

**ACADEMY OF SCIENCE OF SOUTH AFRICA (ASSAf)
TERMS OF REFERENCE (ToR)**

TO

**SOURCE PARLIAMENTARY AND CABINET MONITORING SERVICES TO INCREASE IMPACT AND
OPPORTUNITIES OF ENGAGEMENT BETWEEN ASSAf AND THE POLICY OR LEGISLATIVE MAKING PROCESS**

1. BACKGROUND

The role of Parliament in overseeing government action, passing legislation, facilitating public participation, and engaging in and overseeing international relations necessitates that members of the house be kept abreast of important issues that are part of the country's development agenda. Legislators and policymakers are increasingly confronted with emerging issues that have scientific underpinnings. With various sources of science advice available including fake news, there is greater pressure for legislators to act impartially, effectively, and transparently in the public interest. There is a growing need in South Africa for evidence-based science advice in support of legislative and policy development, with many government departments regularly drawing on outside experts for independent advice. Some department have set up their own research and development units which also require support and collaboration with likeminded organisations.

The Academy of Science of South Africa (AASAf) has a niche role of providing authoritative, objective and independent evidence-based advice using the methodology that is unique to academies of science worldwide. ASSAf, using its members as the think tank, is able to contribute knowledge that enables and supports policy makers and parliamentarians to address scientifically, critical issues such as climate change, food security and health issues among others. ASSAf seeks to have real time and regular updates on Parliamentary proceedings in order to afford the Academy an opportunity to be involved in dissemination of evidence-based knowledge, be involved in the policy making process and enhance ASSAf's visibility to Parliament, cabinet, policy makers and the public. This will also enable the Academy to organise and participate in discussions that stimulate debate on a range of topics as well as anticipate issues of science and technology that are likely to impact on policy.

2. RATIONALE AND PURPOSE FOR THE PARLIAMENTARY AND CABINET MONITORING SERVICES (P&CMS)

As part of its mandate (Act 67 of 2001) and science engagement strategic goals, ASSAf seeks to establish closer links with parliament to ensure that legislators and policy makers are able to engage in evidence-based decision-making and policy formulation. Currently, ASSAf meets with the Science and Technology (S&T) Parliamentary Portfolio Committee (PPC) twice per annum during the presentations of its Annual Performance Plan, Annual Report and as per rising need. The researchers from Parliamentary Research Unit and members of the S&T PPC, through the Department of Science and Technology (DST), are on ASSAf's mailing list for the dissemination of consensus study reports and other knowledge products. This interaction is not adequate especially for a public entity mandated to provide science advice to government. ASSAf's strategic intent is to position the Academy as an independent, credible and objective voice and a resource for parliament on a range of critical issues that affect all government departments beyond Science and Technology. The intention is, with the assistance of DST as well as the proposed parliamentary and cabinet

monitoring services, establish links with various role players in the country's various legislative and policy making spaces. These spaces include but are not limited to PPC's and the cabinet that may have mutual benefit through the work of the Academy nationally, regionally and globally.

3. OBJECTIVES OF THE PARLIAMENTARY AND CABINET MONITORING SERVICES (P&CMS)

The objective of the parliamentary and cabinet monitoring services is to:

- Provide timeous access to accurate, objective, and current information on all parliamentary proceedings and cabinet memos, in the form of, but not limited to detailed minutes and documents, sound recordings of the meetings, relevant documents such as public submissions, working drafts of bills and briefings on policy & legislation and schedules of proceedings meetings;
- Provide ASSAf with an opportunity to engage more actively and effectively with Parliament to have an overview of Parliamentary proceedings that drive policy/legislation;
- Provide cabinet memos with highlights on issues of science, technology and innovation as a cross cutting issue that South Africa intends to use to build a knowledge economy.

4. SCALE AND SCOPE

The parliamentary and cabinet monitoring services should provide information as well as a short analysis on committees, including cabinet memos on matters representing the government department shown in the Table below.

Government Department	Government Department
Agriculture, Forestry and Fisheries	Military Veterans
Arts and Culture	Mineral Resources
Basic Education	National Planning Commission
Communications	National School of Government
Cooperate Governance and Traditional Affairs	National Treasury
Correctional Services	Police (Civilian Secretariat for Police)
Defence	Planning Monitoring and Evaluation
Economic Development	Public Enterprises
Energy	Public Service and Administration
Environmental Affairs	Public Works
Finance	Rural Development and Land Reform
Government Communication and Information System	Small Business Development
Government Pensions Administration Agency	Social Development
Government Printing Works	Sport and Recreation
Health	State Security
Higher Education and Training	Telecommunications and Postal Services
Home Affairs	Tourism
Human Settlements	Trade and Industry
Independent Police Investigative Directorate	Traditional Affairs
International Relations and Cooperation	Transport
Justice and Constitutional Development	Water and Sanitation
Labour	Women in the Presidency

5. TECHNICAL APPROACH

The service provider should provide customised information service as follows, but not be limited to:

- Gathering and communicating relevant parliamentary and cabinet interactions, legislative, policy matters and policy developments;
- Assisting ASSAf to develop enabling relationships with parliamentarians and parliament service providers/support teams such as Parliamentary Knowledge and Information Services through engagements and participation at parliament;
- Increasing opportunities for interaction between ASSAf (and it's associated organisations) and the National Assembly members;
- Providing an overall insight in a report format at the end of the tenure (1 year) on how the input from evidence-based science, technology and innovation has influenced the South African policies/legislation.

