



Request for Quotations for the

Evaluation and Grading of Job Descriptions – Human Resources Department

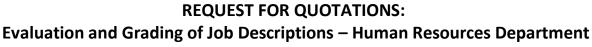
Background:

Islamic Relief South Africa is a humanitarian and development organisation dedicated to fighting poverty, alleviating the suffering of people globally and overcoming all kinds of injustice.

The Human Resources Department is undertaking an exercise to review and update the grading of a number of positions that have not been recently evaluated. This process is necessary to ensure that all job grades are aligned with the current organisational structure, market benchmarks, and internal equity principles.

A total of approximately 40 job descriptions have been identified for evaluation and grading. These positions have not been reviewed since 2020 and therefore require a comprehensive and objective assessment to determine appropriate job grades. It is important to note that, as an NGO, our salary structure should be aligned appropriately with NGO sector standards.







YOU ARE HER AFRICA	EBY IN	IVITED TO QUOTE A	AS PER THE REQUES	T FOR QUOTATION FOR IS	SLAMIC RELIEF SOUTH
Closing Date:		<mark>23 Decen</mark>	<mark>1ber 2025</mark>	CLOSING TIME:	14h00
DESCRIPTION	Evalu	lation and Grading	of Job Descriptions		
BID RESPONSE DO	CUME	ENTS MAY BE SENT	VIA EMAIL TO:		
tenders@islamic-	relief.	org.za			
QUOTATION PRO	CEDUF	RE AND TECHNICAL	ENQUIRIES MAY BE	DIRECTED TO	
CONTACT PERSON	V	Sajidah Khan			
TELEPHONE NUM	BER	011 486 0378			
E-MAIL ADDRESS		Sajidah.khan@is	amic-relief.org.za		
SUPPLIER INFORM	ΛΑΤΙΟΙ	N			
NAME OF SERVICE	E				
PROVIDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUM	BER	CODE		NUMBER	
CELLPHONE NUM	BER			,	
FACSIMILE NUMB	BER	CODE		NUMBER	
E-MAIL ADDRESS					
COMPANY					
REGISTRATION NUMBER					
VAT REGISTRATION	N				
INUIVIDER					



Evaluation and Grading of Job Descriptions – Human Resources Department



Objective:

The primary objective of this assignment is to evaluate and grade 35 job descriptions using an approved job evaluation methodology, ensuring consistency, fairness, and internal equity across all roles.

Scope of Works:

The selected service provider will be expected to:

- Review existing job descriptions (40 positions).
- Clarify role content where necessary through engagement with HR
- HRC to liaise with relevant line managers in need
- Evaluate and grade the positions using a recognised and transparent job evaluation methodology.
- Provide a final report detailing: The evaluation outcomes and rationale for each grade.
- Recommendations for grade alignment and any identified discrepancies.
- A summary table of all evaluated positions.
- Incorporating salary scales
- Current market trends within the NGO sector,

Deliverables:

- Evaluation report with grading outcomes for all 40 positions
- Summary presentation to HR management outlining methodology, findings, and recommendations.
- Supporting documentation of the evaluation process and tools used

Duration:

• The expected duration of the assignment is 4 weeks from the date of contract award.

Required Expertise:

Service providers must demonstrate:

- Proven experience in job evaluation and grading assignments, preferably within the public or corporate sector.
- Familiarity with recognised job evaluation methodologies
- Qualified HR practitioners with expertise in organisational design and compensation management.







Management and Reporting:

The assignment will be managed by the Human Resources Department, which will serve as the primary point of contact. The service provider will report to the HR Coordinator.

Confidentiality:

All job-related information and documentation provided by the organisation shall be treated as strictly confidential. The service provider must adhere to confidentiality and data protection requirements throughout and after completion of the assignment.

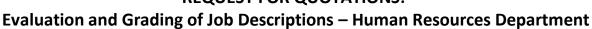
Pre-qualification Criteria:

Without limiting the generality of IRSA's other critical requirements for this request, service providers must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorised representative of the prospective service provider. During this phase service providers' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The service provider's proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification:

Document that must be submitted	Non-su	ubmission may result in disqualification?
Tax Clearance Certificate	YES	Tax clearance certificate
Declaration of Interest – SBD	YES	Complete and sign the document in Annexure A
Accreditations and certificates	YES	Proof of accreditations and copies of certificates.
Submission of Company Profile	YES	Complete company profile
BEE Certificate	YES	Copy of BEE certificate







Relevant qualifications	YES	Proof of qualifications and completed courses for	
		this request	
Letter from the banking	YES	The letter must not older than 3 (three) months.	
institution showing account			
is active			
Returnable Tables	YES	Annexure B - Tables (a), (b) and (c)	
Reference/Recommendation	YES	Minimum 3 (three) recommendation letters	
letters		including contact person, contact numbers and	
		email addresses.	
The service provider's past	YES	Annexure B: Returnable Table C	
and current experience			

Price Evaluation

Service Providers must submit their Pricing Schedule as per Scope of Works and deliverables.

