



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

TERMS OF REFERENCE (TORs) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE THE ICASA ANNUAL REPORT FOR 3 YEARS

1. Introduction

The Independent Communications Authority of South Africa (ICASA) is the regulator of the broadcasting, telecommunications, and postal services in the public interest. ICASA utilises various platforms to, among others, educate, inform, communicate its objectives, and create awareness about its services to the licensees as well as the general South African public.

2. Scope of work

ICASA seeks to procure the services of a suitably qualified service provider to produce the 2022/2023, 2023/2024 and 2024/2025 Annual Reports within a period of 3 years, with specific deadlines each year.

2.1. Creative design of the Cover

- The conceptualisation of the Annual Report layout
- Design of the concept development = X3 concepts

2.2. Typesetting and layout of the Annual Report

- Visual presentation of the content of the Annual Report, including , tables, charts, and graphs.

2.3. Copywriting, Proofreading and editing of the Annual Report

- Copywriting of the Foreword and Chairperson report Maximum four (4) pages
- Editing and Proofreading and Proofreading of the various versions of the report until the final report is published

2.4. Sourcing of stock images

- Sourcing of stock images to be incorporated in the Annual Report (10).

2.5. Printing of the annual report

- Printing specifications – Cover pages (4) Full colour on gloss with a matt coated finish of the logo and/or Spot UV, 300gsm. Inner pages (estimated number of pages – 150) 128gsm full-colour pages coated with matt (128 gsm).
- The size of the Annual Report should be A4 Portrait.
- Binding of the Annual Report: Thread sewn – or the latest technology that will keep the document intact.
- Total number of printed copies required is 30 for each financial year.

2.6. PowerPoint presentation of the Annual Report

- Layout of 40 x PowerPoint presentation slide based on the AR look and feel (initial layout in Adobe In Design presented)
- Conversion to editable PowerPoint format of 40 x presentation slide

3. Mandatory requirements:

- Service provider must provide three or more copies of an Integrated Annual Reports or Annual Reports developed for government, SOE or public entities in the past five (5) years.
- Provide letters of reference from previous clients to whom the Service Provider have supplied and delivered the Integrated Annual Report/Annual Report in the past five (5) years that correspond to the integrated annual report/annual report copies.

4. ICASA will be responsible for providing the successful service provider with the following:

- A Corporate Identity Guidelines
- Electronic Logos to be used
- Select images (dependent on availability) to be incorporated in the Annual Report as an addition to the stock images that need to be sourced
- Links to the previous ARs which are available at www.icasa.org.za

5. Conditions of the contract:

- The service provider will be responsible for the production, printing and delivery of the completed signed-off Annual Report that is error-free.
- ICASA will sign off on the sample prior to bulk production.
- The supplier will be required to complete the financials part of the Annual Report within a week of receipt of approved financials (expected date 31 July 2023).
- The projected completion date of the 2022/2023 project is 15 August 2023.

Quality and Delivery Format

- The hard copy of the Annual reports is to be delivered at the ICASA Head Office in Centurion.
- The soft copy is to be emailed to ICASA.