

TERMS OF REFERENCE



THE PRESIDENCY REPUBLIC OF SOUTH AFRICA SUPPLY CHAIN MANAGEMENT

SCMP 26/05/08R: APPOINTMENT OF AN EXPERT PEER REVIEWER IN THE AREA OF PUBLIC POLICY AND SERVICE DELIVERY ENVIRONMENT TO QUALITY ASSURE THE EVALUATION STUDY BEING CONDUCTED ON THE ACHIEVEMENT OF THE PRESIDENCY PERFORMANCE FOR THE 30 YEARS OF THE DEMOCRATIC DISPENSATION OF SOUTH AFRICA FOR A PERIOD OF SIX MONTHS

1. PURPOSE

- 1.1 To appoint an expert peer reviewer in the area of public policy and service delivery environment to quality assure the evaluation study being conducted on the achievement of the Presidency's performance for the past 30 years of the democratic dispensation of South Africa.

2. BACKGROUND

2.1 The Presidency is in the process of finalising an outcome assessment and compiling an end of term evaluation, that will specifically reflect on the 06th administration to produce an end of term evaluation report to table to Parliament.

2.2 However, this project's scope was expanded to include a reflection of the past 30 years of how well the Presidency has executed its role in a democratic dispensation, highlighting key performance highlights over the 30 years and identify successes and challenges of the best and worst times of the Presidency. This analysis will identify and provide a valuable insights for key focus areas for the next five years, in line with our objectives of achieving the Vision 2030 goals.

- 2.3 The Presidency plays a critical role in guiding the country towards achieving the goals set out in Vision 2030, as outlined in the National Development Plan (NDP).
- 2.4 To assist with this evaluation, the Presidency has contracted Break- the -Chain Development Services to assess its performance over the past 30- years of democracy. This evaluation aims to deliver an evidence-based analysis of the Presidency's achievements, key successes, and lessons learnt.
- 2.5 However, given the scope of this evaluation, which is now over and above the finalisation of just an end of term evaluations for the 6th administration, but now includes a review of 30 years, based on advice obtained from DPME and the Standards for evaluation in government published by DPME in March 2014.
- 2.6 The guideline advises that: "Quality control is exercised throughout the evaluation process. Depending on the evaluation's scope and complexity, quality control is carried out through an internal and/or external process. Peer review is conducted of the methodology during the inception phase and during the evaluation. An evaluation quality assessment (EQA) will be conducted to reflect on the process as well as the product of the evaluation, and draw out lessons for future evaluations."
- 2.7 Part of the quality control will be to assess the appropriate methodology is employed for the type of the evaluation question that must be responded to; the assess that the methods employed in the process of the evaluation are indeed consistent with those planned; forms of data gathering were appropriate given the scope of evaluation; and that the data analysis approach and methods were appropriate and sufficient given the purpose of the evaluation.
- 2.8 It is also advised that the peer reviewer must be involved early on in the evaluation process and given the opportunity to contribute to the evaluation design, which is included in the inception report, by identifying issues to be addressed and further evaluation questions to be answered.
- 2.9 This quality control step is to safeguard the credibility, inclusiveness, and transparency of the evaluation.

3. SCOPE OF WORK

3.1. The successful bidder will be required to assist on the following:

- 3.1.1 Review and provide written inputs on the inception report.
- 3.1.2 Review and provide written inputs on the literature review report structure, evaluation matrix, analytical framework, final data collection instruments and other tools.
- 3.1.3 Review and provide written inputs on the Primary Data collection Report and Case Studies.
- 3.1.4 Review and provide written inputs on the draft evaluation report and 1/5/25 summaries.
- 3.1.5 Attend the validation workshop (hybrid).
- 3.1.6 Review and provide written inputs on the final evaluation report and 1/5/25 summaries.

4. REQUIREMENT FOR THE PROJECT

- 4.1 The expert must have a minimum of Master's Degree in Social science, or Public Policy Management, or Development studies.
- 4.2 The expert must have worked at a minimum of five projects related to policy implementation, job creation, and service delivery. The CV and reference letter must be attached with a list of projects including the contactable details for reference purposes.
- 4.3 The company must have a minimum experience of 2 years in projects review. Attach The Presidency returnable project reference form (**Annexure A**) signed, dated, with contact person and contact number
- 4.4 The bidder will be required to develop a project plan demonstrating different activities as per the scope of work to be conducted, in line with the project plan approved for the evaluation study.

5. SPECIAL CONDITIONS OF PROJECT/CONTRACT

- The successful bidder will be required to sign a standard contract with The Presidency that will outline the terms and conditions of the contract.
- The Presidency reserves the right either to award the bid in full or in part or not to award the bid.
- **The pricing schedule (Annexure B) must be fully completed and attached.**
- The service provider will commence with the services upon signing of the service level agreement by all parties involved.
- In the event of changes in the project, the service must provide the detailed CVs, proof of qualification for the new project team members. The Presidency undertakes to pay out in full within thirty days (30) after, all valid claims for services rendered to its satisfaction upon presentation of a substantiated claim/invoice, according to the payment schedule agreed upon in the contract.
- Bidder/s are requested to provide clarity on concept document / methodology to approach the project and a detailed project plan.

6. DURATION OF CONTRACT

The duration of the project is six (6) months and specific milestones must be reached within this period.

7. MONITORING AND EVALUATION OF THE PROJECT

- 7.1 All work is to be carried out in accordance with the time schedule as agreed with the Project Manager and within the agreed deliverable and terms and conditions of the signed contract.
- 7.2 Monitoring and evaluation of performance and adherence to the project requirement will be done by the Project Manager/owner.

