



# Terms of Reference

## **Call for Proposals to facilitate Business Impact Analysis (BIA) as part Continuity Management (BCM) programme**

### **1. BACKGROUND**

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

### **2. OBJECTIVE**

The South African Human Rights Commission (SAHRC) hereby seeks proposals from suitable service providers to develop a Business Impact Analysis that in aligned to industry best practice.

### **3. SCOPE OF THE ENGAGEMENT**

1. The successful service provider must develop a new BIA which identifies any key changes necessary to ensure compliance
2. All BIA findings are to be documented in a BIA report as prescribed by good practice.
3. The BIA report must detail all key business enablers with a specific focus on IT systems / applications and cyber security
4. The BIA report must further detail current capabilities VS required capabilities

Due to added challenges presented by the Fourth Industrial Revolution , the successful service provider is further required to conduct an infrastructure impact assessment documenting key system interdependencies/requirements and the loss thereof whilst providing practical resilience solutions.

#### **4. Divisions in scope**

##### **Johannesburg:**

- Office of the CEO (including Audit and Strategy)
- Commissioners Programme
- Corporate Services – Human Resources
- Corporate Services – Administration and Supply Chain Management
- Corporate Services – Information Technology
- Financial Management
- Research
- Human Rights Advocacy & Communications
- PAIA
- Legal Services
- Gauteng Provincial Office

##### **Cape Town:**

- Human Rights Advocacy
- Legal Services
- Research

#### **5. DELIVERABLES**

1. Facilitation of BIA
2. Documentation of the BIA report
3. Special focus on IT systems / applications and cyber security
4. Special section in the report documenting current capabilities VS required capabilities.

#### **6. EXPECTED OUTCOMES AND MINIMUM REQUIREMENT**

1. The service provider must have a minimum of five (5) employees certified by the Business Continuity Institute.
2. The service provider must have active and/or prior experience in successful implementation of Business Continuity Management.
3. The service provider must have a proven track record with a minimum of 10 years' experience in successful Business Continuity Management implementation

## 7. PRICING

- A detailed fee breakdown of charges per request, should be included
- All pricing must be shown inclusive of any applicable VAT

## 8. Procurement Conditions

- Valid Tax Certificates;
- Company Profile;
- BBBEE Certificate;
- SBD 4 form
- CSD Summary Report

## 9. Evaluation Criteria

- a) Functionality of proposal will be evaluated on:

Criteria	Percentage
Previous experience	10
Skills and competencies of Key experts	30
Methodology In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would	30

adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.	
<p>Work Plan:</p> <p>The bidding firms should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Commission), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here</p>	30
Total	100

b) Proposals and quotations will also be price evaluated based on 80/20 preferential point system

### 10. Contact Details

For further information and clarification, contact Rulani Khuvutlu on 011 877 3607 or [rkhuvutlu@sahrc.org.za](mailto:rkhuvutlu@sahrc.org.za)

Proposals can be submitted by e-mail to the following e-mail addresses:

[tdlamini@sahrc.org.za](mailto:tdlamini@sahrc.org.za) or [kseretse@sahrc.org.za](mailto:kseretse@sahrc.org.za)

Proposals which should include Company Profiles must be submitted by **16:00 on 11<sup>th</sup> March 2019**