



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO VERIFY AND VALIDATE THE SUBMITTED POTFOLIOS OF EVIDENCE AS PER THE APPROVED AND TABLED ANNUAL PERFORMANCE PLAN FOR THE 2024/2025 AND 2025/2026 PERFORMANCE CYCLES

1. Purpose

This exercise is aimed at implementing the **2024/2025** approved and tabled Annual Performance Plan by verifying and validating all portfolios of evidence submitted to support the reported performance information for all four quarters of the financial year.

The Governance, Risk and Compliance Branch is mandated to manage the implementation of the Annual Performance Plan and also monitor the implementation of the programmes to meet the pre-determined objectives of the department

2. Background

The Department of Public Works and Infrastructure has, in line with the Framework for Managing development of Strategic Plans and Annual Performance Plan, developed the 2024/2025 Annual Plan, submitted these plans to the Department of Planning Monitoring and Evaluations, in the Presidency for assessment and also tabled the approved plan in Parliament of the Republic of South Africa.

The Framework for Managing Programme Performance Information (FMPPI) contemplates that performance information of the entity should be measured quarterly and annually.

3. Problem Statement

The Department of Public Works & Infrastructure has 11 Programmes under both DPWI and the PMTE, respectively. The approved and tabled Annual Performance Plan of the department has 69 indicators with an average of 400 portfolios of evidence for half of the indicators. GRC branch does not have enough human resources capacity to deal with the required functions of verifying and validating all the Portfolios of Evidence submitted for all 11 programmes in the department.



4. Expected Outcomes/ Deliverables

The overall objective of this required function is to verify and validate all the Portfolios of Evidence submitted for all the 69 indicators, in line with the approved and tabled Annual Performance Plan.

The service provider should be able to analyse the overall performance of the department, write the Mid-Term Report entailing the challenges experienced by branches in achieving their set targets, and propose the solutions for the identified grey areas of performance.

There should also be an annual write-up of the final performance report for the department based on the analysis made on the Annual Performance Information, as reported in Chapter 2 of the Annual Report.

4.1 Duration of the Service

The services are required for a period of two consecutive financial years with effect from 1 October 2024 covering from 1 April 2024 to 30 September 2026 covering up to 31 March 2026.

4.2 Total number of Reports

It is expected of the service provider to submit two reports i.e. mid-term report and annual report, for each financial/ performance year to the department i.e 2024/2025 and 2025/2026 financial years.

4.3 Use of Offices for work

The service provider may use their own offices to execute the work and meet with the delegates of the department from time to time in the offices of the Department of Public Works and Infrastructure, for any necessary briefings. The department will make the required information available for the service to be executed.



4.5 Specific professional experience

The service provider should have enough employees who are well vested in analysing the annual performance plan and the reported performance information based on the approved and tabled APP. The successful bidder must provide list of employees who will be able to execute this function, at least two of whom should have minimum five years of experience in the field.

4.7 Submission of reports

A Mid-Term review report should be submitted to the department a month after the end of the second quarter (31 October) and the Annual Report should be submitted four months after the end of the financial year (31 July).

4.8 Monitoring and Evaluation

The GRC team may request an update, as part of monitoring the progress, any time of the month after submission of Chapter 2 report to the service provider, and during the development of the respective reports. These requests may be done through bi-lateral meetings between the service provider and the department or through electronic requests of draft reports.

4.9 Special requirements

It is a requirements that all bidding service providers should be registered for tax compliance and have executed the same function for at least two public service departments with at least two contactable list of references.

4.10 Delivery of Reports

The appointed service provider will be responsible for the electronic delivery of the required reports to the department at the stipulated time.

4.11 Important Documents

The following documents should be attached to the bid:

- List of references
- Tax compliance certificate



- List of Projects completed and the names of the institutions served

Failure to submit the required documents will result in your Company being disqualified.

4.12 Disbursements

All disbursements must be included within the cost per report (four reports for the contract of two years).

5. Enquiries

All enquiries should be directed to the Monitoring and Reporting Team:

- **Mr Kanyane Sekgala, Director at 012 406 1301**
- **Ms Dineo Motsoeneng, Deputy Director at 012 405 2042**
- **Mr Mogale Mphahlele, Deputy Director at 012 492 3478**