



REQUEST FOR QUOTATIONS

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY
ASSESSMENT**

RFQ/JHB/2023/030

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

30 JUNE 2023 AT 11H00

1. INTRODUCTION AND BACKGROUND

The Housing Development Agency (HDA) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). The HDA promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial, and national level.

The HDA is required to conduct risk maturity assessment in line with the approved Risk Management Framework and Plan. The maturity assessment seeks to establish the extent to which the organisation has implemented Enterprise Risk Management (ERM) and identify improvement opportunities necessary to achieve desired risk management culture.

2. OBJECTIVE OF PROJECT

The objective of this RFQ is to appoint a suitably qualified and experienced service provider to conduct the HDA's risk maturity assessment and make recommendations that will assist the entity to improve and strengthen the overall risk management program.

3. SCOPE OF WORK

3.1. The successful bidder will be required to provide the following service:

- Assess the maturity of the HDA's risk management against the ERM components (e.g., oversight, systems, and processes).
- Identify improvement opportunities in line with best practice.
- Recommended actions to close off gaps identified.
- Assessment report on the status on the ERM Maturity levels of the organisation;
- The HDA has adopted a five-tier maturity rating scale to measure the risk management maturity level for the organisation. Thus, the maturity rating scale utilised must be equivalent or similar.
- The risk maturity assessment must be concluded within four (4) weeks from the date of appointment.

3.1. Deliverables

- A Comprehensive Risk Maturity Assessment Report

4. REQUIRED SKILLS

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- A good understanding and knowledge of ERM.
- Knowledge of relevant regulations, standards, and guidelines.
- Strong communication.

5. EVALUATION PROCESS

To facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain management policy applicable to the HDA and it should be noted that:

- The benchmark of minimum **70** points out of **100** points on **technical capability** will be the cut off to qualify for further evaluation.
- Those that qualify will be assessed using the **80:20** formulas for Price and Specific goals as per the PPR.

The following criteria will be used for point's allocation for price and specific goals compliance on an 80/20-point system.

Table 1: Technical evaluation criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Experience	<p>Reference letters and/or appointment letters for the company, demonstrating relevance to the scope of work, signed by a duly authorised official, with contact details (phone and email) as follows:</p> <ul style="list-style-type: none"> • 5 and above reference letters = 40 points • 3 - 4 reference letters = 30 Points • 1 - 2 reference letters = 10 Points <p>The reference letters and/or appointment letters must not be older than 8 years.</p>	40
CVs of team members proposed to do the work	<p>Demonstrable Skills and Capacity, Level of Relevant Knowledge, and Experience in Enterprise Risk Management.</p> <p>Adequacy and completeness of skills of team presented and fit for task.</p> <p>Experience of Lead Consultant</p> <ul style="list-style-type: none"> • More than 8 years of experience = 30 points • 5 – 8 years of experience = 20 points • 2 – 4 years of experience = 10 points • Less than 2 years of experience = 0 points 	30

	<p>Qualification of Lead Consultant</p> <ul style="list-style-type: none"> • A bachelor's degree in risk management, finance, economics, business management or a relevant professional certification in Enterprise Risk Management = 10 points • Any other certification not equivalent or related to Enterprise Risk Management= 0 points 	10
<p>Methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes</p>	<p>Provide an approach and methodology with timeframes of how the service provider will conduct the risk maturity assessment.</p> <ul style="list-style-type: none"> • An approach and methodology describing high level activities in logical sequence with clear timeframes and the maturity model to be benchmarked in line with the terms of reference =10 Points • An approach and methodology describing detailed activities in logical sequence with clear timelines and the maturity model to be benchmarked in line with the terms of reference= 20 Points 	20
TOTAL		100

The following criteria will be used for point's allocation for price and specific goals compliance on a 80/20 point system:

Table 2 – Price and Specific goals

CRITERIA	WEIGHTING/ POINTS
Price	80
Specific goas	20
	100

6. GENERAL

6.1. It is important to note that the successful service provider will work under the supervision of a HDA representative and will report regularly to Audit and Risk Unit for purposes of overseeing this service provider, abide by HDA's Code of Conduct, and other organisational guidelines.

6.2. Kindly submit the following documents:

- Fully completed SBD1, SBD4 and SBD6.1
- CSD report.

6.3. Further information regarding this RFQ may be directed by email to: Nqobile.Mkhwanazi@thehda.co.za

7. TERMS AND CONDITIONS

7.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

7.2. No payment will be made where there is an outstanding information/work by the service provider/s.

8. SUBMISSION OF PROPOSAL

8.1. Proposals should be submitted on or before **30 June 2023** by no later than **11h00** to:

Attention: Supply Chain Management
4 Kikuyu Road
Sunninghill
2157

8.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.