



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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TERMS OF REFERENCE FOR THE REVIEW OF THE HUMAN RESOURCES POLICY FOR THE AFRICA INSTITUTE AND DEVELOP AN UPDATED BEST PRACTICE ALIGNED HR POLICY

1. Introduction

The Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes commonly known as the Africa Institute is both a Basel Convention Regional Centre (BCRC) and a Stockholm Convention Regional Centre (SCRC) for English speaking African countries. It has been established as an Intergovernmental Organization (IGO) based in Pretoria, South Africa. It began operating in October 2009. As an Intergovernmental Organization, its supreme governing body known as Council is composed of the representatives of its member countries. The Institute has a staff complement of 6.

2. Purpose

As part of its efforts to strengthen its internal governance, compliance and operational efficiency, the Africa Institute seeks the services of a qualified service provider/consultancy to review the existing HR Policy and develop a detailed best practice aligned updated HR Policy.

3. Background

The organization recognizes that its HR policy is important in promoting a fair, consistent, and legally compliant workplace. The policy guides staff behaviour, define roles and responsibilities, and support the organization's strategic goals. Due to changes in the external and internal environment—including updates in labour legislation, shifts in workplace practices such as remote work, and a renewed focus on diversity, equity, and inclusion—there is a need to conduct a comprehensive review of the existing HR policy. This review is also driven by the organization's need to amend some of the provisions of the policy.

In ensuring that our HR Policy remains relevant transparent, relevant and aligned with best practices, the Africa Institute is seeking for a service provider/consultant to review and amend its HR Policy. The Terms of Reference (TORs) outline the purpose, scope, methodology, and governance of the policy review process.

4. Scope

The successful bidder is expected to undertake the following:

- Review the current HR Policy and assess the alignment with relevant legislation HR best practices
- Conduct stakeholder consultations to understand operational challenges and needs
- Revise the existing HR Policy where necessary
- Draft and make recommendations for any policy that may be required to ensure completeness of the HR Policy
- Ensure the that the HR Policy is practical, clear and inclusive.
- Develop standard operating procedures for the HR Policy
- Conduct training for all staff members on the developed HR Policy

5. Deliverables

- HR Policy Review Report
- Revised HR Policy
- Standard Operating Procedures aligned to the Revised HR Policy
- Training for Staff on the Revised HR Policy

6. Proposals Submission Requirements

Interested and eligible service providers are invited to submit proposals the on how best to meet the needs of the Africa Institute with regards to the afore-mentioned services. The proposals should include the following:

- (i) The service provider's capacity to render the service, detailing available resources including qualifications and experience of team members or individual
- (ii) Detailed approach and methodology to be followed, tools and frameworks to be used and timelines for the delivery of the reports
- (iii) Project phases with milestones preferably not exceeding 10 weeks
- (iv) Detailed financial proposal including pricing structure, with all the necessary details. This should be transparent and inclusive.
- (v) The service provider's track record, with evidence of such and contactable referees.
- (vi) The contract duration shall be for a period of 3 months.

Africa Institute shall not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the proposal and reserves the right to cancel this RFQ without attracting any liability.

7. Required Documentation



To accompany the proposal shall be the following:

- (a) Valid Tax Clearance Certificate;
- (b) In proposals where Consortia/Joint Ventures/Sub-contractors are involved, such shall be clearly indicated and each party shall submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- (c) If submitted through hand delivery or postal methods, bidders should submit two identical proposals clearly marked “original” and “copy”.
- (d) The evaluation of proposals can only be done on the basis of information required by the Africa Institute and supplied by the bidder;
- (e) Bidders failing to meet all the mandatory requirements shall automatically be disqualified.
- (f) This tender is open to all members states of the Africa Institute in good financial standing with the Institute.

8. B-BBEE Considerations / National Requirements

8.1 Service Providers are requested to submit the original and valid BBEE / National requirement Status Level Verification Certificate or certified copies thereof failing which the B-BBEE / National requirement preference points claimed will be forfeited.

8.2 Bidders who do not submit B-BBEE Status Level Verification Certificates / National requirement or are non-compliant contributors to B-BBEE / National requirement do not qualify for preference points for BBEE / National requirement but will not be disqualified from the bidding process. They will score zero points.

8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate / National requirement .



8.4 A bidder shall not be awarded the points claimed for B-BBEE status level / National requirement of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

- 9 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level / National requirement, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

10 Details of where Proposals are to be submitted

The proposal should be marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and submitted using either of the following methods:

By e-mail
NMasha@dfpe.gov.za

11 Service Level Agreement

- 11.1 A successful service provider shall enter into a contract with the Africa Institute for the provision of the service.
- 11.2 Before any service can be rendered the service level agreement shall be signed by both Parties (Africa Institute and the successful bidder). Should there be any issue regarding the finalisation of the agreement, the Africa Institute reserves the right to cancel the contract with no cost implications to the Institute.



12. Payment Terms

The Africa Institute undertakes to pay out in full within 14 days all valid claims for services rendered to its satisfaction upon presentation of a substantiated invoice. Payment schedule shall be outlined in the contract. No payment shall be made where there is outstanding information not submitted by the Service Provider until that outstanding information is submitted.

13. Closing date

The closing date for applications is ____28/10/2025____at _16:00 hrs. Late submissions will not be considered.

14. Bids Evaluation

a. Rating Scale

In evaluating the proposals, the following rating scale shall be used for each of the evaluation criterion.

Outcome	Non-compliant	Poor	Fair	Average	Good	Excellent
Rating/score	0	1	2	3	4	5

b. Evaluation Criteria and Weighting

The following is the weighting awarded for each element, and the threshold scores for each:

	Evaluation Criteria	Weight
Functionality	Capacity to provide the required service	45%
	Track Record	10%
	Timeline for service delivery	5%



Price	Pricing structure	30%
B-BBEE	B-BBEE / National Requirement	10%

The proposal must score a minimum of 1.8 weighted average in functionality to be evaluated further on price and B-BBEE. Bids that do not meet this minimum threshold will not be evaluated further on other criteria

15. Enquiries

Should you require further information in this regard, please do not hesitate to contact the following:

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