

**REQUEST FOR QUOTATIONS:**  
**Evaluation and Grading of Job Descriptions – Human Resources Department**



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**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.

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<b>YOU ARE HEREBY INVITED TO QUOTE AS PER THE REQUEST FOR QUOTATION FOR ISLAMIC RELIEF SOUTH AFRICA</b>			
Closing Date:	<b>23 December 2025</b>	CLOSING TIME:	<b>14h00</b>
DESCRIPTION	<b>Evaluation and Grading of Job Descriptions</b>		
<b>BID RESPONSE DOCUMENTS MAY BE SENT VIA EMAIL TO:</b>			
<b>tenders@islamic-relief.org.za</b>			
<b>QUOTATION PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO</b>			
CONTACT PERSON	Sajidah Khan		
TELEPHONE NUMBER	011 486 0378		
E-MAIL ADDRESS	Sajidah.khan@islamic-relief.org.za		
<b>SUPPLIER INFORMATION</b>			
NAME OF SERVICE PROVIDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
VAT REGISTRATION NUMBER			

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### 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.

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### 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-submission 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

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

### 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](mailto: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 [Sajidah.khan@islamic-relief.org.za](mailto:Sajidah.khan@islamic-relief.org.za) no later than **18 December 2025 at 16h00**.

### Closing Date

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

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**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 submitted with the bid.**

**2.1 Full Name of service provider or his or her representative:**

.....

**2.2 Identity Number:**

.....

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2.3 Position occupied in the Company (director, trustee, shareholder):.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in paragraph 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: .....

Position occupied in IRSA: .....

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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 the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

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?



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2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do 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 If 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 other service provider and any person employed by IRSA  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

.....

.....

.....

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2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
whether or not they are quoting for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT IRSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

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.....  
Signature

.....  
Date

.....  
Position

.....  
Name of service provider and Signature

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**Annexure B**

**Format for Returnable Table (a)**

**SERVICE PROVIDER'S TEAM LEADER EXPERIENCE:**

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

Name	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

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**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:**

Name	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

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**Annexure B**

**Format for Returnable Table (c)**

**SERVICE PROVIDER'S CAPACITY:**

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

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