



REQUEST FOR QUOTATION

You are hereby invited to submit quotation for the requirements of the Financial and Fiscal Commission

RFQ Number:	RFQ: 211002	RFQ validity period:	30 days from closing date
Date Issued:	19 October 2021	Submission (Email only):	procurement@ffc.co.za
Closing date:	27 October 2021	Enquiries only:	Ms Buhle Ngidi buhle.ngidi@ffc.co.za Ms Lethabo Bilangolo lethabo.bilangolo@ffc.co.za
Closing time:	14h00		
Services Required:	See Terms of Reference		
Delivery address for goods and/or services:	2 nd Floor, Montrose Place, Waterfall Park, Bekker Street, Vorna Valley, Midrand.		

HEADHUNTING FOR (1) RESEARCH SPECIALIST AND (2) RESEARCHERS POSITIONS FOR FINANCIAL AND FISCAL COMMISSION.

1 PURPOSE

The Financial and Fiscal Commission (FFC) intends to appoint a head-hunter to undertake recruitment process of the (1) Research Specialist and (2) Researchers Position. The project duration is estimated to be three (3) months for headhunting and placement of one (1) Research Specialist and two (2) Researchers.

These Terms of Reference invite potential Service Providers that possess the necessary experience and capabilities to submit a proposal. Request for quotation documents can be downloaded from the FFC's website: www@ffc.co.za/ **Bid Number: RFQ211002.**

2 FUNCTIONS OF THE FFC

The FFC is an independent constitutional institution established in terms of section 220 of the Constitution of the Republic South Africa, 1996, read with the Financial and Fiscal Commission Act, 1997(as amended) (FFC Act). The mandate of the FFC is to make recommendations to Organs of State on financial and fiscal matters in accordance with the Constitution and the



FFC Act. The Commission's primary role is to ensure the creation and maintenance of an effective, equitable and sustainable financial, fiscal and system of Intergovernmental fiscal relations in South Africa.

3 INTRODUCTION

The vision of the FFC is to provide influential advice for an equitable, efficient, and sustainable Intergovernmental Fiscal Relations (IGFR) system. Its mission is to provide proactive, expert, and independent advice on promoting a sustainable and equitable IGFR system, through evidence-based policy analysis to ensure the realisation of our Constitutional values.

The Financial and Fiscal Commission (FFC) derives its mandate from Chapter 13 of the Constitution of the Republic of South Africa Act No. 108 of 1996 as amended:

- To make recommendations to Parliament, provincial legislatures, organised local government, and other organs of state on financial and fiscal matters as envisaged in the Constitution and other national legislation.
- Also in terms of Section 214 of the above Act, the function of the Commission is that it must recommendations on the equitable division of revenue raised nationally among the national, provincial and local spheres of government; the determination of each province's equitable share of the provincial share of that revenue; any other allocations to provinces, local government or municipalities from the national government's share of that revenue, and any conditions on which those allocations may be made.

4 SCOPE OF SERVICES

This brief is for a service provider to headhunt potential candidates for positions in the FFC according to the FFC's requirements which are listed hereunder. The service provider will facilitate the Facilitate the recruitment and selection process from beginning to end by collection and recording of the long list, shortlisting possible candidates, administering the



interviews, organising the psychometric assessments, and vetting and submitting the final appointment and placement report.

5 DURATION OF THE PROJECT

The project duration is estimated to be three (3) months for headhunting and placement of one (1) Research Specialist and two (2) Researchers

6. ROLES, RESPONSIBILITIES AND EXPECTED OUTPUTS OF THE SUCCESSFUL BIDDER ARE AS FOLLOWS:

<p>Phase 1</p>	<p>Task: Sourcing of qualified candidates for placement into the Research Specialist and Researchers (2) position:</p> <ul style="list-style-type: none"> ✓ The recruitment agency to headhunt qualifying candidates for the positions ✓ Package and provide the FFC with all CVs of interested candidates for audit purposes. ✓ Provide FFC with a long list of qualified candidates for the position – The list must include name & surname, gender & race, current work, qualifications, job experience and any other FFC agreed criterion – for audit purposes. ✓ Record for the FFC a shortlist of a minimum of three (3) and maximum of five (5) candidates per position to be recommended for interviews. If further candidates need to be considered record must be kept of them. ✓ To conduct background checks on shortlisted candidates (qualification verification, confirmation of personal details criminal checks and credit record, references, and disciplinary record)
<p>Phase 2</p>	<p>Task: Interviews</p> <ul style="list-style-type: none"> ✓ The service provider to facilitate the interview process, i.e., invite candidates for interviews, administer the interviews process as an HR business partner and compile a comprehensive recruitment report or submission for appointment of the successful candidate for approval. (Reflecting the deliberations of the panel on all candidates) ✓ Interviews to be held at FFC offices in Midrand. ✓ Service provider to provide administrative duties for the in-house assessments for candidates who will be interviewed for Researchers positions.
<p>Phase 3</p>	<p>Task: Competency Assessments: Research Specialist</p> <ul style="list-style-type: none"> ✓ Two (2) candidates as recommended by the interview panel to attend psychometric assessments for the Research Specialist position. ✓ The following psychometric assessment batteries to be used:

	<ul style="list-style-type: none"> ✓ Numerical Critical Reasoning; ✓ Verbal Critical Reasoning; ✓ Integrity Assessment; ✓ OPQ / 16 PF/ 15FQ+; ✓ Emotional Intelligence ✓ Cognitive Process Profile; and ✓ Meyer Briggs Type Indicator – for developmental purpose. <p>✓ Conduct background checks on these candidates identified and recommended by the service provider, to ensure that FFC requirements are met.</p> <ul style="list-style-type: none"> • A Psychologist is to prepare a combined assessment report and present the candidates psychometric assessment reports to the FFC panel, at FFC offices in Midrand. <p>NB: The assessment batteries are all to be administered by one service provider and interpreted by one Psychologist. The recruitment agency must have and be able to attest to the assessment results for candidates who were assessed previously on the above assessment batteries.</p>
Phase 4	<p>Task: Placement of the successful candidates.</p> <ul style="list-style-type: none"> ✓ The successful candidate to be placed into the Specialist Researcher and Researchers positions. ✓ Service provider to provide the FFC with an auditable file(s) consisting of all documents transmitted in relation to the entire recruitment process and as per the FFC Recruitment and Selection Policy.

