



ETHEKWINI MUNICIPALITY
CORPORATE AND HUMAN RESOURCES CLUSTER

13th Floor Shell House
221 Anton Lembede Street
031 311 3245

REQUEST FOR QUOTATION
REF: C&HR 01

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The eThekweni Municipality seeks to appoint a suitable and qualified consulting firm to undertake an Employee Engagement Survey to determine the employee's perceptions about the Human Capital Strategy that is currently developed.

The objectives of this assignment are to:

- Determine the employee's attitude towards the Human Capital Strategy.
- Establish the level of support and commitment to the Strategy by employees.
- Establish the potential barriers to the development and implementation of the Strategy.

The following are the deliverables of this assignment:

- Design and administer the electronic questionnaire for employees who have access to computers.
- Design and administer paper questionnaire for all employees who do not have access to computers.
- Translate the questionnaire into isiZulu.
- Collect responses from both the electronic and paper questionnaires.
- Conduct interviews and help in the filling of the questionnaire where necessary.
- Analyse responses using scientific statistical analytical tools.
- Transfer the survey and analytical skills to the municipal employees.
- Prepare and present the Interim and Final Reports to the relevant people and structures.
- Facilitate feedback sessions to employees who participated in the survey to present the holistic findings and recommendations.

The survey should be completed in 6 months.

CLOSING DATE for submission of quotations is 16th October 2018.

Submissions to be made via email/hard copy, to be submitted to mpilo.ngubane@durban.gov.za or delivered to 13th floor Shell House, 221 Anton Lembede Street, Durban 4001