



## TERMS OF REFERENCE

### FOR THE APPOINTMENT OF AN SCM CONSULTANT TO PROVIDE PANSALB WITH A GAP ASSESSMENT ANALYSIS FOR THE SUPPLY CHAIN MANAGEMENT

#### 1. BACKGROUND TO PANSALB

- 1.1. The Pan South African Language Board is an entity of government under the Department of Sport, Arts and Culture, which promotes and supports the development of languages within South Africa.
- 1.2. The Board was established by national legislation with the exclusive mandate to promote and create conditions for the development and use of all official languages of the Republic of South Africa, including the KHOI, Nama, and San languages, as well as the South African Sign language.
- 1.3. The purpose of this Terms of Reference (ToR) is to outline the scope, objectives, methodology, and expected deliverables for an SCM Gap Maturity Assessment (SCMGMA) for the organization.
- 1.4. This assessment aims to evaluate the Supply Chain Management's internal capacity, strengths, weaknesses, and areas for improvement to enhance its effectiveness and sustainability.

#### 2. OBJECTIVES OF THE SERVICE

- 2.1. The primary goal of this consultancy is to conduct a thorough examination of SCM's internal processes, and practices across critical functional areas. It is specifically designed to identify strengths, areas for improvement, and strategic opportunities with a strong emphasis on fostering long-term sustainability on both financial and impact levels.

- 2.2. Business process reengineering:
  - 2.2.1. Method Study
  - 2.2.2. Value stream map
  - 2.2.3. Rated Activity Sampling
  - 2.2.4. Determine utilisation efficiency % and ideal man assignment
  - 2.2.5. Develop SOP and reporting dashboard
  - 2.2.6. Implement "future state" work methodologies

### 3. SCOPE OF SERVICE

3.1. The consultancy will cover the following areas:

- 3.1.1. Procurement, Tender & Contract Management;

3.2. The detailed service is listed below:

**3.2.1. Compliance and Accountability:**

- Ensure compliance with SCM regulations and reporting requirements.
- Review the unit's adherence to procurement standards and best practices.
- Recommend steps to enhance procurement accountability and transparency.

**3.2.2. Internal Controls:**

- Evaluate the effectiveness of internal controls and procurement oversight mechanisms.
- Review the unit's audit practices and compliance with audit recommendations.
- Recommend improvements in internal controls to prevent fraud and financial mismanagement.

**3.2.3. Contracts Management:**

- Analyze the management of contracts, including compliance with National Treasury requirements.
- Review the efficiency of the reporting processes.
  - Recommend improvements in contract management to optimize budget utilization.

### **3.2.4. Procurement Procedures:**

- Document and assess the organization's procurement procedures, including the process for vendor selection, bidding, and contract management.
- Review compliance with procurement policies and relevant legal and ethical standards.

### **3.2.5. Capacity Building:**

- Assess the capacity of staff and leadership in supply chain management.
- Identify training and capacity-building needs to improve financial literacy and skills.
- Provide recommendations for professional development and training opportunities.

## **4. METHODOLOGY**

4.1. The Unit Capacity Assessment: will involve a combination of the following methods:

- Document Review: Examination of relevant SCM documents, reports, policies, and any other records that might be important for the task.
- Surveys and Interviews: Conduct surveys and interviews with staff, other PanSALB staff members, and other stakeholders, if needed.
- SWOT Analysis: Identifying strengths, weaknesses, opportunities, and threats.
- Data Analysis: Based on the previously mentioned information, analyzing quantitative and qualitative data to draw conclusions and recommendations.

## **5. DELIVERABLES**

5.1. The following deliverables are expected as part of the Capacity Assessment:

- Comprehensive Capacity Assessment Report, including findings, analysis, and recommendations.

- Presentation of the assessment findings to the organization's leadership and stakeholders.
- Action Plan for Capacity development, outlining specific steps, responsibilities, and timelines.

## 6. TIMELINES

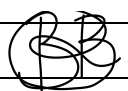
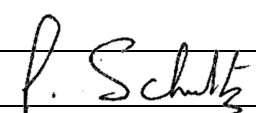
- 6.1. The consultancy is expected to be completed within 12 weeks from the contract commencement date.

## 7. TECHNICAL EVALUATION

Criteria	Evidence Required	Max Score	Points Allocation
Experience and understanding of Legislative and Regulatory requirements	Bidder must demonstrate extensive <b>experience</b> and understanding of the legislative and regulatory framework applicable to the related areas of expertise indicated in the scope of services. This the bidder must do by submitting a full company profile.	15	<ul style="list-style-type: none"> <li>▪ Less than 2 years of experience to be outlined- <b>5 points</b>.</li> <li>▪ 3 or more years of experience to be outlined- <b>10 points</b>.</li> <li>▪ 5 years of experience to be outlined- <b>15 points</b>.</li> </ul>
Experience of Key Staff Team Leader in the related area(s) of specialization (CV/Profiles to be attached)	Bidders must supply detailed CVs, valid qualifications of the team to be allocated to PanSALB, and specific relevant assignments, undertaken within organs of state, preferably within a public entity or national or provincial government	40	<ul style="list-style-type: none"> <li>▪ Less than 5 years' experience i.e., total duration of professional activity- <b>15 points</b></li> <li>▪ More than 5 years but less than 10 years' experience i.e., total duration of professional activity- <b>25 points</b></li> </ul>

	environment with contact details.		<ul style="list-style-type: none"> <li>More than 10 years but more than 15 years of experience i.e., total duration of professional activity- <b>40 points</b></li> </ul>
Experience in comparative projects	Bidders must supply details of specific relevant assignments undertaken within organs of state, and preferably within a government environment with contact details.	45	<ul style="list-style-type: none"> <li>Two reference letters- <b>10 points</b></li> <li>Four reference letters- <b>25 points</b></li> <li>Six reference letters- <b>45 points</b></li> </ul>
<b>Total</b>			<b>100</b>
<b>Minimum functionality qualifying score of 80 points</b>			

## 8. APPROVALS

Reviewed for Recommendation By:			
Name	Boitumelo Bontsi		
Position	Admin Assistant: OCEO		
Signature		Date	19 March 2024
Approved <input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>
Name	Mr Lance Schultz		
Position (Executive)	Chief Executive Officer		
<b>Notes</b>			
CEO Signature		Date	19 March 2024