**GTAC: 004/2015 LTA Terms of Reference Compliance Table**

Bidders are required to indicate their compliance with relevant requirements in the table.

STEP 1 – **complete the data in the table on the first page and insert the name of the LTA in the header.**

STEP 2 - **complete the compliance table.**

1. Select the appropriate response in the Bidders response column by deleting the non-relevant responses:
   1. Accepted – where the bidder accepts the terms of the item. All ‘***Accepted / not accepted***’ entries must be completed.
   2. Compliant – where the bidder complies with this requirement.
2. Tenderers may offer their services for one or more areas of work – the compliance table need **not** be filled in for areas where services are not offered.
3. In the Substantiation column:
   1. Provide relevant data or a brief sentence / paragraph;
   2. **This must be provided in all cases where ‘*Compliant’* is indicated - this data will be used in the technical evaluation process.**

STEP 3 – **save the completed document.**

STEP 4 - **print the document, initial each page and include in bid document.**

|  |  |
| --- | --- |
| **Tender:** | GTAC: 004/2015: Provision of Long Term Advisor Services to GTAC |
| **Name of LTA** |  |
| **Name of bidding Company (where relevant)** |  |
| **Signature of LTA** |  |
| **Contact number of bidder:** |  |
| **Address of bidder:** |  |

| **#** | **Terms of reference item** | **Bidders response** | **Substantiation** |
| --- | --- | --- | --- |
| 1 | Purpose of these Terms of Reference | Accepted / not accepted |  |
| 2 | Background Information | Accepted / not accepted |  |
| 3 | LTA Requirements - General |  |  |
| 3.1 | Period and level of effort |  |  |
| 1) | GTAC seeks to procure the services of LTAs as follows: |  |  |
| a) | For a period of three to five years commencing on or about 1 January 2016; | Accepted / not accepted |  |
| b) | The level of effort required from a contracted LTA will depend on GTAC’s volume of business and number of project assignments as well as the availability of the LTA; | Accepted / not accepted |  |
| c) | A minimum commitment of 120 working days per annum may be expected of an LTA’s time; | Accepted / not accepted |  |
| d) | An additional number of days per annum may be agreed upon to be used on a drawdown basis as and when the need arises. Such work will be agreed in ‘Instruction to Perform Work’ specifications; and | Accepted / not accepted |  |
| e) | The maximum number of days per annum over the contract period will be 230 days. | Accepted / not accepted |  |
| 2) | The specific number of days to be contracted will be negotiated with each successful LTA based on GTAC needs and taking into account the LTA’s specific capabilities, qualifications, expertise and availability. | Accepted / not accepted |  |
| 3) | The number of days for the second and subsequent years of the contract may be adjusted based on an annual review of LTA performance and revised GTAC needs. This review will be concluded at least one month before the anniversary of the contract start date. | Accepted / not accepted |  |
| 3.2 | Categories |  |  |
| 3.2.1 | Category I – Principal Long Term Advisor | Accepted / not accepted |  |
| 1) | A recognized and relevant post-graduate degree, together with | Accepted / not accepted |  |
| 2) | More than 15 years of relevant professional experience including consulting for the public sector or senior management experience within the public service. | Accepted / not accepted |  |
| 3.2.2 | Category II – Senior Long Term Advisor | Accepted / not accepted |  |
| 1) | A recognized and relevant post-graduate degree, together with | Accepted / not accepted |  |
| 2) | Between 10 and 15 years of relevant professional experience including consulting for the public sector or senior management experience within the public service. | Accepted / not accepted |  |
| 3.3 | Work to be performed | Accepted / not accepted |  |
| 3.4 | General capabilities required |  |  |
|  | GTAC is seeking experienced LTAs who display the following capabilities: |  |  |
| 1) | Management and direction of teams and groups with diverse general and specialised expertise; | Compliant / Non-compliant |  |
| 2) | Collaborative team player; | Compliant / Non-compliant |  |
| 3) | Logical, creative, innovative, analytical, lateral thinking and problem solving; | Compliant / Non-compliant |  |
| 4) | Communication skills (verbal & written) with the ability to listen and learn; | Compliant / Non-compliant |  |
| 5) | Ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach; and | Compliant / Non-compliant |  |
| 6) | Computer skills including detailed knowledge and use of the Microsoft Office Suite. | Compliant / Non-compliant |  |
| 4 | LTA Requirements per GTAC area of work |  |  |
| 4.1 | Transaction Advisory Services and Public-Private Partnerships | Services offered for this area of work Yes / No |  |
| 4.1.1 | Background |  |  |
| 4.1.2 | Specific qualifications required |  |  |
| 1) | A post-graduate degree in Finance and/or Economics; or | Compliant / Non-compliant |  |
| 2) | A post-graduate degree in Law, including public administration and contract law. | Compliant / Non-compliant |  |
