

# **TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE FINANCE DIVISION IN REVIEWING ALL FINANCE MANAGEMENT POLICIES**

## **1. Background**

The Independent Communications Authority of South Africa endeavors to achieve best practices, policies and procedures in its administration and operations.

Section 38 of the Public Finance Management Act (PFMA) (Act 1 of 1999) requires Accounting Officers of Constitutional institutions to ensure that that department, trading entity or constitutional institution has and maintains— (i) effective, efficient, and transparent systems of financial and risk management and internal control.

## **2. Scope**

The service provider is required to review the following finance management policies:

- Assets Management Policy
- Accounts Payable Policy
- Administered Revenue Management Policy
- Cash and Bank Management Policy
- Materiality Framework Policy
- Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy
- Subsistence and Travel Policy
- Supply Chain Management Policy
- Related Party Policy
- Petty Cash Policy and Procedure
- Investment Policy
- Budget Policy
- Subsequent Event Policy
- Payroll Procedure Manual
- Inventory Management Procedure Manual

### **3. Deliverables**

The quality review of the finance management policies will enhance the internal controls and financial systems.

The following deliverables are expected from the service provider:

- Assessment of current policies.
- Review of all current policies after assessment.
- Identify any misalignment to any legislation such as the Constitution, PFMA, National Treasury Instruction Notes or any other related legislation to the business unit.
- To assess the alignment of such policies and related business processes.

### **4. TECHNICAL KNOWLEDGE/COMPETENCIES 5.1. ELIGIBILITY CRITERIA**

Only consultants who meet the following eligibility criteria may participate in this tender:

- With strong and in-depth knowledge of the operations of public entities.
- Who have assisted other institutions with policy review or similar projects.

### **5. COMPOSITION OF THE PROJECT TEAM AND THEIR FEES**

The financial proposal shall be clearly designed to reflect all costs without causing any confusion, which may include travelling costs from the base premises to ICASA Head Office. All relevant costs will be considered for the purpose of evaluating price.

Bidders are advised to use the following tables as the basis to formulate their financial proposal (VAT Included). Also refer to the SBD 3.3 – Pricing Schedule (Services) and complete it.

<b>Team Member</b>	<b>Qualifications and Experience</b>	<b>Tariff per hour (Normal Time)</b>	<b>Tariff per hour (overtime Time)</b>	<b>Tariff per hour (Sundays and public holidays)</b>	<b>Total</b>

## **6. Work Plan and Methodology**

The service provider must provide:

- 6.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 2 above.
- 6.2 A preliminary project plan outlining key activities and timeframes.
- 6.3 A schedule of resources to be committed to the project.
- 6.4 The key milestones which will be used as a measure of performance in the project.
- 6.5 The role, location, and commitment of each member in the team during the assignment must be clearly specified.

## **7. Confidentiality of Information**

- 7.1 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as deems necessary.

## **8. Payment**

Payments will only be made in accordance with the delivery of service that both parties agreed upon and after final deliverables. This should be followed by a receipt of an original invoice which shall be paid within 30 working days from date of receipt. There will be no advance payment to a successful service provider.

A fair and reasonable remuneration framework for consultants as stipulated in the National Treasury Instruction No. 02 of 2016/2017 Cost Containment Measures, considering:

- The "Guide on Hourly Fee Rates for Consultants", as issued by the Department of Public Service and Administration (DPSA); and/or
- Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

## **9. Tax Clearance Certificate**

10.1 The potential service provider/s must ensure compliance with their tax obligations.

## **10. Briefing Session**

There will be no briefing session required.

## **11. Functionality evaluation**

11.1 Service providers will be evaluated based on functionality.

The minimum threshold for functionality is 70 out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified.

<b>CRITERIA</b>	<b>SCORE</b>	<b>WEIGHT</b>
<b>Testimonials/References</b> Provide signed, contactable reference letters with company letterheads from companies where the proposed or similar projects/services were provided.	4 letters or more = 5 points 3 letters = 4 points 2 letters = 3 points 1 letters = 2 points no letter = 1 point	50
<b>Team Qualifications &amp; Skills CV's for:</b> Project Team members detailing the qualifications, skills, for each of the members listed.	<b>Rating of 5</b> <ul style="list-style-type: none"> <li>• Project Team members who possess master's degree in public management</li> <li>• 5 or more years of experience in reviewing of policies.</li> </ul>	50

CRITERIA	SCORE	WEIGHT
	<b>Rating of 3</b> <ul style="list-style-type: none"> <li>Project Team members possess Honours degree in Public Management</li> <li>3-4 years of experience in reviewing of policies.</li> </ul> <b>Rating of 1</b> <ul style="list-style-type: none"> <li>Project Team Members with no relevant qualifications</li> <li>0-2 years of experience reviewing of policies</li> </ul>	
<b>Total</b>		<b>100</b>
<b>Minimum Threshold</b>		<b>70</b>

**For purpose of evaluating functionality, the following values will be applicable:**

<b>1=</b>	<b>Very poor</b>	Does not understand the requirements
<b>2=</b>	<b>Poor</b>	Will not be able to fulfil the requirements
<b>3=</b>	<b>Average</b>	Will partially fulfil the requirements
<b>4=</b>	<b>Good</b>	Will be able to fulfil the requirements
<b>5=</b>	<b>Excellent</b>	Will fully fulfil the requirements