



Terms of Reference

Call for Proposals and Quotations for the conduct of an audit of the South African Human Rights Commission's ICT infrastructure and ICT environment

1. Call for Proposal and Quotation

The South African Human Rights Commission (Commission) extends a call for the submission of proposals and quotations for the conduct of an audit of the Commission's ICT Infrastructure and ICT environment.

2. Background

The Commission is a state institution established in terms of the Constitution of the Republic of South African, 1996. The Commission's principal mandate is to support the state's efforts in achieving transformation in the country. It does so by *inter alia*:

- (a) Creating awareness amongst communities of their human rights;
- (b) Receiving complaints from members of the public who feel that their human rights have been violated;
- (c) Taking steps to assist individuals and institutions to obtain redress in court;

- (d) Advising government on how best to implement the Bill of Rights; and
- (e) Advising parliament on laws that need to be enacted in order to achieve greater enjoyment of rights and freedoms by the people of South Africa.

In order to give effect to the above mandate, the Commission requires the provision of efficient and cost effective Information and Communications Technology (ICT) services. In order to ensure the adequacy of its ICT services, the Commission requires an audit of its ICT infrastructure and ICT environment, to ensure that these are aligned with current best practices.

3. Scope of Work

The Commission requires the services of an ICT Consultant to conduct an audit of its ICT infrastructure and ICT environment. In particular, the Consultant will be required to *inter alia* do the following work:

- a) Assess the overall ICT environment of the Commission;
- b) Assess the adequacy of the current ICT infrastructure of the Commission;
- c) Review the current ICT strategic plan of the Commission and to propose amendments to align it with current best practice;
- d) Advise on the governance and management structures required for the implementation of the ICT strategic plan;
- e) Review the current ICT policies and procedures of the Commission and propose amendments to align them with current best practice and relevant legislation and/or regulations;
- f) Review the ICT software licence agreements of the Commission and advise on any issues of concern;

- g) Evaluate the internal and external ICT services being offered to the Commission and advise on the management of third party contracts entered into with service providers;
- h) Assess the cost effectiveness of the outsourcing of ICT services;
- i) Prepare an audit report in relation to the above; and
- j) Perform any other work/duties incidental to the conduct of the audit.

4. Competency and Expertise Requirements

Key competencies and/or capacity that the Consultant is required to demonstrate should be in the area of ICT services.

5. Project Duration (i.e. Duration of Contract)

The project duration shall be 45 calendar days, commencing on 1 March 2016 and ending on 14 April 2016.

6. Required Documents

- a) Proposal;
- b) Valid original Tax Clearance Certificate;
- c) Company Profile;
- d) BBBEE Certificate; and
- e) SBD4.

7. Evaluation Criteria

- a) The proposals will be evaluated based on 80/20 preferential point system.
- b) Shortlisted proposals will be further assessed against the following criteria:
 - 7.1. Experience with similar assignment;
 - 7.2. Proposals meeting the needs of the Commission;
 - 7.3. Commitment to the set deadline and turnaround times; and
 - 7.4. Rotation by appointment by the Commission.

8. Payment Schedule and Method

- (a) The Consultant will provide the Commission with a quotation;
- (b) Subject to the consideration of the quotation and prescribed documents by the Supply Chain Management Department of the Commission, a fee will be agreed upon with the Consultant;
- (c) The agreed fee will be deemed to be inclusive of VAT;
- (d) Upon completion of the work and provided that the services rendered are acceptable to the Commission, an invoice will be submitted by the Consultant and payment by the Commission will take place within 30 (thirty) days of receipt of the invoice.; and
- (e) Payment method would be via electronic transfer to the Consultant's bank account as per the submitted invoices.

9. Conduct of Work and Reporting Requirements

- (a) The Consultant shall ensure confidentiality of all documents shared with him/her during the duration of the contract.
- (b) The Commission shall be entitled to all intellectual property rights of all reports, methods, strategies, plans, and processes produced as a result of this consultancy.
- (c) The Consultant is not permitted to reproduce or publish any of the documents or output of this project, including any extract of same, for any purpose whatsoever.
- (d) A breach of any of these conditions shall result in the summary termination of the service agreement entered into with the Consultant, accompanied by a forfeiture of any outstanding fees due to the Consultant, as well as legal action for breach of confidentiality where applicable.

10. Deadline

Proposals and Quotations for this Project must be submitted by 15:00hrs on Friday, 19 February 2016.

11. Contact Details

- a) Proposals can be submitted by hand at the following address:

South African Human Rights Commission

33 Hoofd Street, Forum 3

Braampark

Braamfontein

- b) Alternatively, proposals can be submitted by e-mail to the following e-mail addresses: tdlamini@sahrc.org.za or snxumalo@sahrc.org.za.
- c) Should you require any further information or clarification, please do not hesitate to contact the Senior Manager: Executive Support, Dr Martin Nsibirwa (011 877 3823; mnsibirwa@sahrc.org.za).