7. EVALUATION.

Functionality Assessment:

CRITERIA	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE	EVIDENCE	
COMPANY EXPERIENCE	This sub criterion covers the experience of the service provider on placement of positions and administration of psychometric assessments completed in medium to large organisations.	30		Provide three (3) references letters where similar activities were completed for the past 5 years as follows: <ul style="list-style-type: none"> • Name of Client/customer. • Type of Project. • Company size. • Project Manager. • project name, economic sector, project start and end dates, factors demonstrating success in terms of projects requirements. • Contact details of the Project Manager • (Telephone numbers and email address) *All details stated above regarding additional references (over and above the 3) must be provided – however a reference letter from the client is not needed.	
	More than 10 similar projects successfully completed in the past 5 years.		20		
	3 – 9 similar projects successfully completed in the past 5 years		15		
	Less than 3 similar projects successfully completed in the past 5 years.		0		
	More than 7 years 'experience in facilitating psychometric assessments on middle, senior and executive management level.		10		Experience on administration of psychometric assessments. <ul style="list-style-type: none"> • Provide three (3) references letters from clients where similar activities were completed for the past 5 years. *All details stated above regarding additional references (over and above the 3) must be provided – however a reference letter from the client is not need.
	3 - 6 years' experience in conducting psychometric assessments on middle, senior and executive management level.		7		
	Less than 3 years' experience in conducting psychometric assessments on middle, senior and executive management level.		0		

COMPANY RESOURCES: EXPERTISE OF CONSULTANTS	The Project Team Leader must have at least five (5) years on placement of executive or senior management positions in medium to large organisations	20		Provide detailed CV with contactable referees for the Project Leader. And CVs of team members. Letters of reference from Clients, confirming successful execution of similar projects, for Project Leader.
	More than five (5) years of experience on placement of executive positions in medium to large organisations for the Project Team Leader		20	
	Three (3) to Five (5) years of experience on placement of executive positions in medium to large organisations for the Project Team Leader.		10	
	Less than five (5) years of experience on placement of executive positions in medium to large organisations for the Project Team Leader.		0	
METHODOLOGY AND APPROACH	This sub criterion covers an elaborative plan on the methodology and detailed project plan for Phase 1 & 3 as per point number 4 above.	50		
	An elaborative plan on the methodology, as well as a detailed project schedule, is demonstrated and customised to the FFC RFQ for resource planning and document management planning.		50	
	Work plan methodology and project schedule is adequately demonstrated, i.e. conforms to requirements but is generic and does not indicate resource planning or document management plan that is fully customised to the FFC RFQ		30	
	Work plan methodology and project schedule is poor or poorly demonstrated, and not conforming to the requirements or does not address all required services		10	
TOTAL		100%	70%	
Note: A supplier who obtains a score of less than 70% shall be excluded from the next phase of evaluation.				

PLEASE NOTE THAT DUE TO STRICT COVID-19 REGULATIONS WILL ONLY ACCEPT EMAILED PROPOSALS

8 EMAIL SUBMISSION

The naming convention of the submission (subject) of the bid shall be as follows to ensure easy retrieval of the bid submissions:

RFQ211002 HEADHUNTING FOR (1) RESEARCH SPECIALIST AND (2) RESEACHERS POSITIONS FOR FINANCIAL AND FISCAL COMMISSION– Bidder name

E.G. RFQ211002 HEADHUNTING FOR (1) RESEARCH SPECIALIST AND (2) RESEACHERS POSITIONS FOR FINANCIAL AND FISCAL COMMISSION – FFC (PTY) LTD

The naming conversion is critical as it allows for easy retrieval of submission by the FFC.

9 TIMEFRAMES

Closing Date: 27 October 2021

Closing Time: 14h00

COMPULSORY RETURNABLE DOCUMENTS:

STANDARD BIDDING DOCUMENTS AND OTHER ELGIBILITY CRITERIA:

- SBD 1 – Suppliers details
 - SBD 4 – Declaration of Interest
 - SBD 6.1 – Preference points claim form in terms of the preferential procurement regulations 2017.
 - SBD 8 – Declaration of bidders past Supply Chain Management Practices
 - SBD 9 – Certificate of independent bid determination
 - Annexure 1 – POPIA Compliance
- Pricing schedule completed and signed
- Candidate fully meets the qualification criteria as per Annexure A

10 PRICE AND PREFERENCE

Preference points for this bid shall be awarded for:
Price; and
B-BBEE Status Level of Contribution.

The maximum points for this bid are allocated as follows:

Points

Price	80
B-BBEE Status Level of Contribution	20
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit a valid certified B-BBEE certificate or signed affidavit will be interpreted to mean that preference points for B-BBEE status level of contribution are not awarded.

The price and preference scoring will be in line with the Preferential Procurement Regulations of 2017.

Pricing Schedule:

Item	Total Amount (R)
Fees for Phase One	
Fees for Phase Two	
Fees for Phase Three	
Fees for Phase Four	
VAT (15%)	
Total	

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	RFQ211002	CLOSING DATE:	27 October 2021	CLOSING TIME:	14h00
DESCRIPTION	HEADHUNTING FOR (1) RESEARCH SPECIALIST AND (2) RESEACHERS POSITIONS FOR FINANCIAL AND FISCAL COMMISSION.				
Submission of proposals: proposals must be emailed to procurement@ffc.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Buhle Ngidi		CONTACT PERSON	Lethabo Bilangolo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	buhle.ngidi@ffc.co.za		E-MAIL ADDRESS	lethabo.bilangolo@ffc.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

BID SUBMISSION:

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, 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 the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding 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 bidder or his or her representative:

.....