| 4.1.3 | Specific expertise required |  |  |
| 1) | Infrastructure project planning, options analysis, cost-benefit analysis; | Compliant / Non-compliant |  |
| 2) | Financial analysis and modelling; | Compliant / Non-compliant |  |
| 3) | Industry and market analysis; | Compliant / Non-compliant |  |
| 4) | Supply chain management and PPP regulations and procedures; | Compliant / Non-compliant |  |
| 5) | Tender evaluation; | Compliant / Non-compliant |  |
| 6) | Contract negotiation and contract management; | Compliant / Non-compliant |  |
| 7) | Project finance. | Compliant / Non-compliant |  |
| 4.2 | Capital Projects Appraisal | Services offered for this area of work Yes / No |  |
| 4.2.1 | Background |  |  |
| 4.2.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in economics (for assisting with project appraisal); or | Compliant / Non-compliant |  |
| 2) | A post-graduate degree in finance (for assistance with financing mechanisms for infrastructure investment). | Compliant / Non-compliant |  |
| 4.2.3 | Specific economic expertise (for assisting with project appraisal) |  |  |
| 1) | Cost-benefit analysis and cost-effectiveness studies – appraisal of projects, including: modelling of demand and supply for infrastructure and network industry services; options analysis; financial analysis; cost and revenue estimation; externalities and techniques for measuring them; sensitivity analysis; risk identification; | Compliant / Non-compliant |  |
| 2) | Affordability modelling, including impact on consumers, the fiscus, business or other parties; and | Compliant / Non-compliant |  |
| 3) | Strong working knowledge of the main economic infrastructure sectors and their characteristics. | Compliant / Non-compliant |  |
| 4.2.4 | Specific financial expertise (for assisting with financing mechanisms for infrastructure investment) |  |  |
| 1) | Project financing, including experience of working with a range of different financing structures, including traditional forms of corporate finance and project finance, and newer mechanisms for public infrastructure projects such as project bonds and refinancing options; and | Compliant / Non-compliant |  |
| 2) | Cost analysis and modelling, including unit / project /programme cost estimates, construction and life cycle cost analysis, social and economic cost-benefit comparison, and impact of alternative financing mechanisms. | Compliant / Non-compliant |  |
| 4.3 | Public Management and Organisation Development | Services offered for this area of work Yes / No |  |
| 4.3.1 | Background |  |  |
| 4.3.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Public Finance Management, Human Resources Management, Engineering, Built Environment, Public Administration or Law or other relevant fields. | Compliant / Non-compliant |  |
| 4.3.3 | Specific expertise |  |  |
| 1) | Extensive experience working with the centre-of-government departments (National Treasury, DPSA, DPME, CoGTA); | Compliant / Non-compliant |  |
| 2) | Mandate analysis; | Compliant / Non-compliant |  |
| 3) | Function shifts; | Compliant / Non-compliant |  |
| 4) | Public finance processes, systems and budget programme structures; | Compliant / Non-compliant |  |
| 5) | The functioning of government at departmental and inter-departmental levels and across all spheres; | Compliant / Non-compliant |  |
| 6) | Government policy frameworks and legislation; Public Service Act, PFMA, MFMA etc.; | Compliant / Non-compliant |  |
| 7) | Results Based Management principles and Outcomes approach to planning and monitoring and evaluation including the Framework for Strategic and Annual Performance Planning; | Compliant / Non-compliant |  |
| 8) | Facilitation techniques for public sector strategic planning and other workshops; | Compliant / Non-compliant |  |
| 9) | PMBoK based programme and project management in the public sector; | Compliant / Non-compliant |  |
| 10) | Organisation and institutional development; service delivery modelling, business process re-engineering, business case development, organisational design, strategic management, financial management, supply chain management, and operations management, monitoring and evaluation and performance management; | Compliant / Non-compliant |  |
| 11) | Diagnostic assessments; and | Compliant / Non-compliant |  |
| 12) | Leadership development and capacity building in the public service. | Compliant / Non-compliant |  |
| 4.4 | Economic Development | Services offered for this area of work Yes / No |  |
| 4.4.1 | Background |  |  |
| 4.4.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Economics, Management, Engineering, Public Administration or Law. | Compliant / Non-compliant |  |
| 4.4.3 | Specific expertise |  |  |
| 1) | Familiarity with government’s National Development Plan and economic development strategy, plus one or more of the following: | Compliant / Non-compliant |  |
| a) | Regional and local economic development initiatives; | Compliant / Non-compliant |  |
| b) | Employment and competitiveness promotion; | Compliant / Non-compliant |  |
| c) | Business case / feasibility and cost-benefit analysis. | Compliant / Non-compliant |  |
