

TERMS OF REFERENCE



THE PRESIDENCY REPUBLIC OF SOUTH AFRICA SUPPLY CHAIN MANAGEMENT

SCMP 01/06/01R: Impact Evaluation on the implementation of the Presidency five Strategic Outcomes for the period 2020-2025(Sixth administration), the past 30 years of democracy and the Mid-Term Report for 2025-2030 (Seventh Administration).

1. THE PURPOSE OF TERMS OF REFERENCE

- 1.1 To assess the extend of progress and achievement of implementing The Presidency's Strategic Plan 2020-2025, with particular reference to monitoring delivery of outcomes and impact after a period of five years, and
- 1.2 Assess the achievement of the Presidency for the 30 years of the democratic dispensation of South Africa.
- 1.3 To assess progress on the implementation of The Presidency Strategic Plan 2025-2030 and produce the Mid-Term Report to monitor and evaluate the delivery of outcomes for a period of two and a half years.

2. BACKGROUND

- 2.1 The revised Framework for the Strategic Plan and Annual Performance Plan from DPME outlines that each department needs to conduct an Impact Evaluation and produce an End -of-term and Mid-term Report to provide and assessment of the extent The Presidency has achieved in implementing the Strategic Plan, with particular reference to monitoring delivery of outcomes , outlining successes and/ or contribution it has made to each of the outcomes set out at the beginning of the five-year period (2019-2024 and 2024-2029), as well as a summary of any other evaluations conducted during the period.

- 2.2 As per the guidelines from DPME, The Presidency's End-term Assessment Report should have been approved by the relevant Executive Authority, and submitted to Parliament and DPME by 30 July 2025 and be published on The Presidency website. However, due to the discontinuation of the appointed service provider and delays in securing a replacement to continue with the evaluation process, the End-of-Term Assessment Report is yet to be finalised.
- 2.3 Furthermore, the guidelines outline that Mid-Term Assessment Reports must be finalised by the third year of implementation of the Strategic Plan (SP). In the instance of The Presidency Strategic Plan 2025–2030, this will be by the end of November 2027. The Mid-Term Assessment Report is intended to reflect performance achieved during the first two and a half years of the planning cycle and provide an assessment of progress made towards the implementation of planned outcomes. In addition to the two evaluations prescribed in the guidelines, The Minister requested that The Presidency also undertake a reflection on the past 30 years of The Presidency in a democratic dispensation. This analysis will serve as a valuable foundation for identifying key focus areas over the years, aligning with our objective of fulfilling the Vision 2030 goals.

3. SCOPE OF WORK

3.1 Presidency Strategic Plan 2020-2025, the service provider will;

- 3.1.1 assess the Strategic Plan between the period 01 April 2020- 31 March 2025, which is a period of five years.
- 3.1.2 report on progress against outcomes and impact, the impact can be assessed after a five-year period.
- 3.1.3 Ensure that the Assessment Report includes recommendations about performance, budgeting and planning improvements for the next planning cycle, and its findings should contribute to sector performance assessments.
- 3.1.4 Review and refine the theory of change
- 3.1.5 Ensure that Institutions' End-term Assessment Reports meets the standards for approval by the Executive Authority.

3.2 Achievement of the Presidency for the 30 years of the democratic dispensation of South Africa, the service provider will;

- 3.2.1 Assess the 30 years of democracy – particularly from 1994. In the review of the 30 years of the department, an analysis to be done which outlines the following:

- What has been the best periods for The Presidency,
- The worst periods
- What have we learned
- Where can improvements be made
- What can we borrow from our past experiences.

4. Strategic Plan 2025-2030, the service provider will

- 3.3.1 Ensure that the Assessment Report includes recommendations about performance, budgeting and planning improvement for the SP's remaining financial years, with its findings contributing to sector performance assessments.
- 3.3.2 Assess the current Strategic Plan between the period 01 April 2025- 31 September 2027, which is after the first two and a half financial years of implementation.
- 3.3.3 Mid-term Assessment Report to inform the development of the APP in the next financial year

5. REQUIREMENT FOR THE PROJECT

- 5.1 Project Leader's must have a A minimum qualification of a Matric.
- 5.2 Project Leader must have conducted a minimum of 5 programme evaluations and played a lead evaluator role in at least three evaluations.
- 5.3 The company must have two (2) years' experience in conducting programme evaluation.
- 5.4 The bidder will be required to develop a project plan demonstrating different activities as per the scope of work

6. 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.

6.1. DURATION OF CONTRACT

The duration of the project is Nine (9) 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
 - The validity period of the Quotation is 90 days from the closing date.
 - The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.
 - 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 have met the criteria for administrative requirements will qualify for this phase. During the second phase, the ability of the bidder to execute the project will be evaluated.