Identity Number:

.....

Position occupied in the Company (director, trustee, shareholder²):

.....

Company Registration Number:

.....

Tax Reference Number:

.....

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 / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
.....

Name of state institution at which you or the person
connected to the bidder is employed:
.....

Position occupied in the state institution:
.....

Any other particulars:

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

If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

If yes, did you attach proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

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

.....
.....

.....

Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

If so, furnish particulars:

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

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,

YES/NO

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may 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 directors / trustees / shareholders / members of the company have any interest in any other related companies **YES/NO**

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

GENERAL CONDITIONS

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable Applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

Points for this bid shall be awarded for:

Price; and

B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any

manner required by the purchaser.

DEFINITIONS

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

“bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

“EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

“functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

“prices” includes all applicable taxes less all unconditional discounts.

“proof of B-BBEE status level of contributor” means:

B-BBEE Status level certificate issued by an authorized body or person.

An affidavit as prescribed by the B-BBEE Codes of Good Practice.

Any other requirement prescribed in terms of the B-BBEE Act.

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, indicate:

What percentage of the contract will be subcontracted.....%

The name of the sub-contractor.....

The B-BBEE status level of the sub-contractor.....

Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of
company/firm:.....

VAT registration number:.....

Company registration number:.....

TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

The information furnished is true and correct;

The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

disqualify the person from the bidding process;

recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

forward the matter for criminal prosecution.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Standard Bidding Document must form part of all bids invited.

It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have-

abused the institution's supply chain management system;
committed fraud or any other improper conduct in relation to such system; or
failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ211002 HEADHUNTING FOR (1) RESEARCH SPECIALIST AND (2) RESEACHERS POSITIONS FOR FINANCIAL AND FISCAL COMMISSION.

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:

(Name of Bidder)

I have read and I understand the contents of this Certificate;
I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
prices;

geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
- or
- (f) bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Annexure 1: POPIA Compliance

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPIA), FOR STAKEHOLDERS EXTERNAL TO THE FFC

For use by:

THE FINANCIAL AND FISCAL COMMISSION including all its divisions (“FFC”)

1. INTRODUCTION

The Protection of Personal Information Act, 4 of 2013, (POPIA) regulates and controls the collection, storage, use, transfer, and processing of a person’s (in some instances a juristic person’s) Personal Information. ***In terms of the POPI Act, the Financial and Fiscal Commission (FFC) has a legal duty to process a person’s Personal Information in a lawful, legitimate and responsible manner.***

The FFC does and will from time-to-time process Personal Information. In terms of POPIA all persons, including any FFC employee and/or partner who collects, manages, processes, transfers, stores and/or retains such Personal Information, whether held under a document, recording or in any other format, has a responsibility to process such information in accordance with the provisions under POPIA.

In order to discharge this duty, the FFC as the responsible party requires your express and informed permission to process your Personal Information for the purpose of procurement activities.

2. DEFINITIONS

Take note of the following definitions which will be used throughout this document, and which are used in the POPIA.

" biometrics " means a technique of personal identification that is based on physical, physiological, or behavioural characterisation including blood typing, fingerprinting, DNA
" child " means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him-or herself;
" competent person " means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;
" consent " means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of Personal Information;
" data subject " means the person to whom Personal Information relates;
" operator " means a person who processes Personal Information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;
" person " means a natural person or a juristic person;
" Personal Information " means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
(b) information relating to the education or the medical, financial, criminal or employment history of the person;
(c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
(d) the biometric information of the person;
(e) the personal opinions, views, or preferences of the person;
(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original
(g) the views or opinions of another individual about the person; and

(h) the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.

"processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including—

(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

(b) dissemination by means of transmission, distribution or making available in any other form; or

(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

"record" means any recorded information—

(a) regardless of form or medium, including any of the following:

(i) Writing on any material;

(ii) information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored;

(iii) label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;

(iv) book, map, plan, graph or drawing;

(v) photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;

(b) in the possession or under the control of a responsible party;

(c) whether or not it was created by a responsible party; and

(d) regardless of when it came into existence;

"responsible party" means a public or private body or any other person who, alone or in conjunction with others, determines the purpose of and means for processing personal information;

Examples of Personal Information include
A person's name and address (postal and email)
Date of birth
Statements of fact (factual statements)
Any expression or opinion communicated about an individual
Minutes of meetings, reports
Emails, file notes, handwritten notes, sticky notes
Photographs and virtual meeting and CCTV footage if an individual can be identified by the footage
Employment and student applications
Spreadsheets and/or databases with any list of people set up by code or student/staff
Employment number
Employment or education history
Special Personal Information Includes:
Any information relating to an individual's:
Ethnicity
Gender
Religious or other beliefs
Political opinions
Membership of a trade union
Sexual orientation
Medical history
Offences committed or alleged to have been committed by that individual
Biometric details
Children's details

3. PURPOSE FOR THE COLLECTION

3.1 The purpose for the collection of your Personal Information and the reason why FFC requires your Personal Information is to enable FFC to:

3.1.1 comply with lawful obligations, including all applicable labour, tax and financial legislation and/or the B-BBEE laws;

3.1.2 to give effect to a contractual relationship as between you and FFC and in order to ensure the correct administration of the relationship;

3.1.3 for operational reasons including the conducting of research;

3.1.4 to protect the legitimate interests of FFC, yourself or a third party;

3.2 All Personal Information which you provide to FFC will only be used for the purposes for which it is collected.

4. CONSEQUENCES OF WITHOLDING CONSENT OR PERSONAL INFORMATION

Should you refuse to provide FFC with your Personal Information which is required by FFC for the purposes indicated above, and the required consent to process the aforementioned Personal Information, then FFC will be unable to engage with you or enter into an agreement or relationship with you.