| 2) | Experience in working with the centre-of-government and economic development departments (National Treasury, DPSA, DPME, CoGTA, dti, EDD, DMR, Agriculture & Forestry, amongst others); | Compliant / Non-compliant |  |
| 3) | Public finance processes, systems and budget programme structures; | Compliant / Non-compliant |  |
| 4) | Government policy frameworks and legislation; Public Service Act, PFMA, MFMA etc.; | Compliant / Non-compliant |  |
| 5) | Results Based Management principles and outcomes approach to planning and monitoring and evaluation including the Framework for Strategic and Annual Performance Planning; | Compliant / Non-compliant |  |
| 6) | Facilitation techniques for public sector strategic planning and other workshops; | Compliant / Non-compliant |  |
| 7) | PMBoK based programme and project management in the public sector; | Compliant / Non-compliant |  |
| 8) | Diagnostic assessments; and | Compliant / Non-compliant |  |
| 9) | Leadership development and capacity building in the public service. | Compliant / Non-compliant |  |
| 4.5 | Social Development | Services offered for this area of work Yes / No |  |
| 4.5.1 | Background |  |  |
| 4.5.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Social Science, Public Finance, Management, Human Resources Management, Public Administration, Public Policy or Law or other relevant fields. | Compliant / Non-compliant |  |
| 4.5.3 | Specific expertise |  |  |
| 1) | Familiarity with government’s National Development Plan and social development strategy, plus one or more of the following: | Compliant / Non-compliant |  |
| a) | Programme and policy development in education; | Compliant / Non-compliant |  |
| b) | Health systems, management and financing; | Compliant / Non-compliant |  |
| c) | Social security and welfare services design and management. | Compliant / Non-compliant |  |
| 2) | Experience working with the centre-of-government departments and social sector departments (National Treasury, DPSA, DPME, CoGTA, DBE, DHET, Health, Social Development, amongst others); | Compliant / Non-compliant |  |
| 3) | Public finance processes, systems and budget programme structures; | Compliant / Non-compliant |  |
| 4) | Government policy frameworks and legislation; Public Service Act, PFMA, MFMA etc.; | Compliant / Non-compliant |  |
| 5) | Results Based Management principles and outcomes approach to planning and monitoring and evaluation including the Framework for Strategic and Annual Performance Planning; | Compliant / Non-compliant |  |
| 6) | Facilitation techniques for public sector strategic planning and other workshops; | Compliant / Non-compliant |  |
| 7) | PMBoK based programme and project management in the public sector; | Compliant / Non-compliant |  |
| 8) | Diagnostic assessments; and | Compliant / Non-compliant |  |
| 9) | Leadership development and capacity building in the public service. | Compliant / Non-compliant |  |
| 4.6 | Municipal Support and Human Settlements | Services offered for this area of work Yes / No |  |
| 4.6.1 | Background |  |  |
| 4.6.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Economics, Public Finance, Planning, Management, Engineering, Human Resources Management, Public Administration or Law. | Compliant / Non-compliant |  |
| 4.6.3 | Specific expertise |  |  |
| 1) | Familiarity with government’s National Development Plan, plus one or more of the following: | Compliant / Non-compliant |  |
| a) | Municipal finance management; | Compliant / Non-compliant |  |
| b) | Local economic development and finance; | Compliant / Non-compliant |  |
| c) | Housing finance and project management; | Compliant / Non-compliant |  |
| d) | Urban planning and development finance; | Compliant / Non-compliant |  |
| e) | Rural planning and development. | Compliant / Non-compliant |  |
| 2) | Experience working with the centre-of-government departments (National Treasury, DPSA, DPME, CoGTA, Human Settlements, amongst others); | Compliant / Non-compliant |  |
| 3) | Public finance processes, systems and budget programme structures; | Compliant / Non-compliant |  |
| 4) | Government policy frameworks and legislation; Public Service Act, PFMA, MFMA etc.; | Compliant / Non-compliant |  |
| 5) | Results Based Management principles and outcomes approach to planning and monitoring and evaluation including the Framework for Strategic and Annual Performance Planning; | Compliant / Non-compliant |  |
| 6) | Facilitation techniques for public sector strategic planning and other workshops; | Compliant / Non-compliant |  |
| 7) | PMBoK based programme and project management in the public sector; | Compliant / Non-compliant |  |
| 8) | Diagnostic assessments; | Compliant / Non-compliant |  |
| 9) | Leadership development and capacity building in the public service. | Compliant / Non-compliant |  |
| 4.7 | Public Expenditure and Policy Analysis | Services offered for this area of work Yes / No |  |
| 4.7.1 | Background |  |  |
| 4.7.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Economics, Statistics or Data Analytics, Public Finance, Management or Public Administration, with a focus on public finance management and analysis. | Compliant / Non-compliant |  |
