

DUE DATE: 26 MAY 2020 @ 16:00 via e-mail to:
timakoloko@ncr.org.za

RFQ NUMBER: NCR687.03.2020

TERMS OF REFERENCE FOR
APPOINTMENT OF SERVICE PROVIDER TO
REVIEW, UPDATE AND ALIGN THE NCR'S
RISK MANAGEMENT POLICIES AND PLANS

MAY 2020

THE NATIONAL CREDIT REGULATOR



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW,
UPDATE AND ALIGN THE NCR RISK MANAGEMENT POLICIES AND PLANS.**

1. Introduction

The National Credit Regulator (NCR) is the regulatory authority established on 01 June 2006 in terms of the National Credit Act No. 34 of 2005, with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient and accessible credit market and industry and to protect consumers.

2. Background

The risk management adequacy review conducted by internal auditors revealed that the risk management policies and plans are not aligned to the latest standards, legislation and best business practice.

It is for the above reason that the NCR is seeking the services of a suitable service provider to review, update and align the risk management policies and plans.

3. Scope of work

The service provider is required to review the policies listed below and align with the latest standards, legislation and best business practice.

3.1. Risk Management Policies

- Risk Management Policy (± 7 pages)
- Risk Management Plan (± 10 pages);
- Fraud Prevention Plan and Policy (± 25 pages);
- Enterprise risk Management Strategy and Framework (± 33 pages); and
- Risk Appetite Policy (± 8 pages).

3.2. Training

To conduct half day workshop to three (3) NCR officials.

In addition to the above, the service provider will be required to present the updated policies to NCR management (Executive team and Management Committee).

4. Duration

The review is expected to be conducted and completed within one and half (1.5) months after appointment.

5. The functionality criteria will be evaluated based on the following:

	1. Experience
10	- Bidders must indicate their understanding of the NCR scope of work, timelines and output for this project. - Bidders must show and indicate that they have reviewed some government or public entities policies – clientele a. Risk management policy review done for over 5 public entities = 5 b. Risk management policy review done for 5 public entities = 4
	2. References:
10	- Did the bidder provide a list of a minimum of 3 references and their contact details for similar previous services provided in the last 2 years? - Contact details including telephone number, email address and the position of the person? - Over 3 reference letters relevant to the TOR and with the required information= 5 3 reference letters relevant to the TOR and with the required information = 4
	3. Proposed approach/ methodology:
35	- Does the proposal provide methodologies (project plan including milestones of each aspect of the scope of work) that will be used for the completion of the review process? - The bidder must outline the frameworks and standards related to risk management and documentation to be used for the review process.
	4. Capacity of the proposed team
35	Proposal should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR. The bidder must give an indication of the proposed team,

- Detailed pricing on the company's letterhead detailing all relevant costs.
- Financial/price proposal on company letter.
- CSD registration number – latest report
- similar work has been conducted in the past 36 Months
- Contact details of at least three references from amongst recent clients with whom
- The proposal should contain a work plan, showing tasks, timelines etc.
- Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines
- Certification of all team members, highlighting experience relevant to this exercise.
- A proposal including methodology
- Experience in the relevant areas and Clientele
- Brief company profile, as relevant to the above mentioned terms of reference

5. ADDITIONAL INFORMATION

Bidders are required to score a minimum of 70% points on functionality to qualify to be evaluated in the next level (BBBE and price). Bidders who do not score the minimum of 70% points on functionality will be disqualified and not be evaluated on price and BBEE.

10	• Bidder must give a quotation for each policy indicated under scope of work • in terms of pricing schedule provided? • Is there cost-benefit/value-adds provided with the proposal?
	5. Financial criteria • Submit brief CV of each member; • Team Leader must have 8 years' experience in reviewing policies in the government and/or public sector; • Team members must have a minimum of 5 years' in reviewing policies in the government and/or public sector and understanding of the work required.

- 6. Conditions of the bid**
- The appointed professional service provider is duly bound to observe confidentiality requirements and compliance with all relevant laws and regulations of South Africa.
- 7. Submission of proposals**

Proposals must reach the offices of the NCR before **26 May 2020**, and must be enclosed in a sealed envelope which must have clearly inscribed on the outside:

- (a) TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER TO REVIEW, UPDATE, AND ALIGN THE NCR RISK MANAGEMENT POLICIES AND PLANS.**
- (b) METHOD OF SUBMISSION: E-MAIL: tmakoloko@ncf.org.za**
- (c) CLOSING DATE: 26 May 2020 Time: 16:00**

Proposals are to be submitted through e-mail: tmakoloko@ncf.org.za, or in the reception area, Please note that this RFQ closes punctually at **16:00**. No late submissions will be considered under any circumstances. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

8. Evaluation Criteria

Proposals will be evaluated on the **80/20** preference points scoring system: that is, **80%** of the points awarded will be based on price, **20%** of the points awarded will be based on B-BBEE codes system.