



TERMS OF REFERENCE

CALL FOR SERVICE PROVIDERS TO PROVIDE MICROSOFT ACCESS DATABASE SYSTEM UPDATES FOR THE SOUTH AFRICAN CITIES NETWORK

CLOSING DATE AND TIME: 12 AUGUST 2022 AT 17:00PM

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Directors: Ms. Yolisa Kani (Board Chairperson & Non-Executive), Mr. Ashraf Adam (Non-Executive), Ms. Nontando Ngamlana (Non-Executive), Dr. Modjadji Malahlela (Non-Executive) & Mr. Sithole Mbanga (CEO)

SACN Council Chairperson: Cllr. Xola Pakati (Executive Mayor of Buffalo City Metropolitan Municipality)

Company Registration Number: 2002/031754/08 / **Non-Profit Organisation Number:** 032-488-NPO

1 Introduction

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate, and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

The SACN operationalises these objectives through a comprehensive knowledge generation, application, and dissemination agenda. It convenes peer-to-peer learning and exchange platforms in support of city practice through thematic reference groups.

2 Project Objective

To provide Microsoft access database system updates for SACN.

Scope of work

2.1 The scope of the project shall comprise the following policies:

- Events Numbering based on financial year. Review existing records and regroup based on financial year
- Replace "CDS" description to read "Innovative Cities."
- Update SACN Coordinators. Include option for additions or amendment.
- Clean up of contacts database - approximately 16 000 records
- Update Reference Group folder - by Theme and Contacts. Intergrate with database
- Function to import Attendance Register into MSExcel
- Create report for city participation per event. Include filters for selection of city, members
- Update performance report. Review linkages and integrity checks for data completeness
- Set up multi user access
- Staff training
- Provision for refinements

3 Methodology

The service provider must demonstrate understanding of the work required including CV of proposed teams, reference letters, qualifications, etc

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4 Time scale

The project will kick off on 17 August 2022, ending on 31 August 2022 (approx. two weeks, bidders will estimate working days). Successful bidders should be prepared to conduct all meetings virtually.

5 Deliverables

The following series of deliverables are expected:

- i. Agreement with the project manager(s) on delivery timeframes and intermediate milestones within one week of contract confirmation.

6 Management

Successful bidders will be expected to produce – in consultation with the Project Manager(s) - an agreement within one week of contract confirmation. This should include a detailed project plan, indicating delivery timeframes. Bidders must submit a highly developed report at the end of the period along with the completed invoice.

7 Assessment of quotations

Bids will be adjudicated on relative value for money gauged against the following criteria:

- Proposal and methodology quality; 40%
- Qualification, track record & references of personnel that will work on the project; 30%
- Diversity & level of ownership and project involvement of Previously Disadvantaged Individuals (bidders encouraged to submit BBBEE certificates); 30%

8 Submissions and enquiries

Interested contributors should provide:

- An outline describing the proposed methodology and overall approach to support the process.
- Copies of profiles and CVs of all personnel assigned to the project.

Enquiries regarding the call and project will be accepted no later than **August 10, 2022**. For any technical queries, please contact Clement Mhleka on clement@sacities.net or sadhna@sacities.net.

Final proposals should be sent by email to Jabulani Sandleni on Jabulani@sacities.net by close of business on **August 12, 2022**