Desk-top Evaluation

- Experience and References
- Qualifications

- Report writing skills
- Methodology of the Project Plan

Each criteria will be allocated points with a total of 100 points. Only proposals that scored at least 60 points or more will proceed to phase 3.

EVALUATION CRITERIA

CRITERIA	SUB-CRITERIA	WEIGHT
Qualifications and experience	Qualifications of the project leader assigned to the project (Attach Valid Certified copies of certificates) No qualification information = 0 Points Matric = 5 points National Diploma(NQF level 6)= 7 points B Degree Post graduate Diploma/ Honours/ Masters degree(NQF level 7) or higher = 10 points	10
	Project Leader experience: Project Leader must have conducted a minimum of five (5) programme evaluations .The service provider must attach reference letter/s indicating that the Project Leader delivered a minimum of five (5) programmes. (References must be on the company's letterhead, signed, and dated, with contact person and contact number). 0-4 programmes evaluated = 0 points 5 programmes evaluation conducted = 20 6 or more evaluation programmes conducted = 30 points	30
	Project Leader experience as a lead evaluator role: Project leader must have played a lead evaluator role in at least three evaluations (attach a CV with contactable references). 0-2 programme evaluations conducted as a lead evaluator = 0 points 3 programme evaluations conducted as a lead evaluator = 10 points 4 and more programme evaluations conducted as a lead evaluator = 15 points	15
	Company Experience The company to demonstrate experience where they were appointed to conduct evaluation services: Attach original of 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	20

CRITERIA	SUB-CRITERIA	WEIGHT
	3 years' experience = 15 points 4 and more years' experience= 20 points	
Report writing skills	Write clear, concise and focused reports that are credible, useful and actionable, address the key evaluation questions, and show the evidence, analysis, synthesis, recommendations and evaluative interpretation and how these build from each other. The supplier must attach the previous evaluation reports conducted to demonstrate the writing skills. No reports provided or reports that do not demonstrate clear, concise and focused writing skill= 0 points reports provided and demonstrate clear, concise and focused writing skill= 10 points reports provided and demonstrate clear, concise and focused writing skill and good use of infographics, good summaries, good use of evidence= 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 Project plan that outline the activities as per the scope of work = 10 Points	10
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

11. ENQUIRIES

For technical enquiries

Contact person:

- Ms Joy Masemola JoyT@presidency.gov.za

For SCM enquiries

Contact person:

- Mr Patrick Mongwe quotesenquiries@presidency.gov.za



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

RETURABLE PROJECT REFERENCE FORM

Project Description:	Impact Evaluation on the implementation of the Presidency five Strategic Outcomes for the period 2020-2025(Sixth administration), the past 30 years of democracy and the Mid-Term Report for 2025-2030 (Seventh Administration).
Ref No:	SCMP 01/06/01R

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/YYY):.....

Contract Value:

.....

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

.....
Name of Signatory

Contact Numbers:.....

Date.....

“ANNEXURE B”



**THE PRESIDENCY
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Pricing schedule

SCMP 01/06/01R: Appointment of a service provider for the Impact Evaluation on the implementation of the Presidency five Strategic Outcomes for the period 2020-2025(Sixth administration), the past 30 years of democracy and the Mid-Term Report for 2025-2030 (Seventh Administration).

Services description	Price(exclusive of VAT)	Price(<i>inclusive of VAT</i>)
Impact Evaluation on the Strategic Plan 2025-2030 1. assess the current Strategic Plan between the period 01 April 2020- 31 March 2025, which is a period of five years. 2. report on progress against outcomes and impact, the impact can be assessed after a five-year period. 3. Ensure that the Assessment Report includes recommendations about performance, budgeting and planning improvements for the next planning cycle, and its findings should contribute to sector performance assessments. 4. Review and refine the theory of change 5. Ensure that Institutions' End-term Assessment Reports meets the standards for approval by the Executive Authority.	R	R
30 years of democracy for the Presidency 1. Assess the 30 years of democracy – particularly from 1994. In the review of the 30 years of the department,	R	R

Services description	Price(exclusive of VAT)	Price(<i>inclusive of VAT</i>)
an analysis to be done which outlines the following: – What has been the best periods for The Presidency, – The worst periods – What have we learned – Where can improvements be made – What can we borrow from our past experiences		
Strategic Plan 2025-2030, the service provider will 1. Ensure that the Assessment Report includes recommendations about performance, budgeting and planning improvement for the SP's remaining financial years, with its findings contributing to sector performance assessments. 2. Assess the current Strategic Plan between the period 01 April 2025- 31 September 2027, which is after the first two and a half financial years of implementation. 3. Mid-term Assessment Report to inform the development of the APP in the next financial year	R	R
Total price		

All prices must be VAT inclusive

SIGNATURE OF BIDDER :

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

DATE :