5. STORAGE AND RETENTION AND DESTRUCTION OF INFORMATION

5.1 All Personal Information which you provide to FFC will be held and/or stored securely and held for the purpose for which it was collected, as reflected above.

5.2 Your Personal Information will be stored electronically in a centralised data base, which, for operational reasons, will be accessible to authorised persons within FFC.

5.3 Where appropriate, some information may be retained in hard copy.

5.4 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.

5.5 Once your Personal Information is no longer required due to the fact that the purpose for which the information was held has expired, such Personal Information will be safely and securely archived for a period of 5 years or longer, especially should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

6. ACCESS BY OTHERS

The FFC may from time to time have to disclose your Personal Information to other parties, and entities regulators and/or governmental officials but such disclosure will always be subject to an agreement which will be concluded between FFC and the party to whom it is disclosing your Personal Information, which contractually obliges the

recipient of the Personal Information to comply with strict confidentiality and data security conditions.

7. RIGHT TO OBJECT

In terms of section 11(3) of POPIA you have the right to object in the prescribed manner to FFC processing your Personal Information. On receipt of your objection FFC will place a hold on any further processing until the cause of the objection has been resolved.

8. ACCURACY OF INFORMATION AND ONUS

POPIA requires that all your Personal Information and related details, as supplied are complete, accurate and up-to-date. Whilst FFC will always use its best endeavours to ensure that your Personal Information is reliable, it will be your responsibility to advise FFC of any changes to your Personal Information, as and when these may occur.

9. ACCESS TO THE INFORMATION BY THE DATA SUBJECT

You have the right at any time to ask the FFC to provide you with the details of any of your Personal Information which the FFC holds on your behalf; and the details as to what FFC has done with that Personal Information, **Provided that such request is made using the standard section 51 PAIA process**, which procedure can be accessed by downloading and completing the standard request for information form, housed under section 51 of the PAIA Manuals which can be found on our website at www.ffc.co.za.

10. COMPLAINTS

You have the right to address any complaints regarding the processing of your Personal Information to the FFC Information Officer at info@ffc.co.za or you may approach to the Information Regulator (complaints.IR@justice.gov.za)

11. DECLARATION AND INFORMED CONSENT

I declare that all Personal Information supplied to FFC is accurate, up to date, is not misleading and that it is complete in all respects.

I undertake to immediately advise FFC of any changes to my Personal Information should any of these details change.

By providing FFC with my Personal Information, I consent and give the FFC permission to process and further process my Personal Information as and where required and acknowledge that I understand the purposes for which it is required and for which it will be used.

Sign: _____

Date: _____

Annexure A: Job Profiles

JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY	
Job Title:	Research Specialist - Fiscal Policy and Economy
Job Level:	13
Salary Range	1 057 326 – 1 245 495 per annum
Position Reports to:	Head: Research
Direct Reports to the Position:	Researchers
Department:	Research
Location:	Montrose Place, 2 nd floor, Waterfall Park, Bekker Street, Vorna Valley, Midrand, 1685. OR Constitution House, 12th floor, 124 Adderley Street Cape Town, 8000
Position in the Organisation	As per the organogram

SECTION B	
<p>PRIMARY PURPOSE OF THE JOB</p> <p><i>Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and <u>not</u> generic so that it fits other jobs in the organisation.</i></p>	<p>This position is responsible for conducting research and providing analytical and interpretive input for the FFC's Fiscal Policy research projects and recommendations.</p>
<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> • Fiscal Policy (Expenditure and Revenue) Research, Development and Commentary • Preparation of the Annual Submission, MTBPS, DORB, FP and Amendment Documents • Budget Analysis (Division of Revenue) Support • Supervision of FFC Research Outputs Equitable Share Issues (Expenditure and Revenue) • Management of Research Staff • Consultations with Stakeholders and Commissioners on FFC Recommendations • Stakeholder Liaison — Fiscal Policy Portfolio • Assist Head: Research in Programme Planning and Monitoring - as delegated • Seminar Coordination • Budget Planning and Monitoring • Reporting and Record Keeping

<p>TECHNICAL COMPETENCIES (<i>Knowledge/Systems/Regulations</i>)</p>	<ul style="list-style-type: none"> ▪ A sound understanding of the legislative framework governing public finance management ▪ Relevant experience in research and planning. ▪ A background in research and modelling. ▪ A proven track record in terms of written research and publications. ▪ Good interpersonal and communication (written and verbal) skills. ▪ Experience in teamwork and research project coordination. ▪ Ability to work under pressure. ▪ Financial Programming and Policies ▪ Government Finance Statistics ▪ Macroeconomic Accounts & Analysis ▪ Financial Market Analysis ▪ Macroeconometric Forecasting, statistical modelling and data ▪ Model-based Monetary Analysis and Forecasting ▪ Tax Gap Analysis ▪ Macroeconomic Diagnostics ▪ Public Sector Debt Statistics ▪ Familiar with statistical software packages for econometrics, statistical modelling and data. ▪ Advanced excel capabilities.
<p>BEHAVIOURAL COMPETENCIES (<i>Skills/Attributes/Values</i>)</p>	<ul style="list-style-type: none"> ▪ Strategic Thinking Skills ▪ Analytical Skills ▪ Judgement ▪ Decisiveness ▪ Planning / Organising / Control ▪ Follow-up ▪ Initiative ▪ Attention to Detail ▪ Perseverance / Tenacity Stress Tolerance ▪ Assertiveness ▪ Organisational Sensitivity ▪ Cultural Diversity ▪ Influencing Skills ▪ Oral and written Communication ▪ Presentation Skills ▪ Teamwork ▪ Stakeholder Focus

SECTION C: DESCRIPTION OF TASKS	
<i>Key Performance Areas</i>	<i>Input / Method used</i>
<p>Fiscal Policy (Expenditure and Revenue) Research, Development and Commentary</p>	<ul style="list-style-type: none"> ▪ Develop a detailed research plan for Fiscal Policy issues: <ul style="list-style-type: none"> ✓ Identify issues and problems in the Fiscal Policy area. ✓ Formulate and present a proposed plan. ✓ Implement any required amendments and prioritise as required following the review of the proposal. ▪ Coordinate Fiscal Policy research out outputs: <ul style="list-style-type: none"> ✓ Data and information analysis. ✓ Preparation of discussion documents and working papers.

