from senior management above which in addition to the normal talent sourcing methods, there is a need to factor in competency assessments for development purposes of the successful candidates.

In support of the Human Capital Management mandate, the CEF SOC Talent Sourcing policy provides that the purpose of competency assessments is to establish a full composite picture of the candidate's skills, abilities and areas of development which then inform the development blueprint of the successful candidate. Given the indispensable role of developing employees and consistent with the latest human capital management trends there is therefore a precise need to develop and empower employees through an all-rounded competency framework for them to respond to the ever-changing workplace. It is against this background that CEF SOC need to appoint a service provider to render the competency assessments to serve the following purpose amongst others:

- Deliberate upgrading of employees 'professional knowledge, technical skills along different stages of their career.
- Realign the skills with organization's objectives strategies and plans.
- Provide a benchmark against which individuals can be evaluated for recruitment, selection, performance management, development and succession planning.
- Identify gaps between present skill base and skills set as may be required in the organization's current and future direction.



TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION

Bidders will be evaluated according to the technical evaluation criteria below. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

2.1 Client References

The bidder should submit relevant reference letters. The bidder must provide signed and dated relevant reference letters from clients in the past 5 years.

The reference letters must be:

- on a client's letterhead
- signed, dated, and have contactable details.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Client References	Bidder submitted 5 or more relevant reference letters	Reference letters	5	30%
	Bidder submitted 3 or 4 relevant reference letters		3	
	Bidder submitted 1 or 2 relevant reference letters		1	
	Bidder did not provide any relevant reference letters		0	

2.2 Experience of the team lead

The team lead should showcase experience in the relevant field (competency assessments/framework).

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Team lead	Team lead has five (5) or more years of relevant experience and registered with professional body as a Psychometrist	CV	5	10%
	Team lead has four (4) but less than 5 years of relevant experience and registered with professional body as a Psychometrist		4	
	Team lead has three (3) but less than 4 years of relevant experience and registered with professional body as a Psychometrist		3	
	Team lead has two (2) but less than 3 years of relevant experience and registered with professional body as a Psychometrist		2	
	Team lead has one (1) but less than 2 years of relevant experience and registered with professional body as a Psychometrist		1	
	Team lead has zero (0) years of experience and registered with professional body as a Psychometrist		0	

2.3 Professional Registration of the team lead

Detailed Competency Assessment Methodology covering the following areas as a minimum:

- Simulation Exercises
- Cognitive Process Profile

- Personality Characteristics (Occupational Personality Profile)
- Emotional Intelligence (SEI)
- Case studies
- 360-degree assessments.

	Evaluation Criteria	Document Evidence	as	Score	Weighting %
Competency Assessment Methodology	The bidder provided all six (6) elements	Detailed Assessment Methodology		5	60%
	The bidder provided five (5) elements			4	
	The bidder provided five (5) elements			3	
	The bidder provided less than the five (5) elements			0	