Terms of Reference – PUR 7102/20 – Consultant to conduct Skills Audit

Background

Taletso TVET College is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the Council is the Accounting Authority of the college The college is governed by the Council appointed by the Minister of Higher Education and Training.

Purpose

Taletso TVET College will issue a tender for the provision of skills audit for all employees:

1. Ensuring that leaders, managers, as well as employees are aware of and buy into the importance of a skills audit.
2. Developing a skills matrix and creating analytic reports that support the college's strategic objectives.

Skills Audit

The audit data can also serve to detect skill deficiencies, improve skill levels, and prevent critical skill losses. Of course, each person who works in the organization has a set of skills. Not only is it important for the college to know what each employee's skill set and skill levels are, but it is also important to know how these skills are utilised as a part of his/her work role.

In the end, the skills audit will provide a snapshot of the organisations' skills base that allows identification of specific training needs, prioritisation of training, job role matching, and the meeting of employee desires and aspirations.

Benefits:

The benefits of conducting a comprehensive skills audit are numerous:

- Placing the right people, with the right projects and job roles.
- Providing detailed information on the most essential areas for skills improvement.
- Providing detailed information to develop training and development resources.
- Lower training and development costs because development efforts are more focused.
- Defining the most urgent recruiting needs and securing the best applicants.
- Facilitating placement decisions.
- Providing accurate information to enhance career and succession planning activities.

Anticipated Outcomes

Most common results should include:

- Comprehensive and valid workplace skills matrices and plans.
- Improved organisational knowledge and skills.
- Reduced costs of training and development.
- Better targeted training programs.
- More accurate internal employee selection, succession, and placement.
- Increased productivity by securing the right employees in the right places.

Downfalls of not conducting it:

Organisations, which do not engage in skills audits, usually face the following problems:

- Having the wrong people in the wrong job roles.
- Inhibited job growth for your employees.
- Not recruiting the right applicants for both the organizations' current and future strategic needs.
- Expensive and non-effective training.
- Training plans that are too general to bring valid results.
- Failure to align training priorities with the goals and priorities of the organization.
- Little or no commitment to training & development by management and staff, as plans are not seen as value-adding.

By not doing a skills audit making effective decisions about skills management is nearly impossible. Without it, companies are relying on methods that are subjective, inconsistent, not tailored to specific job skills, or the results are not meaningful enough to support objective and accurate decision making.

Skills Audits will answer many questions that are crucial to the college's success such as:
- What are our core competencies and are we leveraging them?
- What is our greatest skills weakness that could be hurting our productivity?
- Is our focus and investment in investment in skills aligned with our business goals as well as objectives?
- What are the critical skills gaps we should be focusing on?
- Are our initiatives reducing critical skills gaps?

Pricing Schedule

Option 1

Item	Description	Project Duration	Method	Unit Price per Employee(All-inclusive, incl. VAT)
1	Conduct comprehensive skill audit	3- 6 months	Questionnaire	**R**

Option 2

Item	Description	Project Duration	Method	Unit Price per Employee (All-inclusive, incl. VAT)
1	Conduct comprehensive skill audit	3- 6 months	One-on-one	**R**

Mandatory Requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B and B1	Technical specifications and pricing	Complete and Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank
Appendix D	Company registration documents	Provide certified Company registration documents
Appendix E	Tax clearance certification	Provide an original valid tax clearance certificate or Tax Pin Number
Appendix F	B-BBEE certification	Provide a valid SANAS B-BBEE Verification Certificate
Appendix G	Board resolution	Provide Valid Board Resolution if not Sole Proprietor
Appendix H	Declaration of Interest	Complete form in this tender document
Appendix I	Registration on National Treasury	Provide a copy of your unique supplier number **(MAAA….).**

Appendix J	Identity documents	Submit certified ID copies (not older than 3 months) of all directors, shareholders and personnel to be allocated to the college

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar size and nature (Skills Audit) done within the past three (3) years: 3 References verified = 30 Points 2 References verified = 20 Points 1 Reference verified = 10 Points	**30**
Offices/workplace in North West Province (submit proof of location, eg municipality statement, lease) Based in North West = 20 points Based outside of North West = 5 points	**20**
Submit comprehensive Skill Audit methodology with deliverable and time lines Provided- comprehensive = 20 points Provided – not comprehensive = 10 points Not provided = 0 points	**20**
Submit a real case study / sample / report of the Skill Audit conducted within the past 3 years for orgaisation of similar size Provided = 20 points Not provided = 0 points	**30**
Total points	**100**