| 4.7.3 | Specific expertise |  |  |
| 1) | A strong background in fiscal policy and budgeting and proven ability to assess related systems and processes; | Compliant / Non-compliant |  |
| 2) | Experience in budgeting operations in public finance institutions; | Compliant / Non-compliant |  |
| 3) | Demonstrated experience in programme review, spending review or policy evaluations; | Compliant / Non-compliant |  |
| 4) | Demonstrated knowledge of public finance management systems, processes, tools and innovations and good practices with an ability to develop solutions customised to local conditions; | Compliant / Non-compliant |  |
| 5) | Understanding of organisational development and centre of government institutional issues; | Compliant / Non-compliant |  |
| 6) | Experience in designing and supporting successful public finance management reform initiatives. | Compliant / Non-compliant |  |
| 4.8 | Actuarial and Financial Analysis | Services offered for this area of work Yes / No |  |
| 4.8.1 | Background |  |  |
| 4.8.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Actuarial Science, Finance or Economics. | Compliant / Non-compliant |  |
| 4.8.3 | Specific expertise |  |  |
| 1) | Familiarity with the public service pension and remuneration arrangements; | Compliant / Non-compliant |  |
| 2) | Actuarial and demographic research and analysis; | Compliant / Non-compliant |  |
| 3) | Financial and capital markets analysis; | Compliant / Non-compliant |  |
| 4) | Investment appraisal, cost-benefit analysis and financial modelling. | Compliant / Non-compliant |  |
| 4.9 | Professional Development | Services offered for this area of work Yes / No |  |
| 4.9.1 | Background |  |  |
| 4.9.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Economics, Management, Human Resources or Public Administration. | Compliant / Non-compliant |  |
| 4.9.3 | Specific expertise |  |  |
| 1) | Experience within the public sector in management advisory and professional development, leadership and organisational capacity building; | Compliant / Non-compliant |  |
| 2) | A good understanding of tertiary academic institutions and centres of excellence related to GTAC’s mandated areas of services; | Compliant / Non-compliant |  |
| 3) | Sound theoretical and practical experience in the fields of research, learning, and knowledge management; | Compliant / Non-compliant |  |
| 4) | Skilled coaching and consultative methods within all levels of the organization to improve organizational development; | Compliant / Non-compliant |  |
| 5) | Adaptability to changing organizational imperatives, creating and developing internal and external partnerships, fostering collaboration and recommending strategies to build capacity. | Compliant / Non-compliant |  |
| 4.10 | Communication, Reporting and Publications | Services offered for this area of work Yes / No |  |
| 4.10.1 | Background |  |  |
| 4.10.2 | Specific qualifications |  |  |
| 1) | A post-graduate degree in Social Sciences, Communication, Economics or other relevant fields. | Compliant / Non-compliant |  |
| 4.10.3 | Specific expertise |  |  |
| 1) | Familiarity with government’s National Development Plan and government policy and programmes; | Compliant / Non-compliant |  |
| 2) | Excellent writing skills; | Compliant / Non-compliant |  |
| 3) | Capacity to conceptualise research, manage research and editorial processes and guide consultants; | Compliant / Non-compliant |  |
| 4) | Insight into the wide range of GTAC stakeholders; | Compliant / Non-compliant |  |
| 5) | Familiarity with research and policy advisory networks within and beyond government. | Compliant / Non-compliant |  |
| 5 | Contractual Conditions |  |  |
| 5.1 | Contract Fees |  |  |
|  | Remuneration of LTAs is benchmarked against public service senior management service scales, taking into account reasonable adjustments for overhead costs of long-term consultants. | Accepted / not accepted |  |
| 1) | Indicative remuneration rate bands are as follows: |  |  |
| a) | Category I - Principal LTAs: R 9 100 to R 11 700 per day (excluding VAT); | Accepted / not accepted | *Identify the category relevant to your bid based on years of relevant professional experience* |
| b) | Category II - Senior LTAs: R 6 500 to R 8 200 per day (excluding VAT). | Accepted / not accepted | *Identify the category relevant to your bid based on years of relevant professional experience* |
| 2) | GTAC will make offers to successful bidders. | Accepted / not accepted |  |
| 3) | Fees will be adjusted each year to accommodate inflation-related cost of living increases. | Accepted / not accepted |  |
| 4) | Fees exclude direct costs relating to project execution such as travel for which GTAC will make provision. | Accepted / not accepted |  |
| 5) | GTAC does not pay for LTA travel and parking costs to and from place of residence and GTAC offices. | Accepted / not accepted |  |
| 5.2 | Geographic areas of work | Accepted / not accepted |  |
| 5.3 | Facilities to be provided by GTAC | Accepted / not accepted |  |
| 5.4 | Facilities to be provided by LTAs | Accepted / not accepted |  |
| 5,5 | LTA Reporting Requirements | Accepted / not accepted |  |