



## **TERMS OF REFERENCE**

**(TOR)**

**FOR**

### **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PANSALB WITH REVENUE GENERATION WORKSHOP**

#### **1. PURPOSE**

- 1.1. Through the release of this Request for Proposal (RFP) the Pan South African Language Board (PanSALB) seeks proposals from suitably qualified consultants to conduct a revenue generation workshop to assist the institution in developing a funding model to enable the institution to earn revenue.

#### **2. BACKGROUND**

- 2.1. The Pan South African Language Board (PanSALB) was established in 1995 in terms of the PanSALB Act of 1995, as amended in 1999. The Board was first constituted in 1997. The purpose of the Pan South African Language Board is to promote multilingualism in South Africa by:

- (a) Creating the conditions for the development of and the equal use of all official languages.
- (b) Fostering respect for and encouraging the use of other languages in the country.
- (c) Encouraging the best use of the country's linguistic resources, to enable South Africans to free themselves from all forms of linguistic discrimination, domination, and division and to enable them to exercise appropriate linguistic choices for their well-being as well as for national development.

- 2.2. PanSALB is an independent organ of the state, subject only to the constitution and the legislation in terms of which the Board was founded in 1995.

### **3. VISION**

- 3.1. The custodian of multilingualism to promote social cohesion in South Africa.

### **4. MISSION**

- 4.1. In pursuance of its vision, PanSALB's mission is to:
- a) Promote multilingualism.
  - b) Create conditions for the development and use of all official South African languages including Khoi, Nama, and San languages and South African Sign Language
  - c) Promote respect for and recognition of all languages, including previously marginalized languages and all other languages commonly used by communities in South Africa
  - d) Promote the development of previously marginalized languages.
  - e) Advocate for rights relating to language and status of languages.
  - f) Initiate, enable, and conduct research by PanSALB's mandate.

### **5. PROPOSAL REQUIREMENTS**

#### **5.1. GENERAL SCOPE OF WORK**

- 5.1.1. The Pan South African Language Board (PanSALB) requires suitably qualified consultants to conduct a revenue generation workshop to assist the institution in developing a funding model to enable the institution to earn revenue.
- 5.1.2. The appointed service provider will be expected to assist the institution in determining the mechanisms that will allow it to generate revenue within the ambit of our PFMA e.g. consultant on gain share model for success finder fee etc.
- 5.1.3. Develop a revenue model (modus operandi) to undertake this mission and

- 5.1.4. Provide an outline of current business practices aligned with revenue optimization measured against industry best practices.
- 5.1.5. Assist in identifying projects to be prioritized to generate adequate funds.
- 5.1.6. Assist management in understanding their roles as drivers and development agents in the bid to bring about meaningful grassroots development for effective service delivery.
- 5.1.7. Assist in a pilot exercise with an initial three sourced potential funders.

## **5.2. REQUIREMENTS**

- 5.2.1. The following is required from the potential service provider. The selected service provider will be required to conduct a comprehensive workshop that includes practical examples of how to create and implement revenue-generation strategies.
  - a) Advise on the most suitable measures to develop and implement revenue generation strategies.
  - b) Identify and guide potential revenue streams compliant with the requirements of the PFMA.
  - c) Develop a template for a revenue generation strategy that can be utilized by the institution.
  - d) Prepare a report on the workshop outcomes and provide recommendations.
  - e) Assist in a pilot exercise with identified potential funders and complete up to five applications for funding based on the highest success rate emanating from the workshop.
  - f) Allocate no more than 40 hours to complete the post-workshop recommendations report and applications to the identified potential funders.

## **6. TECHNICAL MANDATORY REQUIREMENTS**

- 6.1. Conduct a workshop on revenue generation that will cover, but not be limited to, the following thematic areas:

- a) Elements of revenue generation.
- b) Outlining targets for short-, medium-, and long-term goals for revenue generation.
- c) Identifying possible revenue streams and stakeholder needs.
- d) Setting key performance indicators for revenue generation.
- e) Analysis and adjustment for improving revenue generation techniques.

## **7. EVALUATION CRITERIA**

- a) Phase I: Compliance Evaluation
- b) Phase II: Technical Evaluation
- c) Phase III: Price and B-BBEE

### **7.1. Phase I**

7.1.1. All the documents listed must be submitted. Failure to submit the requested documents will result in disqualification at this stage.

### **7.2. Phase II**

7.2.1. The tender documents will be evaluated and ranked using a weighted average scoring system for functionality to all those bidders who were successful from Phase I.

7.2.2. The assignment of points by PanSALB is final and will under no circumstances be open to appeal or protest by the bidder. It is the responsibility of the bidder to understand the scoring system and factor that system into the organization and content of its tender documents. The top and final shortlisted bidders will be evaluated and ranked using a weighted average scoring system for functionality to all those bidders who were successful from Phase II.

7.2.3. The evaluation will be in a form or a presentation by shortlisted bidders.

### **7.3. Phase III**

7.3.1. In terms of regulations 4 and 5 of the Preferential Procurement Regulations, about the preferential Procurement Policy Framework Act

2000 (Act 5) responsive bids will be adjudicated on the 90/10 preference points system, with 90 points being for price and a maximum 10 points allocation for B-BBEE status.

## **8. TECHNICAL EVALUATION**

- 8.1. The technical evaluation of bidders will be carried out in Phase II
- 8.2. Phase II evaluation will be as follows:
- 8.3. Bidders will be evaluated in terms of the prevailing supply chain policy applicable to PanSALB.