

**TERMS OF REFERENCE FOR THE**

**DESIGN, EDIT AND LAYOUT OF THE**

**MISA ANNUAL PERFORMANCE REPORT FOR 2024/25 FINANCIAL YEAR**

1. **Introduction**

The objective of this project is to produce the Municipal Infrastructure Support Agent (MISA) Annual Performance Report (APR) for 2024/25 financial year, commencing 01 September 2025 and ending 19 September 2025.

1. **Background**

The Municipal Infrastructure Support Agent was officially proclaimed as a government component on 11 May 2012, in terms of section 7(5) (c) of the Public Service Act, 1994 (promulgated under Proclamation No. 103 of 1994). It has been established under the Executive Authority of the Minister for Cooperative Governance and Traditional Affairs, with the Department of Cooperative Governance as its principal department. Accordingly, MISA operates within the department’s broader legislative and policy mandates.

MISA is required, in terms of its mandate and the provisions of the Public Finance Management Act, Act 1 of 1999 (as amended), to submit an APR for the period 1st April 2024 to 31st March 2025. The APR must be submitted to:

* Executive Authority;
* The Department of Cooperative Governance;
* Department of Planning, Monitoring and Evaluation;
* National Treasury; and
* Parliament.

MISA requires the services of suitably qualified service provider to design, edit and layout the 2024/25 APR covering the afore-mentioned period.

1. **Scope of Work**

The service provider will be expected to perform the following tasks:

**3.1 Editing**

* Language and grammar editing for clarity, coherence, and accuracy.
* Fact-checking, consistency of terminology, and style adherence.
* Proofreading the final draft prior to layout and printing.

**3.2 Design and Layout**

* Develop a professional layout design aligned with MISA’s corporate identity and government branding guidelines.
* Incorporate tables, graphs, charts, images, and infographics as required.
* Prepare the final report in both print-ready PDF and editable formats (e.g., MS Word, InDesign).
* Part A: General Information
* Part B: Performance Information
* Part C: Governance
* Part D: Human Resource Management
* Part E: PFMA Compliance Report
* Part F: Annual Financial Information

**4.Deliverables**

* One (1) fully edited and designed draft for review and comment.
* One (1) revised version after incorporating feedback.
* Final version of the Annual Performance Report in:
	+ Print-ready high-resolution PDF format
	+ Web-optimized PDF version
	+ Editable source files (e.g., Word/InDesign)

The appointed service provider will be furnished with a copy of the National Treasury Guidelines for producing annual reports of Public Entities.

**5.Specifications**

**Please provide a quotation based on the below stated detailed specifications:**

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| **Requirement** | **Specification** |
| Format  | A4 – Portrait or Landscape |
| Pages  | 75 double-sided sheets/150 pages (Estimated) |
| Project Management | * The supplier will provide a project plan with amongst others a production schedule and timelines. This project plan will be managed by the Project Manager after it has been approved and confirmed by the MISA’s Project Team.
* Project Manager will work closely with the MISA’s Project Team.
* The Project Manager will provide a status report on a weekly basis and as and when required by the MISA.
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**6.Additional Information**

**The supplier, in addition to the bid documents, should:**

* Provide brief company profile, as relevant to the above-mentioned terms of reference.
* Provide at least three samples of previous Annual Reports for a public sector and/or public sector financial entity produced by the supplier as evidence of the suppliers experience as per MISA’s specifications.
* Three reference letters on the client’s letterheads confirming that the bidders had previously completed similar assignments successfully.