Submission of Quotations

Documents must be sent via email to tenders@islamic-relief.org.za

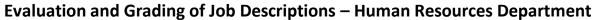
The service provider will be a South African registered company/consultant with proven technical experience in job grading.

Questions must be submitted to <u>Sajidah.khan@islamic-relief.org.za</u> no later than 18 December 2025 at 16h00.

Closing Date

The closing date for the submission of quotations is 23 December 2025 at 14h00







Annexure A

DECLARATION OF INTEREST

Any legal person, including persons employed by Islamic Relief South Africa (IRSA), or persons having a kinship with persons employed by Islamic Relief South Africa, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by IRSA, or to persons connected with or related to them, it is required that the service provider or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the service provider is employed by IRSA; and/or
- the legal person on whose behalf the quotation document is signed, has a

relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.	In order to give effect to the above, the following questionnaire must be completed
and su	bmitted with the bid.

2.2	Identity Number:
2.2	identity Number.
••••••	

Full Name of service provider or his or her representative:



2.1



2.3	shareholder):
2.4	Company Registration Number:
2.5	Tax Reference Number:
2.6	VAT Registration Number:
	The names of all directors / trustees / shareholders / members, their individual identityers, tax reference numbers and, if applicable, employee numbers must be indicated in raph 3 below.
2.7	Are you or any person connected with the service provider presently employed by IRSA YES / NO
2.7.1	If so, furnish the following particulars:
Name	of person / director / trustee / shareholder/ member:
Positio	on occupied in IRSA:





Any other particulars:	
2.7.2 If you are presently employed by IRSA, did you obtain	YES / NO
the appropriate authority to undertake remunerative	
work outside employment of IRSA?	
2.7.2.1 If yes, did you attached proof of such authority to the bid document?	YES / NO
(Note: Failure to submit proof of such authority, where applicable, may result in	<u>the</u>
disqualification of the bid.	
2.7.2.2 If no, furnish reasons for non-submission of such proof:	
	v=0 /
2.8 Did you or your spouse, or any of the company's directors /	YES / NO
trustees / shareholders / members or their spouses conduct	
business with IRSA in the previous twelve months?	





2.8.1	If so, furnish particulars:	
2.9 Do	o you, or any person connected with the service provider, have	YES / NO
	any relationship (family, friend, other) with a person	
	employed by IRSA and who may be involved with	
	the evaluation and or adjudication of this bid?	
2.9.1	f so, furnish particulars.	
•••••		
2.10	Are you, or any person connected with the service provider, YES/NO	
	aware of any relationship (family, friend, other) between	
any ot	her service provider and any person employed by IRSA	
who m	nay be involved with the evaluation and or adjudication	
of this	bid?	
2.10.1	If so, furnish particulars.	
•••••		
•••••		





2.11	Do you or any of the direct	ors / trustees / shareholders /	members YES/NO
of the	company have any interest i	n any other related companies	
whetl	ner or not they are quoting fo	or this contract?	
2.11.3	If so, furnish particulars:		
••••••			
3 F	ull details of directors / trust	tees / members / shareholders	.
Full	Name	Identity Number	Personal Tax Reference Number
	DECLARATION		
4	DECLARATION		
I, THE	UNDERSIGNED (NAME)		
CERTI	FY THAT THE INFORMATION	FURNISHED IN PARAGRAPHS 2	and 3 ABOVE IS CORRECT.
	EPT THAT IRSA MAY REJECT T E TO BE FALSE.	HE BID OR ACT AGAINST ME SH	IOULD THIS DECLARATION



ISLAMIC RELIEF

Signature	Date
Position	Name of service provider and Signature







Annexure B

Format for Returnable Table (a)

SERVICE PROVIDER'S TEAM LEADER EXPERIENCE:

Table (a) details of the team leaders current and past experience

Years of experience	Position / Designation	Qualifications	Relevant Experience	
			Project details and relevant period	Description of services rendered and extent of the team leader's responsibility
				experience Designation Project details and relevant







Annexure B

Format for Returnable Table (b)

SERVICE PROVIDER'S LIST OF TEAM MEMBER'S EXPERIENCE (if applicable):

Table (b) list of the team member's current and past experience:

Years of experience	Position / Designation	Qualifications	Relevant Experience	
			Project details and relevant period	Description of services rendered and extent of the team member's responsibility
				experience Designation Project details and relevant





Annexure B

Format for Returnable Table (c)

SERVICE PROVIDER'S CAPACITY:

Table (c) details of the service provider's current and past experience

Client Name	Transaction Description	Transaction Value	Project period (Start and End Dates)	Description of service performed and extent of Service provider's responsibilities