



## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 23253316 APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF WEB-BASED PERFORMANCE MANAGEMENT AND RISK MANAGEMENT SYSTEM FOR A PERIOD OF 36 (THIRTY – SIX) MONTHS FOR NKANGALA DISTRICT MUNICIPALITY

#### SCOPE OF WORK

The scope of works entails the following:

##### Performance Management System

1. Implementation of an automated organizational performance management system to manage the monitoring, reporting and evaluation of the IDP and SDBIP.
2. The easy update of performance objectives,
3. The uploading of proof of evidence,
4. The extraction of quarterly, mid-year and annual performance reports and
5. The auditing of information uploaded.
6. Detailed audit logs for assurance purposes;
7. Implementation of an automated individual performance management system to facilitate the compilation of individual performance scorecards (performance contracts) for various levels of officials in the municipality.
8. Manage quarterly, mid-year and annual evaluations.
9. Be integrated with the Institutional system (SDBIP) at all levels of the Municipality
10. Training the Performance Management team and all end users.
11. Provide ongoing technical system support
12. Training of Assurance Providers (Internal Auditors) to use the system to conduct performance auditing;
13. A Web based real-time system that is supported with the appropriate levels of security and data protection.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



14. Easy and secure access by all users as per the access levels defined by the municipality;
15. On-line capturing of performance data (including KPIs and projects) and risk data (action plans and responses);
16. Automated email notifications and reminders;
17. The SDBIP and Individual performance module must allow for the opening and closing of time periods;
18. The system must allow for the linkage to the Budget and expenditure data for performance reporting purposes;
19. Uploading of electronic supporting documentation (POE) as attachments; **(No data limitation on uploading POE)**
20. Ability to capture and report on achievements, challenges, corrective action and method of calculation;
21. Functionality for Internal Auditors to review and make comments;
22. Functionality for Performance Management Unit to make comments;
23. Functionality of Supervisor for individual assessments to review and make comments
24. Allow the extraction of reports in various formats;
25. Dashboards and colour coded scoring for monitoring and reporting purposes;
26. Audit trail reports of activities by all users;
27. Integrated Institutional (OPMS) and Employee (IPMS) performance management modules;
28. Functionality for IPMS employee assessments to be conducted directly in the system.
29. Functionality to view assessment results by Supervisor and official assessed
30. Functionality for automated calculation of assessment results and extraction of detailed and summary reports on the outcomes of assessments;
31. Data back-ups to be made on daily basis by the service provider;
32. Data captured in the system remains the property of the municipality and may not be made available to any other entity without written consent.
33. It must have File To File facility for the extraction of data and interfacing into relevant format.
34. System to undergo periodical relays

## Risk Management

35. Implementation of a Web-based Risk Management system to manage the monitoring, reporting and evaluation of approved Risk Registers.
36. The capturing of Risk Assessments on the system
37. The easy update of risk registers,
38. The upload of proof of evidence, (both word and PDF) without data limitation
39. Notification of targets due for reporting and approval
40. Compilation and extraction of quarterly and annual risk reports and
41. The auditing thereof.
42. Training the Departmental Risk Champions and Risk Owners (General Managers) and Managers on the use of the Risk management system.
43. Provide ongoing technical support as and when needed.
44. Comply with the Risk Management Framework/Methodology
45. System Lock after action plan due date has passed

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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46. Must be able to generate electronic reports ( Monthly, Quarterly and annual)
  47. Generate Audit trail
  48. Comply with the POPI Act
  49. System should be user friendly
  50. Allocate different user roles
  51. Notify users target action due dates
  52. Automated opening and closing of the system
  53. Allow for the saving of POE's

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*