	<ul style="list-style-type: none"> ✓ Liaison and discussion with stakeholders. ✓ Development of appropriate models and formulae. ✓ Keep abreast with relevant developments in the Public Finance and Fiscal Policy areas - especially with respect to IGFR financing issues. ▪ Formulate recommendations relating to financial and fiscal implications of any proposed government policy within the mandate of the Commission: <ul style="list-style-type: none"> ✓ Preparation of internal discussion documents. ✓ Integration of research results with overall FFC Research Recommendations. ✓ Written and oral submissions to relevant Stakeholders.
Preparation of the Annual Submission, MTBPS, DORB, FP and Amendment Documents	<ul style="list-style-type: none"> ▪ Work with the Head: Research and other team members in formulating a planning schedule for compiling the Annual Submission, MTBPS, DORB, FP and Amendment Documents. ▪ Oversee the implementation of agreed research activities relating to the compilation of the document. ▪ Construct (integrate inputs, structuring of document etc) Expenditure and Revenue sections of the Submission document. ▪ Proofread and provide edit recommendations for the full submission document, as requested.
Budget Analysis (Division of Revenue) Support	<ul style="list-style-type: none"> ▪ Provide input to the Budget Analyst on Fiscal Policy issues, as requested.
Supervision of FFC Research Outputs Equitable Share Issues (Expenditure and Revenue)	<ul style="list-style-type: none"> ▪ Brief Research Coordinators and Technical Advisors / Consultants on specific research content requirements. ▪ Supervise and evaluate Research Coordinator, Technical Assistant and Consultant work outputs to ensure that deliverables specified in the brief are met within the agreed timeframes. ▪ Conduct quality checks on work outputs to ensure that required content is delivered.
Management of Research Staff	<ul style="list-style-type: none"> ▪ Supervise Fiscal Policy Research staff in the performance of delegated Duties: <ul style="list-style-type: none"> ✓ Conduct Performance Reviews and ensure that agreed deliverables are being met. ✓ Implement Skills Development Plans for Fiscal Policy Research Staff. ✓ Attend to general HR requirements of staff. ✓ Ensure that the departmental structure is suitably resourced to meet the requirements of the function. Where necessary, make recommendations for restructuring and recruitment of resource.
Consultations with Stakeholders and Commissioners on FFC Recommendations	<ul style="list-style-type: none"> ▪ Serve as a team member on various working groups, as allocated. ▪ Arrange work sessions (workshops, seminars) with relevant Stakeholders to discuss preliminary research findings and research direction. ▪ Present findings to the Commission Review session, discuss research outputs and implement any agreed amendments.

	<ul style="list-style-type: none"> ▪ Provide Commissioners with progress Reports and ensure that they are kept informed of any developments in the research. ▪ Respond to ad hoc requests by Stakeholders for commentary on Equitable Share issues e.g., Bills. ▪ Present research outputs and information at the internal seminar series, as requested. ▪ Present final research outputs to Provincial Legislatures and Parliament, as required.
Stakeholder Liaison — Fiscal Policy Portfolio	<ul style="list-style-type: none"> ▪ Develop and submit to the Head: Research for approval, a Stakeholder Liaison Plan for the forthcoming financial year. ▪ Coordinate reports from Stakeholder meetings to Research and Commission meetings as per agreed timeframes.
Assist Head: Research in Programme Planning and Monitoring - as delegated	<ul style="list-style-type: none"> ▪ Provide inputs for the Recommendations Research work plan proposals to the Head: Research for the Annual Commissioners Bosberaad. ▪ Provide inputs to the Head: Research in consolidating Recommendations Research outputs for the Commission Review sessions. ▪ Provide Programme monitoring support in the absence of the Head: Research. ▪ Assist the Head: Research in reviewing Programme project scheduling and allocation of work to internal staff and contracted resource.
Seminar Coordination	<ul style="list-style-type: none"> ▪ Identify potential seminar topics and make proposals to the Head: Research for an FFC seminar plan (Fiscal Policy portfolio) for the forthcoming financial year. ▪ Coordinate and implement the seminar plan (internal and external sessions) as per the agreed timetable.
Budget Planning and Monitoring	<ul style="list-style-type: none"> ▪ Formulate and propose an annual Budget requirement for approval by the Head: Research. ▪ Review and monitor actual versus budgeted expenditure within the Research portfolio, monthly. ▪ Report to the Head: Research on variances in actual versus budgeted performance, monthly. ▪ Where necessary, implement corrective measures to maintain budget constraints.
Reporting and Record Keeping	<ul style="list-style-type: none"> ▪ Develop and maintain a Fiscal Policy Analyst record keeping system for all own research-related documentation and activities. ▪ Prepare and submit a monthly Research and Project Progress Report to the Head: Research. ▪ Report on own research related information and progress to research team as required.

SECTION D: KEY RELATIONSHIP INTERFACES

<i>Internal Relationships with key parties on work related issues</i>	<i>External Relationships with key parties on work related issues</i>
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<ul style="list-style-type: none"> Head: Research, Executive Manager, Manager - Parliamentary Office, Database, Coordinator, Fiscal Policy Analyst, Research Coordinators, Projects Administrator, Librarian and Documentation Coordinator, Administration and Finance Staff, Commissioners. 	<ul style="list-style-type: none"> Parliaments (National and Provincial). National and Provincial Treasuries and other relevant Government Departments (all sectors). Stats SA, Reserve Bank and other relevant constitutional bodies. SALGA. Technical Advisors / Consultants.
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SECTION E: SPECIFIC REQUIREMENTS
Such as required to work overtime, travel, work in dangerous conditions, etc.

