

Terms of Reference

Appointment of a service provider to undertake a Salary and Job Grading Benchmarking Exercise for

Agrément South Africa

1. Introduction

Agrément South Africa extends a call for the submission of a proposal and quotation from a suitably qualified firm to conduct an independent Salary and Job Grading Benchmarking Exercise for Agrément South Africa in relation with prevailing market rates for similar work of comparable complexity, quality and speciality.

2. Background

Agrément South Africa was established in 1969 and has been operating within the CSIR under the auspices of its Built Environment Unit. In December 2015, Agrément South Africa was recognised as an independent agency that could provide an impartial judgment in the evaluation of innovative construction products and systems in the interests of the consumer and the construction industry at large.

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was thereby established as a Schedule 3A entity from 1 April 2017, where previously it had been transferred to the CSIR being a Schedule 3B entity with a staff compliment of 22 employees. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to those who specify requirements and to users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry;
- To support and promote the introduction and use of certified non-standardised construction-related products or systems in the local or international market;
- To support policy makers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems

3. Purpose

The assignment will review the existing Agrément South Africa job classification, salary structure and job specification associated with this structure and recommend improvements to reflect the applicable job function, role and capability requirements.

The assignment will propose an equitable role classification and salary structure, related job-evaluation criteria and remuneration commensurate with Agrément South Africa.

4. Objectives

- 4.1 Conduct an inception meeting with Agrément South Africa staff to explain the objective of the exercise and to facilitate an understanding of the current roles of the employees.
- 4.2 Any questionnaires to be used during the survey to be submitted to Agrément South Africa for approval and sign off.

- 4.3 Collect and analyse data on comparative employers' salary structures and job profiles, formulating proposals based on data drawn from a selection of the best comparative employers.
- 4.4 Conduct research into similar jobs in terms of technical functions and their unique identity with similar entities such as Agrément South Africa, including similar international organizations.
- 4.5 Develop a set of competencies required for different functions including required qualifications, experience, skills, knowledge, attributes and abilities an individual needs to perform the job adequately.
- 4.6 Develop job descriptions for the jobs within Agrément South Africa as per relevant functions.

5. Scope of assignment

Develop job descriptions for 22 positions, evaluate 22 jobs and present the results to Agrément South Africa Job Evaluation Panel as guided by the *Department of Public Works, The Council for Built Environment (CBE), Independent Development Trust (IDT), Construction Industry Development Board* and other public entity construction guidelines, as applicable; any applicable legislation, sector benchmarks and established practices, both nationally and internationally.

6. Deliverables

- 6.1 The appointed firm shall prepare and present findings of the salary and job grading review survey to the Agrément South Africa Board.
- 6.2 A detailed report and recommendations on the review and the level of remuneration that is appropriate with job roles and capability requirements for Agrément South Africa with the minimum, median and maximum pay structure or grades of all reviewed job levels resulting from the exercise.

- 6.3 A complete report, with costs including recommendations for consideration by the Agrément South Africa Board.
- 6.4 A detailed report on the methodology, firms interviewed and all other supporting information of relevance.

7. Duration of the task

The salary and job-grading review project is not envisaged to take longer than 4 months from the date of collecting the Terms of Reference. The firm therefore is required to prepare and submit the proposal that allows for the achievement of all deliverables within the agreed timelines.

8. Duty Station

The firm shall not be required to be based at Agrément South Africa Offices but must work closely with the Agrément South Africa Corporate Services HR for the duration of the assignment.

9. Confidentiality

The firm or its representative will be required to sign confidentiality forms to maintain the highest level of confidentiality with regard to the information acquired before, during and after completion of the assignment, in compliance with *Act No. 4 of 2013, Protection of Personal Information Act*.

10. Required documentation for submission

- 10.1 Company profile
- 10.2 Tax certificate (relevant to latest year of submission)
- 10.3 CVs of the technical team member/s

- 10.4 Experience in undertaking compensation benchmarking for industry-related entities
- 10.5 Financial proposals indicating the basis for calculation of fees
- 10.6 Knowledge of the *Paterson Grading system*
- 10.7 Proven track record in the area of benefit analysis and compensation in the construction industry
- 10.8 A valid B-BBEE Certificate

11. Financial and compliance (minimum):

- 11.1 Registration with the National Treasury Central Supplier Data Base for Government is a prerequisite. A valid registration number is required for all services;
- 11.2 All suppliers/contractors used are not on the Restricted Suppliers list;
- 11.3 The procurement of goods/ works/ services was not deliberately split into parts or items of lesser value merely to avoid complying with the requirements of the SCM policy/ SCM regulations;
- 11.4 Written proposals will be obtained from at least three different prospective suppliers.
- 11.5 The goods/ services were procured through transversal contracts (facilitated by the treasuries) as far as possible;
- 11.6 Quotes will be evaluated in accordance with the preference point system as prescribed by the PPPF Act for awards above the value of R10 000.00 (VAT included).
- 11.7 A valid B-BBEE Certificate is required for allocation of points for B-BBEE. In its absence (as prescribed in the B-BBEE Act), proof of annual turnover from the company's accountant or auditors will suffice.

12. Deadline

Proposals, which should include Company Profiles, must be submitted to Portia Molatlhegi at 1 Meiring Naude Road, CSIR, Building 2A, by 16:30 on 19 January 2018.