MPUMALANGA GREEN CLUSTER AGENCY
NPC| 7 Dolerite Crescent, Middelburg 1050 |
procurement@thegca.co.za |
Reg. 2021/755112/08

CALL FOR QUOTATIONS / TERMS OF REFERENCE

APPOINTMENT OF AN EXTERNAL HUMAN RESOURCES PRACTITIONER ON AN AS-AND-WHEN-REQUIRED BASIS

Reference	**MGCA/HR/2026/02**
Publication date	21 October 2026
Closing date and time	28 October 2026, 16:00 SAST
Submission email	procurement@thegca.co.za
Appointment period	Twelve (12) months

Quotations must be submitted electronically to the stated email address, quoting the reference number in the subject line.

1. BACKGROUND AND PURPOSE

Mpumalanga Green Cluster Agency (MGCA) is a non-profit company that facilitates inclusive green economic development in Mpumalanga through partnerships involving government, industry, academia and development partners. Its workforce, employment arrangements, governance and programme operations require sound human resources management and compliance.

MGCA invites quotations to appoint an external human resources (HR) practitioner or HR services provider for specialist advisory and operational support on an as-and-when-required basis. The appointment will supplement, not replace, MGCA management and Board decision-making.

2. SCOPE OF HUMAN RESOURCES SERVICES

- HR policies and compliance: review and update policies, procedures and templates, and advise on applicable labour legislation, including the LRA, BCEA, EEA, Skills Development Act and related requirements.
- Employee relations: advise on grievances, misconduct, incapacity, disciplinary investigations and hearings, procedural fairness, conflict resolution and CCMA-related matters within permitted representation rules.
- Recruitment and onboarding: advise on job profiles, advertisements, shortlisting, interviews, reference checks, offers, induction, probation and fair selection processes.
- Employment contracts and secondments: draft and review employment contracts, fixed-term appointments, renewals, secondment arrangements, conditions of service and termination processes.
- Performance, remuneration and organisational support: advise on performance agreements, improvement plans, job grading, salary benchmarking, organisational change and related HR matters.
- HR administration and statutory records: support personnel-file compliance, leave and HR registers, payroll input verification, employment equity and skills reporting, and employee-information controls.

- HR advisory and capacity building: identify employment-related risks, prepare practical recommendations, develop HR tools and provide briefings or coaching to MGCA management.

The provider acts in an advisory and authorised support capacity. MGCA retains employment, disciplinary and remuneration decisions. Legal representation and the appointment of other specialists require prior written approval and compliance with applicable professional rules.

3. DELIVERABLES AND SERVICE STANDARDS

- Written HR advice and compliance assessments with clear findings, practical recommendations and proposed corrective actions.
- Reviewed or drafted HR policies, contracts, procedures and templates, with tracked amendments and explanatory notes where appropriate.
- Records and documentation for authorised recruitment, employee-relations, disciplinary, probation and performance-management assignments.
- Acknowledgement of instructions within one working day and a proposed turnaround time for each assignment; urgent matters to be escalated promptly.
- A monthly HR matters register showing progress, time charges, outstanding instructions and key decision deadlines.

4. MINIMUM PRACTITIONER CREDENTIALS

- A relevant tertiary qualification in human resources management, labour relations, industrial psychology or a closely related discipline.
- At least five years of relevant professional HR experience, including practical employee-relations and labour-compliance work.
- Demonstrated expertise in employment contracts, disciplinary processes, recruitment, performance management and HR policies and procedures.
- Experience with NPCs, secondments or donor-funded organisations is advantageous; relevant professional registration or membership may be submitted where held.
- Ability to work independently, handle confidential employee information and attend MGCA meetings in Mpumalanga when required.

5. CONTRACT PERIOD AND INSTRUCTION ARRANGEMENTS

The appointment is for a fixed period of twelve (12) months from the commencement date stipulated in the signed service level agreement (SLA). There is no automatic renewal. Services are required only as and when instructed in writing by an MGCA official acting within the prevailing Delegations of Authority. This appointment carries no guaranteed work volume or monthly retainer.

Before commencing each assignment, the provider shall provide an estimated cost, proposed deliverable and turnaround time, for written approval. Any change in scope or cost requires prior written authorisation. MGCA may also obtain independent services where justified. No instruction or invoice may be used to circumvent procurement or approval requirements.

6. FINANCIAL PROPOSAL AND INVOICING

Bidders must submit a clear, fixed rate card for the full twelve month period showing personnel grades, hourly or daily professional fees, VAT status, travel rates and other proposed disbursements. A comparative schedule of typical tasks may be used to evaluate value for money. Rates must be quoted in South African rand. No unapproved disbursements or third party fees will be payable.

Monthly itemised invoices shall identify the MGCA instruction number or reference, work undertaken, dates, time spent, applicable rate, deliverable and approved expenses. Payment is subject to acceptance of deliverables, verification of supporting documents and compliance with MGCA's procurement, finance and approval controls.

7. PROCUREMENT AND EVALUATION

Compliant quotations will be evaluated using the following scoring criteria:

Component	Scoring criterion	Points
Functionality	Relevant organisational experience	15
Functionality	Expertise in applicable HR service areas	12
Functionality	Methodology and turnaround times	10
Functionality	Qualifications and capacity	8
Functionality	Comparable client references	5
Price	Comparative fee quotation (Section 6)	30
B-BBEE	Contributor status	20
TOTAL		**100**

MGCA may verify credentials and references. Appointment is subject to the necessary internal approvals.

8. INFORMATION SECURITY, CONFIDENTIALITY AND CONFLICTS

All information obtained in performing the work shall be treated as confidential. Providers must comply with POPIA, MGCA's applicable privacy and information-security requirements, and a written operator/data-processing arrangement where personal information is processed on MGCA's behalf. Information may be accessed only for authorised purposes, retained securely and returned or securely destroyed on instruction, subject to lawful record-retention requirements.

Bidders shall disclose actual, potential or perceived conflicts of interest and any ongoing engagements that could compromise independence. The provider shall not subcontract or disclose MGCA records without prior written permission, and confidentiality obligations survive termination.

MPUMALANGA GREEN CLUSTER AGENCY

9. GENERAL TERMS AND CONTRACT MANAGEMENT

The successful provider shall report to the CEO or an authorised designated representative. The supplier shall provide a monthly assignments and expenditure report. MGCA retains all final organisational, financial, governance and employment decisions. The SLA shall set standards for service quality, response times, escalation, termination, intellectual property and handover.

MGCA may request clarification, verify representations, reject a non-responsive quotation or cancel the process for lawful reasons. Publication of this notice does not bind MGCA to make an appointment. The contract is effective only once internal approvals have been obtained and the SLA has been duly signed.

10. SUBMISSION REQUIREMENTS

- Signed covering quotation and HR practitioner/service provider profile.
- CVs of the proposed lead HR practitioner and supporting team, with qualification evidence and professional registration or membership evidence where claimed.
- Brief methodology, availability, quality assurance and proposed turnaround times.
- Details of at least two relevant client references and comparable HR assignments.
- Fixed twelve-month professional fee rate card, hearing-chairperson rates where applicable, travel and disbursement schedule.
- Company/practice registration, applicable tax-compliance information, B-BBEE evidence and signed declaration of interests as required by the MGCA procurement process.
- Submit one PDF proposal containing all required returnables. The email subject line must state the reference number and service category. Late submissions may be rejected. No proposals may be hand-delivered.

Submission deadline: Wednesday, 28 October 2026 at 16:00 (South African Standard Time). Email: procurement@thegca.co.za.