



THE NATIONAL CREDIT REGULATOR
NOVEMBER 2017

**A REPORT WRITER FOR THE ANNUAL
REPORT 2017/2018 FINANCIAL YEAR**

RFQ NUMBER: NCR454.11.17

DUE DATE: 5 DECEMBER 2017 @ 11h00

DELIVER AT:

**127 15th ROAD, RANDJESPARK,
MIDRAND**

TERMS OF REFERENCE

REPORT WRITER FOR THE NCR

2017/18 ANNUAL REPORT

1. Objective

The objective of this project is to appoint a suitably qualified and experienced writer to provide professional writing services National Credit Regulator's Annual Report for the period 01 April 2017 to 31 March 2018.

2. Background

The National Credit Regulator is the regulatory authority established on 01 June 2006 in terms of the National Credit Act, 2005 with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry, and to protect consumers.

3. Scope

The NCR will provide all the necessary content (data, statistics and technical information etc.) to the appointed writer; it will be incumbent on the writer to develop such content for purposes of writing the Annual Report. The length of the report will be approximately 100-120 pages. It is essential that the successful bidder have the following qualities:

- a. Experience in report writing for the public sector;
- b. Experience in report writing for the financial services sector;
- c. Experience in writing and editing annual reports;
- d. Ability to work under extreme pressure and to tight deadlines; and
- e. Project management experience.

The following serves as a brief outline of the Annual Report project and should be considered as a guide and not as an exhaustive definition of the Annual Report **Writing project scope:**

- i. Meeting with the NCR Annual Report project team to discuss timelines and the technical aspects of the Annual Report process;
- ii. Providing the NCR with a Project Plan;
- iii. Meeting with the EXCO team to discuss the format and structure of the report;
- iv. Meeting with various departments in the NCR to discuss technical information;
- v. On-going version updates;
- vi. Editing and proofreading the final draft and mock-up;
- vii. Availability to meet NCR Project team on short notice and on an ad hoc basis which may deviate from project plan;
- viii. Any other ad hoc services that may be required for the successful production of the Annual Report.

4. Time frame

It is envisaged that the duration of the project may be for a minimum period of seven (7) – eight (8) months.

It is important to note that the estimated submission date of the 2017/18 annual report to Parliament is 01 August 2018 (final date to be confirmed). Bidders will therefore have to consider this date and make allowances for the deadline in the project plan when submitting their proposals.

5. Additional information

- i. Brief company profile, as relevant to the above mentioned terms of reference;
- ii. Experience in the relevant areas;
- iii. Clientele;
- iv. A proposal including methodology;
- v. Qualifications and experience of all team members, highlighting their competency relevant to this exercise;
- vi. Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines;
- vii. The proposal should contain a work/project plan, showing tasks, timelines etc.;
- viii. Contact details of at least three referees from amongst recent clients with whom similar work has been conducted in the past two (2) year's;
- ix. Certificate of incorporation/legal status;

- x.** Proof of CSD registration;
- xi.** Financial proposal; and
- xii.** Provision of samples of previous Annual Reports for a public sector and/or public financial sector entity written by the writer as evidence of the writer's ability and experience.