8. LEGISLATIONS APPLICABLE TO THE BID

Bids will be subject to the Supply Chain Management (SCM) conditions as follows:

- 8.1 The Preferential Procurement Policy Framework Act, Act No. 05 of 2000
- 8.2 Preferential Procurement Regulations, 2022.
- 8.3 The Public Finance Management Act, Act 1 of 1999.
- 8.4 The Presidency Supply Chain Management Policy

9. EVALUATION PROCESS

A three (3) phase approach will be followed during the evaluation phase. All proposals received will be evaluated in accordance with the **80/20-point** system as prescribed in the Preferential Procurement Regulation, 2022.

9.1 PHASE 1: DISQUALIFICATION ADMINISTRATION REQUIREMENTS

- ☐ Only bidders who submitted quote according to the below will be considered for phase 2

-  **Quotation validity period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award**
-  Quotes must be submitted as per the prescribed closing dates.
-  Supplier must be registered on CSD (Central Supplier Database)
-  Bid/quotations submitted after closing date will not be considered

9.2 PHASE 2: FUNCTIONAL/TECHNICAL EVALUATION

Only proposals that meet disqualification administrative requirements will qualify for this phase

Desk-top Evaluation

- Experience and References
- Qualifications

- Report writing skills
- Methodology of the Project Plan

Only proposals that scored at least 65 points or more out of 100 points will proceed to phase 3.

EVALUATION CRITERIA

CRITERIA	SUB-CRITERIA	WEIGHT
Qualifications and experience	Qualifications of the an expert assigned to the project (Attach Valid Certified copies of certificates) Honours/ Post Graduate Diploma (NQF level 7) and below in Social science, or Public Policy Management, or Development studies= 0 points Master's degree(NQF level 8) in Social Sciences, Public Policy Management or Development Studies = 20 points PhD in Social Sciences, Public Policy Management or Development Studies = 30 points	30
	Expert experience: Expert must have conducted a minimum of five (5) projects reviewed as an expert. The service provider must submit CV and attach reference letter/s indicating that the Project Leader delivered a minimum of five (5) projects. (References must be on the company's letterhead, signed, and dated, with contact person and contact number). 0-4 projects reviewed = 0 points 5-6 projects reviewed programmes evaluation conducted = 30 7 or more evaluation programmes conducted = 40 points	40
	Company Experience The company to demonstrate experience where they were appointed to review projects: Attach The Presidency returnable project reference form (Annexure A) signed, dated, with contact person and contact number 0-1 years' experience = 0 points 2 years' experience = 10 points 3 and more years' experience = 15 points	15
Strategic approach and methodology	The bidder will be required to develop a project plan demonstrating different activities as per the scope of work(must attach the project plan) No project plan= 0 points Project plan that does not outline the activities as per the scope of work = 5 points	15

CRITERIA	SUB-CRITERIA	WEIGHT
	Project plan that outline the activities as per the scope of work = 15 points	
TOTAL		100

9.3 PHASE 3 – PRICE AND SPECIFIC GOALS

The bid will be awarded to the bidder who scored the highest points in terms of Price and specific goals

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

10. Non-compulsory briefing session

Briefing session will be conducted online via Microsoft Teams

[Join the meeting now](#)

Meeting ID: 345 414 342 590 0

Passcode: bR2Ut37S

11. ENQUIRIES

Contact person for technical: Ms Joy Masemola JoyT@presidency.gov.za

Contact person for SCM enquiries: Patrick Mongwe Quotesenquiries@presidency.gov.za



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

RETURNABLE PROJECT REFERENCE FORM

Project Description:	APPOINTMENT OF AN EXPERT PEER REVIEWER IN THE AREA OF PUBLIC POLICY AND SERVICE DELIVERY ENVIRONMENT TO QUALITY ASSURE THE EVALUATION STUDY BEING CONDUCTED ON THE ACHIEVEMENT OF THE PRESIDENCY PERFORMANCE FOR THE 30 YEARS OF THE DEMOCRATIC DISPENSATION OF SOUTH AFRICA FOR A PERIOD OF SIX MONTHS
Ref No:	SCMP 26/05/08R

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I (Name, Surname & Designation Preferably contract Manager)

From(Company Name)

Declare that the company was the recipient (client) of the following professional services (project) successfully executed by

.....(Name of bidder)

Project Description:

.....

Project Location:

.....

Commencement Date (DD/MM/YYYY) :.....Completion Date(DD/MM/YYYY):.....

Contract Value:

.....

.....
Signature (Company Head or Delegated officer)

Contact Numbers:.....

.....
Name of Signatory

Date.....

“ANNEXURE B”



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

Pricing schedule

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Services description	Price(exclusive of VAT)	Price(inclusive of VAT)
1. Review and provide written inputs on the inception report	R	R
2. Review and provide written inputs on the literature review report structure, evaluation matrix, analytical framework, final data collection instruments and other tools.	R	R
3. Review and provide written inputs on the Primary Data collection Report and Case Studies.	R	R
4. Review and provide written inputs on the draft evaluation report and 1/5/25 summaries	R	R
5. Attend the validation workshop (hybrid)	R	R
6. Review and provide written inputs on the final evaluation report and 1/5/25 summaries	R	R
Total price for six months		

All prices must be VAT inclusive

Company's name :

SIGNATURE OF BIDDER :

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE :