



# Scope of Work

## 1. BACKGROUND

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended). The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

The Accounting Authority (Board) and CEO have a responsibility to ensure in terms of section 56 of the PFMA that:

- The entity has & maintains an effective, efficient & transparent system of risk management – PFMA251(a)(1);
- Effective and appropriate steps are taken to prevent irregular expenditure, fruitless & wasteful expenditure, losses resulting from criminal conduct, and expenditure not complying with the operational policies of the entity; and
- Compliance with the provisions of the PFMA and any other legislation applicable to the institution is ensured.

## 2. PURPOSE

2.1. The merSETA Executive Manager, in carrying out the merSETA mandate, may be exposed to various threats and risks.

2.2. merSETA seeks to appoint a qualified and experienced service provider with the necessary knowledge, capacity, and expertise to assess the vulnerability of the Executive Manager to potential threats, considering the nature of their work and work history.

- 2.3. The service provider is required to conduct a comprehensive threat and risk assessment of the Executive Manager, identifying vulnerabilities and recommending appropriate security and risk mitigation measures.
- 2.4. All identified risks must be clearly documented, and proposed mitigation measures must be supported by factual evidence.
- 2.5. The results of the threat and risk assessment should determine the level of protection required, if any.

### **3. THREATS & RISK ASSESSMENT**

- 3.1. For the purpose of this RFQ, a threat is described as an accelerated risk e.g. where the probability of a risk is considered high because of recognizably clear and present danger, with the intention to attack, harm, injury **and related aspects**.
- 3.2. A risk is an unwanted future event that has a realistic probability of occurring given the prevailing threats, vulnerabilities and security controls already in place.
- 3.3. Given the sensitive nature of this project, the service providers responding to this RFQ shall ensure that proper data security and confidentiality procedures are followed to protect all communications and documents related to this RFQ.

### **4. SCOPE OF ASSESSMENT**

**Below is the scope of work the merSETA, would like to be covered:**

#### **THREAT AND RISK ASSESSMENT SCOPE AND PROCESS**

- 4.1. Conduct a threat and risk assessment on the Executive Manager's typical itinerary to identify vulnerable points and high-risk locations/times. The Executive Manager is situated in Gauteng Province (Johannesburg).
- 4.2. Identify potential threats and determine the security measures required to protect the Executive Manager.
- 4.3. Assess the likelihood and impact of threats to determine the overall risk level.
- 4.4. Review current security measures and identify any gaps or areas for improvement.
- 4.5. Separate risks into those that can and cannot be mitigated.
- 4.6. Recommend possible mitigation strategies and security protocols for identified risks.
- 4.7. Determine whether potential aggressors have the motivation, ability, and opportunity to target the Executive Manager, and assess the viability of these factors.
- 4.8. Evaluate the attractiveness of the Executive Manager as a target in case of intentional attacks, and assess the current level of protection against each threat.

- 4.9. **Must** conduct interviews with relevant staff, **the supervisor** and the Executive Manager to gather information on **potential or actual** concerns.
- 4.10. Assess information security risks, including the Executive Manager's data, communications, and digital footprint.
- 4.11. Provide recommendations regarding routes to be used by the Executive Manager when travelling to and from the office. (Route details will be provided to the appointed service provider.)
- 4.12. Develop and analyse plausible threat scenarios and conduct tabletop exercises, where feasible.
- 4.13. Review and make recommendations for emergency response and evacuation procedures specific to the Executive Manager.
- 4.14. Recommend mechanisms for ongoing monitoring and periodic reassessment of risks.
- 4.15. Produce a detailed Threat and Risk Assessment Report, including findings and recommendations, within thirty (30) days of completing the assessment.

#### **Deliverables**

- 4.16. Comprehensive Threat and Risk Assessment (TRA) Report.
- 4.17. Route safety recommendations.
- 4.18. Final presentation of findings and solutions (The Executive concerned, Their immediate supervisor, the Board Sub-Committee).
- 4.19. Recommendations of security protection services required in detail.

### **5. MANDATORY REQUIREMENTS**

#### **(FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL RESULT TO DISQUALIFICATION)**

- 5.1. Valid service provider/bidder **PSIRA Protection certification** (must be attached).
- 5.2. The assessment team of the service provider must all be South African Citizens which comprises of the following members: –
1. Lead Assessor – **Certified South African ID and PSIRA certificate Grade A.**
  2. Specialist – **Certified South African ID and PSIRA certificate Grade B.**
- 5.3. The service provider/bidder must submit a valid **SAPS clearance for each member** of the assessment team to be deployed. The clearance must have been within the past **six (6)** months.
- 5.4. Company Profile indicating a minimum **5 years-experience** in corporate/executive risk assessments.

## 6. DISCLAIMER

- 6.1. The merSETA, does not assume responsibility for those inherent risks which may cause unfortunate accidents or incidents during normal inherent working conditions to the close armed protectors.
- 6.2. The merSETA, will not be held responsible for injury, death, damage, loss, delay, cost, expense, or inconvenience arising from incidences associated with the inherent working conditions beyond our control.
- 6.3. The merSETA reserves the right not to appoint a service provider for this RFQ. merSETA further reserves the right to split the RFQ with more than one service provider or award a portion of this RFQ to other service providers.
- 6.4. The merSETA, cannot disclose confidential information for the safety of the Executive and related parties at this stage. The detailed case specific information will only be provided to the appointed service provider.

The merSETA does not bind itself to accept the lowest tender.

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