

Southern African Power Pool

Co-ordination Centre
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Harare
Zimbabwe

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11 July 2022,

Dear Sir/ Madam,

Subject: Request for Quotation (RFQ) – Provision of Online Psychometric Testing Services

The Southern African Power Pool invites you/your business to submit a quotation for the provision of online psychometric testing services, as set out in Terms of Reference in the attached Request for Quotation.

Your response should reach the following address on or before 18 July 2022 at 15:00 hours Central African Time :

The SAPP CC Board Chairperson
Southern African Power Pool
Coordination Centre
24 Golden Stairs Road
P.O. Box EH52
Emerald Hill, Harare
ZIMBABWE

Or

hr@sapp.co.zw

All correspondence relating to this request for quotation should be directed to the attention of Mr Letlhogonolo M. Bantsi on the email address – BantsiL@bpc.bw and copied to – hr@sapp.co.zw or the telephone numbers above.

Yours sincerely,



Howard Choga
SAPP CC Board Chairperson



TERMS OF REFERENCE FOR ONLINE PSYCHOMETRIC TESTING SERVICES FOR THE POSITION OF CO-ORDINATION CENTRE EXECUTIVE DIRECTOR

1. Background

The Southern African Power Pool (SAPP) was created in 1995 through a Southern Africa Development Community (SADC) treaty for the purpose of enhancing energy trading and optimising available electricity in the region. The SAPP comprises of 12 SADC member countries of which nine are interconnected. SAPP membership comprises of 17 members, 12 of which are national power utilities, 2 independent power producers, 1 an independent transmission company and 2 are observers.

In 2000, the SAPP Coordination Centre (SAPP CC) was established as the SAPP secretariat in Harare, Zimbabwe. The SAPP CC operates a competitive electricity trading platform, coordinates, and plans the regional electrical system and is working with various parties to grow its membership base. To meet this mandate, SAPP CC is structured into six departments which are (i) Corporate department (comprising of information technology, human resources, legal and public relations), (ii) Planning and operations department (iii) Markets department (iv) Finance and administration department (v) Market surveillance department and, (vi) Programmes department. More information about SAPP CC can be obtained from the website: www.sapp.co.zw.

SAPP CC is seeking for a qualified and registered Psychologist/Psychological Consultancy/Consultant to conduct online Psychometric tests for twelve (12) shortlisted candidates that applied for the position of Co-ordination Centre Executive Director. The position of Co-ordination Centre Executive Director reports to the SAPP CC Board Chairperson, heads the SAPP CC and is responsible for managing all operations of the SAPP CC which include information technology, human resources, legal, public relations, electrical system planning and operations, electricity markets, finance and administration, market surveillance and programmes (projects). Please see attached Annexure A – Extract of The Job Profile for Co-Ordination Centre Executive Director.

The Psychologist/Psychological Consultancy/Consultant will conduct online Psychometric tests as part of the selection process and provide detailed written feedback to the SAPP CC Board Chairperson based on the assessments done on the suitability of the candidates for the position.

2. Scope of Work Objectives and Deliverables

Assessment	Output/ deliverable
<p>At least 8 tests, and based on the Consultant's discretion the assessment may include the following:</p> <ul style="list-style-type: none"> ▪ Critical thinking/reasoning test ▪ Conceptual reasoning test ▪ Problem solving test ▪ Work personality test ▪ Values in action test ▪ Emotional intelligence test <p>To include the following:</p> <ul style="list-style-type: none"> ▪ Evaluation of capacity to embrace the Company's outlook organisational values which are – Customer Centric, Innovation, Teamwork, Reliability, and Integrity ▪ Leadership capability and strategic thinking 	<ul style="list-style-type: none"> ▪ Management report (including a development and coaching report) ▪ Competency score report

3. Expected Skills, Knowledge and Experience

The following is required from the Service Provider :

- Should be a qualified and registered Psychologist/Psychological Consultancy/Consultant (attach proof of registration).

