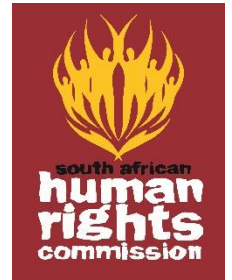


SOUTH AFRICAN HUMAN RIGHTS COMMISSION

27 Stiemens Street
JD House
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



TERM OF REFERENCE: CALL FOR PROPOSALS FOR THE REVIEW AND REVISION OF THE COMMISSION'S ICT STRATEGIC POLICY DOCUMENT AND GOVERNANCE FRAMEWORK

Deadline for Submissions: 15 November 2022

SAHRC RFP 15-2022

1. Purpose and statement

The purpose of this document is to request proposals with quotations for the review of the Commission's strategic and governance framework policy documents and including the review of existing ICT policies.

2. Background

2.1 The South African Human Rights Commission is an independent Chapter 9 Institution, established in terms of Section 184 of the Constitution, mandated to promote, protect and monitor observance of human rights in South Africa. The SAHRC has its seat in Gauteng, and provides services throughout the country through the SAHRC offices located in each provincial capital. IT functions are regulated through the Head Office in Gauteng.

2.2 It is the only National Human Rights Institution in the country, and has, is an accredited an 'A' (highest level) status institution based on the United Nations Resolution 48/134 (Paris Principles), noting that the key effectiveness criteria for this status include, among others, autonomy and independence of institutions.

2.3 The Commission is midway through its 5 year strategic plan . The ICT and Governance framework for the Commission were adopted in 2017. These founding instruments are due for review, updating and revision, given 4IR and rapid changes to the ICT environment globally and domestically. Despite the above motivators, the Auditor General observed and commented on the ICT environment for the Commission as follows;

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- 2.4 The current ICT strategy is not aligned with the organizational strategy, and this could lead to objectives not being achieved. The current strategy also omits how facilities are used by IT and the resource requirements for optimization.
- 2.5 The current structure of the IT environment should be relooked at including the general approach towards technology
- 2.6 The IT strategy should also be forward looking to address modernisation to align with the objectives of the Commission, for business continuity, optimise compliance and implementation, and to provide the Commission strategic technical business advantage.

3. Scope and Deliverables

- 3.1 Review the current ICT structure, evaluate competencies, gaps, and opportunities
- 3.2 Review both the strategy policy document and governance framework, and IT policies
- 3.3 Familiarize him\herself with the audit findings, IT action plans and recommend priority plans for the upcoming financial cycle for effective implementation of the strategy, with quantifiable and measurable milestone activities
- 3.4 Revise, update and provide a comprehensive IT turnaround strategy, policies, and key Standard Operating Procedures
- 3.5 Review the Cybersecurity policy, including in respect of new legislation such as POPIA and develop SOPs for implementation together with a revised policy.

4. Required Expertise

- 4.1 The Commission requires the services of a highly experienced ICT consultant, with expertise in Information technology; cyber security, as well ICT architecture and governance within public entities (Schedule 3A entities)/and or Chapter 9 constitutional institutions. The service provider will ensure that the Commission complies with legislation that regulate information and cyber laws also including:
 - State Information Technology Act
 - Corporate Governance Information Technology framework
 - Other IT frameworks
 - Cyber Security Bill, POPIA, SAHRC Act
 - PFMA
 - Treasury and SITA tools, frameworks and instruments

5. Project Timelines

- 5.1 The expected project commencement date will be determined through a briefing and work planning meeting. The duration of the project shall not exceed 3 months, excluding one further month after conclusion for follow ups.

6. Evaluation Criteria

Please note that all proposals received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

1.1 Please note that the following evaluation criteria will be used:

1.2 Price evaluation based on the 80/20 preferential point system.

1.3 The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Previous experience working on similar projects Industry experience in the form of reference letters The reference letters must include the following: Dated and signed by the company On the approved letter head of the company 0 – No reference letters submitted 1 – 1 reference letter submitted 2 – 2 reference letters submitted 3 – 3 reference letters submitted 4 – 4 reference letters submitted 5 – 5 reference letters submitted	25
2.	Skills and competencies of the lead expert in the form of curriculum vitae 0 – no CV submitted 1 – Qualifications 2 - Qualifications and experience 3 – Qualifications and experience and skills relevant to the terms of reference 4 to 5 – Qualifications, experience, skills relevant to the terms of reference, contactable references	25
3.	Comprehensiveness on the approach that will be used, the methods to ensure compliance with legislation and frameworks to be applied..	35
5.	High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers..	15
	Total	100

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

Price and BBEE evaluation

Only Bidders that have met the 70% threshold to be considered for price and BBEE. Price and BBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

i. Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

ii. Stage 2 – BBEE Evaluation (20 Points)

a. BBEE Points allocation

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A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

B-BBEE Certificate

7. Submission Requirements and Contact Details

7.1 To be considered as the preferred service provider, kindly submit the following:

7.2 Proposal

7.3 Valid Tax Clearance Certificate

7.4 BBBEE Certificate.

7.5 Company Profile

7.6 SBD 4 document signed

7.7 SBD 6 document signed

7.8 SBD 7.2 document signed

7.9 Latest CSD report at the time of quotation

8. Please submit quoted proposals via email by 15 November 2022 before 11h00.

All documentation must be emailed to: Tenderoffice@sahrc.org.za using the reference number of the TOR

For further information or clarification please contact Rulani Khuvutlu at rkhuvutlu@sahrc.org.za

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