

ANNEXURE D

1. SCOPE OF REQUIREMENTS

CEF seeks to appoint a service provider to conduct board evaluations for CEF SOC Ltd and one (1) of its subsidiaries (iGas) in order to assess the functioning, effectiveness and performance of the respective Boards. The Service provider utilizing its methodologies will work closely with CEF Secretariat executing the assignment.

The Service Provider will utilise its methodology to review as a minimum the following areas:

- Board/Committee dynamics (including composition; Terms of Reference/Charters; Delegations of Authority and Meetings)
- Relationship of Board with management;
- Stakeholder management
- Strategy and implementation
- Risk Management
- Corporate ethics
- Monitoring organizational performance
- Management Evaluation, Compensation and Succession

2. EVALUATION CRITERIA

Technical Information	Score	Proof of document	Weight
2.1 Company Experience (Board Appraisals) The bidder must have successfully conducted board appraisals mostly in state owned entities and or private sector in the last 5 years. The Board appraisal entail the following: <ul style="list-style-type: none"> • Board composition; • Board responsibilities; • Committees of the board; • Relationship of Board with management; • Stakeholder relationships; and • Board meetings Please provide reference letters as proof for similar projects implemented or work done in the past 5 years. The reference letter on client's letter head must include the company name, contact person, contact details (telephone number and email address) and it should indicate when the service was done:		Reference letters	20%
5 or more Reference letters	5		
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letter	1		
No Reference letter provided	0		

Technical Information	Score	Proof of document	Weight
2.2 Experience of the Project Leader /Manager The bidder's assigned project Manager /Leader that will be managing the project must have a proven years' experience in managing similar assignments. Provide a detailed C.V. of the Project Leader/Manager detailing the relevant years of experience.		Project Leader/Manager CV	25%
10 and more years of experience	5		
9 years of experience	4		
7-8 years of experience	3		
5-6years of experience	2		
3-4 years of experience	1		
Less than 3 years of experience	0		

Technical Information	Score	Proof of document	Weight
2.3 Experience of the key personnel The bidder's proposed team must have relevant skills and experience in conducting Board evaluations. The bidder must submit CVs of the key personnel as part of its proposal. The composition of the proposed team, clearly outlining the main disciplines/ specialties on this project and the key personnel's responsibility.		Proposed team CV's	20%
10 and more years of experience	5		
9 years of experience	4		
7-8 years of experience	3		
5-6years of experience	2		
3-4 years of experience	1		

Less than 3 years of experience	0		
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Technical Information	Score	Proof of document	Weight
2.4 Project plan with key milestones and estimated timelines The bidder must demonstrate competency and ability to deliver the assignment. Bidder must provide a comprehensive project plan outlining the critical milestones and timelines amongst others related to this work assignment from inception to completion.		Project plan	35%
Comprehensive project implementation plan adequately addressing all critical aspects of the scope of work and milestones;	5		
Noncomprehensive project plan submitted	0		