



Terms of Reference and Call for Proposals:
DATA ANALYSIS, INTERPRETATION, VISUALISATION AND REPORTING

Deadline for Submissions: 02 August 2022

SAHRC RFP 7-2022

1. Purpose and Project Description

- 1.1 The purpose of this document is to request for proposals from qualifying service providers to conduct data coding and analysis for the South African Human Rights Commission.

2. Background

- 2.1 The South African Human Rights Commission (SAHRC or Commission) is a state institution supporting constitutional democracy. Part of the SAHRC's functions relate to regular preventive visits to places where persons are deprived of liberty (places of detention).
- 2.2 In carrying out the preventive monitoring to places where persons are deprived of liberty, the SAHRC collects data using questionnaires hosted through a mobile application system (mobile App).
- 2.3 To this end, the SAHRC seeks the services of an experienced service provider to analyse and interpret the data collected over the 2021/22 financial year as contribution(s) towards various thematic reports.

3. Key objectives of the project

- 3.1 Conduct a statistical analysis and coding using acceptable statistical methods and interpret the statistical findings to draw meaningful conclusions from the data analysis.

4. Project scope and deliverables

- 4.1 To conduct a statistical analysis using various statistical methods and operations.
- 4.2 Interpret statistical findings and draw meaningful conclusions from the data analysis.

- 4.3 Use data visualisation to support analysis and interpretation of data and formulate well-substantiated inferences based on statistical outcome.
- 4.4 Use the data to identify patterns and trends.
- 4.5 Create informative graphs and charts, and write three (3) impactful thematic reports
- 4.6 Present research findings using a dashboard that includes visualisations created.
- 4.7 Transfer the relevant skills and knowledge to relevant officials for future use.

5. Required Expertise

- 5.1 The Commission requires the services of an experienced provider, with expertise in data coding and analysis (SQL), statistical programming and visualisation and report writing.
- 5.2 Specifically, the service provider must have:
 - 5.2.1 Knowledge of data analysis and reporting in the human rights sector and preferably with experience in analysing data in the criminal justice system.

6. Project Timelines

- 6.1 The expected project commencement date is 8 August 2021.

7. Evaluation Criteria

- 7.1 Please note that all quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

Evaluation on functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70%.
- ii. The overall score must be equal or above 70% to proceed to Price and BBBEE evaluations.

- 7.1.1 **Price evaluation based on the 80/20 preferential point system.**

- 7.1.2 **Evaluation on functionality, as in Table 1 below:**

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Bidder should have at least 5 years' experience of relevant service 0 = less than 1 year experience	40

Terms of Reference Data Analysis

	1 = 1 year experience 2 = 2 years of experience 3 = 3 years of experience 4 = 4 years of experience 5 = 5 years or more of experience	
2.	Skills and competencies of key experts in the form of curriculum vitae's 0 – no CV submitted 1 – Qualifications 2 – Qualifications and experience 3 – Qualifications and experience and skills relevant to the terms of reference 4 to 5 – Qualifications, experience, skills relevant to the terms of reference, contactable references	25
3.	The proposed methodology to be used to realise the expected results	10
4.	High-level work-plan with an overview of timelines, key milestones and a cost breakdown including vat indicating the major cost drivers.	25
	Total	100

Price evaluation based on the 80/20 preferential point system.

Only Bidders that have met the 70% threshold in functionality evaluation will be evaluated in for price and BBEE. Price and BBEE will be evaluated as follows:

- The price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

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The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

Stage 2 – BBEE Evaluation (20 Points)

a. BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	10
6	8
7	6
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- B-BBEE Certificate or sworn affidavit

8. Mandatory Submission Requirements

8.1 To be considered as the preferred service provider, kindly submit the following:

8.1.1 Proposal indicating the service providers' experience, success rates, conceptualisation of the project, process, and method of delivery, costing and any other relevant information.

- 8.1.2 Valid Tax Clearance Certificate.
- 8.1.3 Company profile
- 8.1.4 Signed SBD 4 document.
- 8.1.5 Standard bid document 7.2
- 8.1.6 Standard bid document 6
- 8.1.7 BBBEE Certificate.
- 8.1.8 Central supplier database report at the time of submission

9. Confidentiality, Independence and objectivity

The service provider will hold all material and information exchanged during the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

10. Contact details

- 10.1 Submissions must be emailed to: tenderoffice@sahrc.org.za
 - 10.2 All submissions should be emailed using SAHRC RFP 7-2022 as the title
 - 10.3 **Submissions are due by 02 August 2022, before 11h00.**
 - 10.4 **For any further clarity please email: kpakati@sahrc.org.za**
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