- Knowledge and- initiative to -anticipate Stakeholder requirements, design appropriate data capture methodologies and develop legible presentation formats.

SECTION F: DELEGATED FREEDOM TO ACT
Indicate the limits and controls on this position's authority regarding expenditure, personnel decisions, changing policies or methods, etc. Indicate what types of decisions are typically referred to immediate management for resolution or approval.

Authority to act within the parameters of the agreed Work Plan and Budget. Refer to Head: Research for decisions not covered in the work plan / budget.

SECTION G: PERSON SPECIFICATION
List of qualifications, experience, training and characteristics required for the job

Qualifications	Minimum: Master's Degree or equivalent in Economics / Public Finance	Ideal:
Experience	Minimum: <ul style="list-style-type: none"> At least 7 years work experience in project formulations, implementation, reviews and evaluations. Area of specialisation — public sector finance management, budgeting process, economic statistical research, statistical modelling and data. Financial Programming and Policies Government Finance Statistics Macroeconomic Accounts & Analysis Financial Market Analysis Macroeconometric Forecasting Model-based Monetary Analysis and Forecasting Tax Gap Analysis Macroeconomic Diagnostics Public Sector Debt Statistics Good Report Writing / Statistical Presentation Format skills. Good analytical and problem-solving skills. Good interpersonal and communication (written and verbal) skills. Teamwork experience. 	Ideal:

JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

Job Title:	Researcher (Local Government)
Job Level:	11
Salary Range:	733 257 – 863 748 per annum
Position Reports to:	Research Specialist
Direct Reports to the Position:	None
Department:	Research
Location:	Montrose Place, 2 nd floor, Waterfall Park, Bekker Street, Vorna Valley, Midrand, 1685.
Position in the Organisation	As per the organogram

SECTION B

<p>PRIMARY PURPOSE OF THE JOB <i>Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and <u>not</u> generic so that it fits other jobs in the organisation.</i></p>	<p>Conduct research and provide analytical and interpretive support for the FFC's Local Government Unit research projects and recommendations.</p>
<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> • Annual FFC Recommendations Submission • Budget Analysis (Division of Revenue) Support • Consultations and FFC Representation (Annual and DOR Submissions) • Budget Planning and Monitoring • Reporting and Record Keeping • Liaison with Technical Advisors and Consultants • Researcher Training Support
<p>TECHNICAL COMPETENCIES <i>(Knowledge/Systems/Regulations)</i></p>	<ul style="list-style-type: none"> ▪ Computer Literacy (Word, Excel, PowerPoint, Access) ▪ Computer based modelling techniques (Quantitative skills) ▪ Research Papers Technical / Academic Writing and Presentation Skills. ▪ A sound understanding of the legislative framework and policies governing public finance management ▪ Relevant experience in research and planning. ▪ A background in research and modelling will be an advantage. ▪ A proven track record in terms of written research and publications. ▪ Exposure to/ knowledge of Intergovernmental Fiscal relations ▪ Good interpersonal and communication (written and verbal) skills.

	<ul style="list-style-type: none"> ▪ Experience in teamwork and research project coordination. ▪ Ability to work under pressure. ▪ Well develop applied research skills ▪ Advanced excel capabilities.
BEHAVIOURAL COMPETENCIES <i>(Skills/Attributes/Values)</i>	<ul style="list-style-type: none"> ▪ Analytical Skills ▪ Judgement ▪ Decisiveness ▪ Planning / Organising / Control ▪ Follow-up ▪ Initiative ▪ Attention to Detail ▪ Perseverance / Tenacity Stress Tolerance ▪ Assertiveness ▪ Organisational Sensitivity ▪ Cultural Diversity ▪ Influencing Skills ▪ Oral and written Communication ▪ Teamwork ▪ Stakeholder Focus

SECTION C: DESCRIPTION OF TASKS	
Key Performance Areas	Input / Method used
Annual FFC Recommendations Submission	<ul style="list-style-type: none"> ▪ Develop a detailed research plan within the allocated Research Portfolio. <ul style="list-style-type: none"> ✓ Identify issues and problems in the allocated research portfolio. ✓ Formulate and present a proposed plan. ✓ Implement any required amendments and prioritise as required following the review of the proposal. ▪ Conduct research in specific areas related to the agreed Plan: <ul style="list-style-type: none"> ✓ Data and information gathering and analysis. ✓ Preparation of discussion documents and working papers. ✓ Liaison and discussion with stakeholders. ✓ Development of appropriate models and formulae. ✓ Keep abreast with relevant developments in the field of the Local Government ▪ Formulate recommendations relating to financing and the division of revenue within the agreed Plan areas. <ul style="list-style-type: none"> ✓ Preparation of internal discussion documents. ✓ Integration of research results with overall FFC Research Recommendations. ✓ Written and oral submissions to relevant Stakeholders, as and when required. ▪
Budget Analysis (Division of Revenue) Support	<ul style="list-style-type: none"> ▪ Assist in the analysis of the Budget with regard to specific allocated Research Portfolio areas as requested by the Research Specialist: <ul style="list-style-type: none"> ✓ Identify specific areas for analysis in conjunction with the Research Specialist.