6. KEY TASKS AND DELIVERABLES

The service should provide timeously, daily customised high level alerts/updates for one (1) year (2019/2020 financial year) from parliamentary interactions and documentations as follows:

Key task/Deliverable
1. Tracking and Monitoring Service
Portfolio Committee meeting/proceedings minutes
Parliamentary plenary sessions and debates
Parliamentary/Ministerial replies to questions
Parliamentary daily papers
Civil society and other monitoring services, for relevant content
Parliamentary programmes and changes thereof, as approved by Parliament
Bills tracking of draft, new and those under review and their progress
Calls for public comments on policy, tabled and draft bills at a much earlier stage in the policy process
Updates on Cabinet meetings
Legislative programmes for departments
2. Provision of Customised Content
Relevant Portfolio Committee meeting/proceedings minutes pro-actively
Reports and documentations of bills, requests for submissions, ministry media briefings, speeches, Portfolio Committees etc. within 3 working days
Policy Documents and Databases
Updates on Cabinet meetings
Cabinet statements, memos, discussions, presentations, debating reports etc.
Notification of public hearings, topical discussions or controversial issues
Notice of Portfolio Committee meeting schedules
Audio recordings
Information on Committees and members serving on the committees
Information on Members of Parliaments (MPs) and constituencies
Consolidated monthly/quarterly report

3. Communication
Facilitate opportunities for dual engagements between ASSAf and Parliament
Notice of annual plan and annual report tablings and related briefings
Notification of possible meeting with Portfolio Committees and Select Committees
Facilitate opportunities for direct communication with Portfolio Committees and Select Committees, where relevant
Information and access to national, provincial and local representatives, including, but not limited to Women's Parliament, the Youth Parliament, Pan-African Parliament (PAP), SADC Parliamentary Forum, Inter-Parliamentary Union and Commonwealth Parliamentary Association

7. EVALUATION CRITERIA

The evaluation criteria for assessment of proposals will be based on functionality (Table below). The service providers that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and the 80/20 B-BBEE status level. All service providers who score less than 70 out of 100 points on functionality will not be considered for further evaluation. Shortlisted service providers may be invited to do a presentation on their proposal at their own cost.

Rating Scale:

0 = non-compliance	1 = poor	2 = fair	3 = good	4 = very good	5 = excellent
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Criteria	Weight
1. Technical approach and methodology	30
2. Past relevant experience	30
3. Oversight of customised service provision and packaging of content	15
4. Work plan	15
5. Detailed CV of the principal staff member(s), including proof of valid/certified qualifications	10
Total Score	100

In addition, the evaluation and selection of the entity/candidate will also take the following requirements into consideration:

- Experience in conducting parliamentary monitoring services;
- Be familiar with parliamentary processes and structures, including policy development;
- Strong record of quality data collection, report writing and project management;
- Strong verbal and written communication skills, particularly English;
- Demonstrated ability to work and network within the national parliament as a stakeholder and national science system;
- Prior work experience within the public sector would be an advantage.

The following supporting documentation are mandatory:

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE;
- Must be tax compliant;
- Proof of SCD registration;
- Quotations must reflect the cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-VAT Vendor it must be indicate so;
- Three (3) references past and present clients on similar assignments;
- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

8. MANDATORY REQUIREMENTS

Interested local service providers should submit a detailed proposal with a cover letter, outlining the methodology, tools and analysis plan. The proposal should include technical and financial deliverables. The technical submission will contain the following:

- Summary of proposed technical approach;
- Suggested workplan and time frames, including format and packaging of content with proposed dates of delivery;
- Detailed CV of the principal staff member(s) containing experience and/or the profile of the entity (in case of entity).

The financial submission will describe the estimated costs in detail, including daily and/or weekly rates and itemised based on the customised service offering, all taxes included.

NOTE:

- Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.
- Bids received late will not be considered.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.
- The successful service provider should be prepared to engage in price negotiation.

For supply chain management (SCM) queries, kindly contact Ms Lebo Makgae at lebo@assaf.org.za. For technical queries, contact Dr Tebogo Mabothe at tebogo@assaf.org.za. Closing date for submission is **17 April 2019, 12:00pm**.