- Should have at least 5 years illustrated experience in industrial/organisational psychological services including psychometric testing.

4. Terms and Conditions

- 4.1 The Request for Quotation is not and shall not be considered an offer by SAPP CC.
- 4.2 All responses must be received on or before 18 July 2022 at 15:00 hours (Central African Time). Late and/ or unresponsive responses/submissions will be rejected.
- 4.3 All quotations will be considered binding offers.
- 4.4 The response should include delivery time.
- 4.5 All awards will be subject to SAPP CC's contractual terms and conditions.
- 4.6 SAPP CC reserves the right to require any bidder to enter into a non-disclosure agreement.
- 4.7 All responses and supporting documentation shall become the property of SAPP CC subject to clearly marked claims of confidentiality.
- 4.8 SAPP CC reserves the right to accept or reject any response to this RFQ or cancel the solicitation process at any time and shall have no liability to the responding organizations/ consultants for such rejection or cancellation.

5. Content of the Response

All responses shall:

- 5.1 Be in the English language.
- 5.2 Briefly describe the proposed approach.
- 5.3 Provide up-to-date CVs of "key personnel" including a description of the qualifications, experience, and capabilities of the company in providing the type of services being requested by this RFQ.
- 5.4 Provide a minimum of three (3) contactable references from recently concluded projects.
- 5.5 Provide detailed financial proposal, including applicable Tax.
- 5.6 Include a contact name, email address, and telephone number to facilitate communication.
- 5.7 Provide a brief outline of the organisation and services offered – including legal name, physical address, legal name of the company's Chief Executive Officer and/other senior officer/managers, and year of incorporation.

6. Assignment Duration/ Reporting

It is expected that this assignment shall be conducted within 10 business days, from the day of engagement.

Direct day-to-day supervision of the consultancy will be by the SAPP CC Human Resources Working Group Chairperson. All reports and other communications will be addressed to the SAPP CC Board Chairperson.

ANNEXURE A – EXTRACT OF THE JOB PROFILE FOR CO-ORDINATION CENTRE EXECUTIVE DIRECTOR

Reports To

Reports to the SAPP CC Board Chairperson.

Key Result Areas

- Manages and administers financial affairs of the organisation.
- Approves all procurement and financial transactions, and controls budget allocations.
- Oversees updating of SAPP generation and transmission plans, and databases.
- Ensures availability of planning tools.
- Oversees compliance to environmental standards and guidelines.
- Oversees the preparation of SAPP regional projects.
- Liaises with financial institutions on project disbursements and accounting.
- Oversees operations of the SAPP competitive market and the market surveillance function.
- Provides strategic direction to market development.
- Manages market exchange rate risks.
- Oversees compliance monitoring on the performance of SAPP utilities.
- Coordinates investigations of SAPP system disturbances.
- Manages operations of the SAPP Coordination Centre.
- Provides secretariat services to the SAPP Executive Committee, Management Committee and Coordination Centre Board.
- Represents SAPP at SADC meetings, conferences, and various meetings.

Minimum Qualifications, Experience and Competencies

- Master's Degree in Electrical Engineering, Business Administration/Leadership or equivalent is desirable.
- Master's Degree in Business Administration would be an added advantage.
- Degree in Electrical Engineering.
- Membership of a recognised engineering institution.
- SADC nationality and possession of a valid passport to travel within the SADC region and beyond.
- 10 years of relevant experience in the power sector.
- Knowledge of power system operations and planning.
- Knowledge of project management.
- Leadership and managerial skills.
- Problem solving and analytical skills.

Supervises

Supervises nine (9) subordinates – Chief Engineer (Planning and Operations), Chief Engineer (Markets), Finance and Administration Manager, Market Surveillance Manager, Programmes Manager, Information Technology Specialist, Human Resources Specialist, Legal Advisor, and Public Relations Specialist.