	<ul style="list-style-type: none"> ✓ Compile and discuss interim report contents with Research Specialist and where necessary implement amendments / further research etc. Compile final reports for submission to the Research Specialist
Consultations and FFC Representation (Annual and DOR Submissions)	<ul style="list-style-type: none"> ▪ Serve as a team member on various working groups and discussion forums, as allocated. ▪ Arrange work sessions (workshops, seminars) with relevant Stakeholders to discuss preliminary research findings and research direction. ▪ Present findings to the Commission Review session, discuss research outputs and implement any agreed amendments. ▪ Provide Commissioners with progress Reports and ensure that they are kept informed of any developments in the research. ▪ Respond to requests by Stakeholders for commentary on allocated Research Portfolio issues e.g., Bills. ▪ Present research outputs and Government Finance information at the internal seminar series, as requested. Present final research outputs to provincial Legislatures and Parliament, as required.
Budget Planning and Monitoring	<ul style="list-style-type: none"> ▪ Formulate and propose an annual Budget requirement for approval by the Research Specialist. ▪ Review and monitor actual versus budgeted expenditure within the Research portfolio, monthly. ▪ Report to Research Specialist on variances in actual versus budgeted performance, monthly. ▪ Where necessary, implement corrective measures to maintain budget constraints.
Reporting and Record Keeping	<ul style="list-style-type: none"> ▪ Develop and maintain a Research portfolio record keeping system for all own research-related documentation and activities. ▪ Prepare and submit a monthly Research and Project Progress Report to the Research Specialist. ▪ Report on own research related information and progress to research team and/or Research sub-committee as required.
Liaison with Technical Advisors and Consultants	<ul style="list-style-type: none"> ▪ Assist in developing Terms of reference and contract details for Technical Advisors and consultants. ▪ Coordinate and monitor Technical Advisor/Consultant work outputs to ensure that deliverables specified in the terms of Reference are met. ▪ Obtain inputs from Technical Advisor/Consultants for FFC Commentary requests, as required. ▪ Determine and arrange attendance of Technical Advisor / Consultant at appropriate consultation process forums e.g. working groups, Review Session etc.
Researcher Training Support	<ul style="list-style-type: none"> ▪ Identify relevant RRP training and development needs econometrics. ▪ Develop suitable training materials and training course frameworks for an internal RRP training program. ▪ Implement internal training courses as agreed with program management. ▪ Conduct post-training evaluation to assess skills transfer and further training requirements.

SECTION D: KEY RELATIONSHIP INTERFACES

Internal Relationships with key parties on work related issues

- Executive, Head: Research and Research Specialists, Commission Secretary, Budget Analysis Unit, Data and Information Unit, Library and Knowledge Management Centre, RRP Administrator, FFC Administration and Finance Staff, Commissioners.

External Relationships with key parties on work related issues

- Departments and Ministries, non-Governmental and university-based Policy Institutions, Technical Advisors / Consultants (contracted), Relevant Legislature Committees, other relevant FFC Stakeholders.

SECTION E: SPECIFIC REQUIREMENTS

Such as required to work overtime, travel, work in dangerous conditions, etc.

- Working knowledge of econometrics.
- Basic econometric training of FFC Research staff.

SECTION F: DELEGATED FREEDOM TO ACT

Indicate the limits and controls on this position's authority regarding expenditure, personnel decisions, changing policies or methods, etc. Indicate what types of decisions are typically referred to immediate management for resolution or approval.

Authority to act within the parameters of the agreed Local Government Program Work Plan and Budget. Refer to Research Specialist for decisions not covered in the work plan / budget.

SECTION G: PERSON SPECIFICATION

List of qualifications, experience, training and characteristics required for the job

Qualifications

Minimum:

Master's degree. Economics, Public Finance or equivalent.

Ideal:

Experience	Minimum: <ul style="list-style-type: none"> ▪ 1 - 3 years' work experience in Economic Policy Research. ▪ Computer Literacy (Word, Excel, PowerPoint, Access) ▪ Computer based modelling techniques (Quantitative skills) ▪ Research Papers Technical / Academic Writing and Presentation Skills. ▪ A sound understanding of the legislative framework and policies governing public finance management ▪ Relevant experience in research and planning. ▪ A background in research and modelling will be an advantage. ▪ A proven track record in terms of written research and publications. ▪ Exposure to/ knowledge of Intergovernmental Fiscal relations ▪ Good interpersonal and communication (written and verbal) skills. ▪ Experience in teamwork and research project coordination. ▪ Ability to work under pressure. ▪ Well, develop applied research skills ▪ Advanced excel capabilities. 	Ideal:
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JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

Job Title:	Researcher (Macroeconomic)
Job Level:	11
Salary Range:	733 257 – 863 748 per annum
Position Reports to:	Research Specialist
Direct Reports to the Position:	None
Department:	Research
Location:	Montrose Place, 2 nd floor, Waterfall Park, Bekker Street, Vorna Valley, Midrand, 1685. OR Constitution House, 12th floor, 124 Adderley Street Cape Town, 8000
Position in the Organisation	As per the organogram

SECTION B

<p>PRIMARY PURPOSE OF THE JOB <i>Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and <u>not</u> generic so that it fits other jobs in the organisation.</i></p>	<p>Conduct research and provide analytical and interpretive support for the FFC's Macroeconomics and Public Finance research projects and recommendations.</p>
<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> • Annual FFC Recommendations Submission • Budget Analysis (Division of Revenue) Support • Consultations and FFC Representation (Annual and DOR Submissions) • Budget Planning and Monitoring • Reporting and Record Keeping • Liaison with Technical Advisors and Consultants— Macroeconomics and Public Finance Recommendations and Proposals • Researcher Training Support
<p>TECHNICAL COMPETENCIES <i>(Knowledge/Systems/Regulations)</i></p>	<ul style="list-style-type: none"> ▪ Computer Literacy (Word, Excel, PowerPoint, Access) ▪ Computer based modelling and data techniques (Quantitative skills) ▪ Research Papers Technical / Academic Writing and Presentation Skills. ▪ A sound understanding of the legislative framework governing public finance management. ▪ Relevant experience in research and planning. ▪ A background in research and modelling and data will be an advantage. ▪ A proven track record in terms of written research and publications.

