

	Monitoring and Reporting Scope of Work	Template Identifier	240-43921804	Rev	1
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NTCSA Supplier Development & Localization Monitoring and Reporting Strategy

1. Purpose

This strategy outlines NTCSA's approach to appointing a service provider to support the monitoring, verification, and reporting of Supplier Development and Localisation (SDL&I) initiatives embedded in contracts. The objective is to ensure contractual compliance, accurate reporting, governance integrity, and measurable socio-economic impact.

2. Scope of Work

The appointed service provider will support NTCSA in monitoring and reporting on the following contractual obligations:

Skills Development – tracking number and type of skills developed, accredited training, and beneficiary records.

Job Creation – monitoring direct and indirect employment created through contracts.

Subcontracting – tracking subcontracting spend and compliance with contractual targets.

Local Content – verification and reporting of local spend in line with designated sector requirements.

Preferential Procurement – monitoring B-BBEE aligned procurement spend.

National Industrial Participation Programme (NIPP) obligations.

Compliance with DTIC designated sector requirements.

Management of 2.5% retention linked to SDL&I performance milestones.

3. Support Environments, Resource Requirements, and Organogram

Environments Where Support Will Be Required

- Commodity Sourcing
- Project Delivery
- Tactical Coastal
- Tactical Inland
- Operations and Maintenance

Number of Resources Required

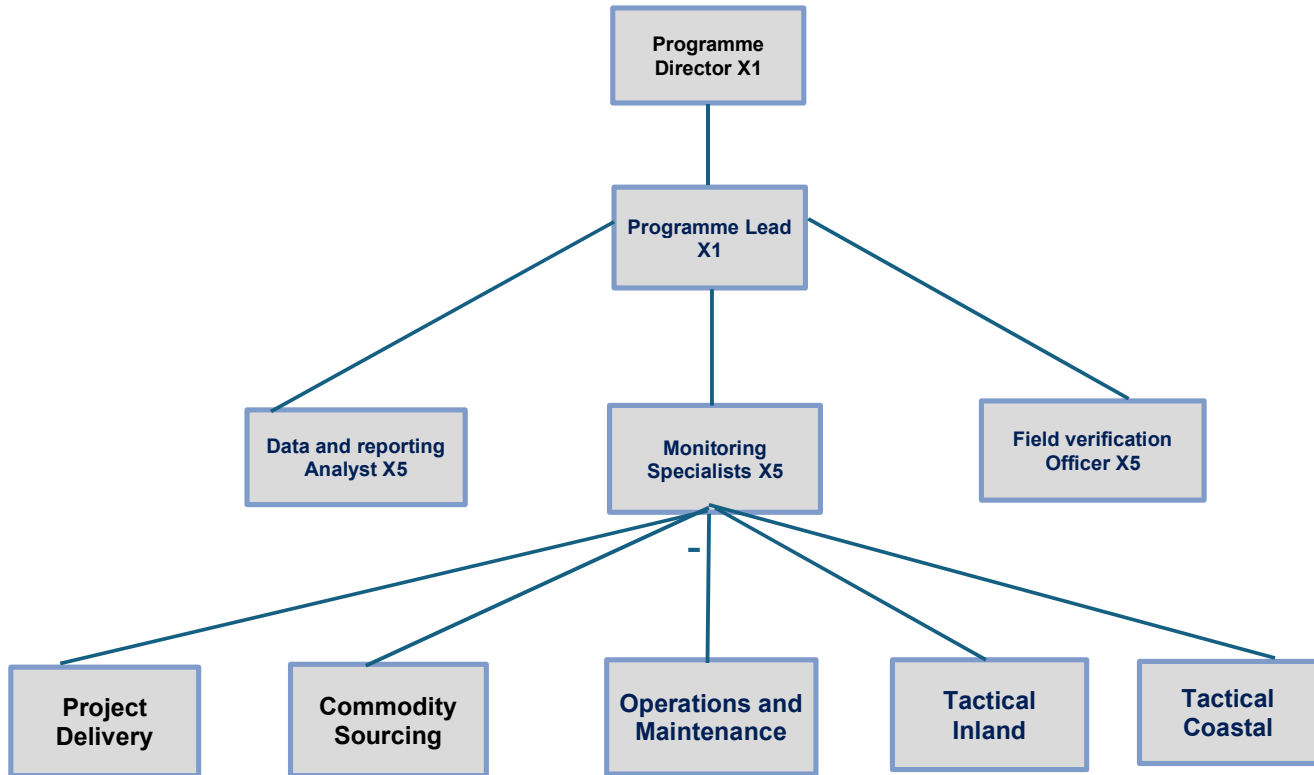
Role

Number of Resources

- Programme Director 1
- Programme lead 1
- Data & Reporting Analysts 5
- Field Verification Officers 5
- Monitoring Specialists 5
- **Total Resources 17**

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4. Monitoring Framework

The monitoring process will include contract handover from Execution Support, baseline target confirmation, monthly/quarterly tracking, verification of supporting documentation, site audits where necessary, and formal performance reporting.

Ensure SDL&I targets are contractually embedded in all relevant contracts.

Capture performance data in SAP and internal tracking systems.

Verify supporting documentation prior to release of 2.5% retention.

Provide compliance dashboards and executive-level reports.

Escalate non-compliance and recommend corrective measures.

5. Governance & Systems Integration

All monitored data must be contractually enforceable, auditable, and integrated into SAP and NTCSA reporting systems. The service provider must ensure data integrity, traceability, and audit readiness at all times.

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6. Resource Requirements

The service provider is expected to provide the following minimum resources:

Programme Director: Provides strategic oversight and ensures overall compliance, performance, and delivery of monitoring outcomes against organisational objectives.

Programme Lead: Manages day-to-day monitoring activities, tracks performance against targets, and ensures accurate reporting and verification of project outcomes.

Monitoring & Compliance Specialists – Contract-level tracking and verification.

Data & Reporting Analyst – SAP integration, dashboard development, and performance analytics.

Field Verification Officers (as required) – Site inspections and audit support.

Expected Outputs:

- Monthly compliance reports
- Quarterly executive dashboards
- Annual consolidated impact report
- Retention release verification reports
- Audit-ready compliance files

7. Evaluation Criteria

Bidders must achieve a minimum threshold of 70% for Technical/Functionality to proceed to the next evaluation phase.

Technical/Functionality (70% threshold required): Experience in SDL&I monitoring, SAP reporting capability, methodology, and team expertise.

B-BBEE / Preferential Procurement Assessment (as per NTCSA policy).

Commercial Evaluation – Pricing and cost competitiveness.

Financial Capacity Assessment – Financial statements, liquidity, and sustainability.

8. Implementation Timeline

The appointment process will follow NTCSA procurement procedures, with expedited timelines to ensure continuity of monitoring activities and protection of localisation value during TDP rollout.

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