	<ul style="list-style-type: none"> ▪ Good interpersonal and communication (written and verbal) skills. ▪ Experience in teamwork and research project coordination. ▪ Ability to work under pressure. ▪ Financial Programming and Policies ▪ Government Finance Statistics ▪ Macroeconomic Accounts & Analysis ▪ Macroeconometric Forecasting, statistical modelling and data ▪ Macroeconomic Diagnostics ▪ Advanced excel capabilities.
BEHAVIOURAL COMPETENCIES <i>(Skills/Attributes/Values)</i>	<ul style="list-style-type: none"> ▪ Analytical Skills ▪ Judgement ▪ Decisiveness ▪ Planning / Organising / Control ▪ Follow-up ▪ Initiative ▪ Attention to Detail ▪ Perseverance / Tenacity Stress Tolerance ▪ Assertiveness ▪ Organisational Sensitivity ▪ Cultural Diversity ▪ Influencing Skills ▪ Oral and written Communication ▪ Teamwork ▪ Stakeholder Focus

<i>SECTION C: DESCRIPTION OF TASKS</i>	
<i>Key Performance Areas</i>	<i>Input / Method used</i>
Annual FFC Recommendations Submission	<ul style="list-style-type: none"> ▪ Develop a detailed research plan within the allocated Research Portfolio. <ul style="list-style-type: none"> ✓ Identify issues and problems in the allocated research portfolio. ✓ Formulate and present a proposed plan. ✓ Implement any required amendments and prioritise as required following the review of the proposal. ▪ Conduct research in specific areas related to the agreed Plan: <ul style="list-style-type: none"> ✓ Data and information gathering and analysis. ✓ Preparation of discussion documents and working papers. ✓ Liaison and discussion with stakeholders. ✓ Development of appropriate models and formulae. ✓ Keep abreast with relevant developments in the field of Macroeconomics and Public Finance ▪ Formulate recommendations relating to financing and the division of revenue within the agreed Plan areas. <ul style="list-style-type: none"> ✓ Preparation of internal discussion documents. ✓ Integration of research results with overall FFC Research Recommendations.

	<ul style="list-style-type: none"> ✓ Written and oral submissions to relevant Stakeholders, as and when required. ▪
Budget Analysis (Division of Revenue) Support	<ul style="list-style-type: none"> ▪ Assist in the analysis of the Budget with regard to specific allocated Research Portfolio areas as requested by the Macroeconomics and Public Finance Specialist: <ul style="list-style-type: none"> ✓ Identify specific areas for analysis in conjunction with the ✓ Macro-economics and Public Finance Specialist ✓ Compile and discuss interim report contents with Macroeconomics and Public Finance Specialist and where necessary implement amendments / further research etc. Compile final reports for submission to the Macro-economics and Public Finance Specialist
Consultations and FFC Representation (Annual and DOR Submissions)	<ul style="list-style-type: none"> ▪ Serve as a team member on various working groups and discussion forums, as allocated. ▪ Arrange work sessions (workshops, seminars) with relevant Stakeholders to discuss preliminary research findings and research direction. ▪ Present findings to the Commission Review session, discuss research outputs and implement any agreed amendments. ▪ Provide Commissioners with progress Reports and ensure that they are kept informed of any developments in the research. ▪ Respond to requests by Stakeholders for commentary on allocated Research Portfolio issues e.g. Bills. ▪ Present research outputs and Government Finance information at the internal seminar series, as requested. Present final research outputs to provincial Legislatures and Parliament, as required.
Budget Planning and Monitoring	<ul style="list-style-type: none"> ▪ Formulate and propose an annual Budget requirement for approval by the Research Specialist: Macroeconomics and Public Finance. ▪ Review and monitor actual versus budgeted expenditure within the Research portfolio, monthly. ▪ Report to Research Specialist: Macroeconomics and Public Finance on variances in actual versus budgeted performance, monthly. ▪ Where necessary, implement corrective measures to maintain budget constraints.
Reporting and Record Keeping	<ul style="list-style-type: none"> ▪ Develop and maintain a Research portfolio record keeping system for all own research-related documentation and activities. ▪ Prepare and submit a monthly Research and Project Progress Report to the Research Specialist: Macroeconomics and Public Finance Report on own research related information and progress to research team and/or Research sub-committee as required.
Liaison with Technical Advisors and Consultants— Macroeconomics and Public Finance	<ul style="list-style-type: none"> ▪ Assist in developing Terms of reference and contract details for Technical Advisors and consultants. ▪ Coordinate and monitor Technical Advisor/Consultant work outputs to ensure that deliverables specified in the terms of Reference are met.

Recommendations and Proposals	<ul style="list-style-type: none"> ▪ Obtain inputs from Technical Advisor/Consultants for FFC Commentary requests, as required. ▪ Determine and arrange attendance of Technical Advisor / Consultant at appropriate consultation process forums e.g. working groups, Review Session etc.
Researcher Training Support	<ul style="list-style-type: none"> ▪ Identify relevant Research training and development needs econometrics. ▪ Develop suitable training materials and training course frameworks for an internal Research training program. ▪ Implement internal training courses as agreed with program management. ▪ Conduct post-training evaluation to assess skills transfer and further training requirements.

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SECTION G: PERSON SPECIFICATION

List of qualifications, experience, training and characteristics required for the job

Qualifications	Minimum: Masters Degree. Economics, Public Finance or equivalent.	Ideal:
Experience	Minimum: <ul style="list-style-type: none"> ▪ 1 - 3 years work experience in Economic Policy Research. ▪ A good working knowledge of Quantitative Analysis. ▪ Public Finance and Policy Environment exposure. ▪ Well-developed applied research skills. ▪ A proven track record in terms of written research and publications. ▪ Exposure to / knowledge of Intergovernmental Fiscal relations systems. ▪ Good analytical and problem-solving skills. ▪ Experience in teamwork and research project coordination. ▪ Established experience in the training and mentorship of researchers with specific reference to econometrics. 	Ideal: