

NATIONAL LIBRARY OF SOUTH AFRICA

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REQUEST FOR INFORMATION: DESIGN AND DELIVER A CPD PROGRAMME FOR EMERGING LIBRARY LEADERS ON THE LATEST ICT SKILLS INCLUDING 5IR AND ICT INFRASTRUCTURE

CLOSING DATE: 31 JANUARY 2025

TIME: 11H00

NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified

1 BACKGROUND

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry. The NLSA is also mandated to provide appropriate information products and services and to provide leadership, guidance and advise to South African libraries and information services.

The changing environment in which public libraries operate, requires skills of the 21st-century. To effectively keep up with the ever-evolving Information and Communication Technology (ICT) trends in libraries, it is critical to adopt proactive strategies to stay current and relevant. Therefore public librarians need to be capacitated to respond to the needs of the communities they serve and to contribute to towards the attainment of the SDGs using the latest technology advancements.

The NLSA is seeking information from service providers who can deliver a comprehensive training programme on ICT skills of a library of the future including, 5IR and ICT infrastructure management, with a focus on integrating technology into library services and ensuring effective planning, implementation, and management of IT and ICT resources as well as monitoring and evaluation.

2 REQUEST FOR INFORMATION

The National Library of South Africa (NLSA) is conducting research and requires service providers to provide information on a programme that can equip public librarians with the above skills.

The programme should equip participants with the following skills to:

- Gain knowledge on the latest ICT trends in the library environment to enhance user experience
- Understand ICT and ICT resources and infrastructure in modern libraries
- Identify and assess the IT and ICT needs of a library and the community
- Develop a strategic plan for IT and ICT infrastructure management and implementation
- Develop a funding proposal to fund the ICT initiatives
- Develop a project plan for ICT projects
- Communicate and collaborate with IT professionals, staff, and stakeholders
- Develop advocacy and marketing plans for their ICT projects
- Plan for monitoring and evaluation

At the end of the programme, participants should be able to produce strategies for their own libraries. The programme should be delivered in person and in virtual sessions.

3 NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFI, the validity period, terms of reference, or extend the RFI's closing date, all before the closing date. All Bidders, to whom the RFI documents have been issued, and where the NLSA has a record of such Bidders, may be advised in writing of such amendments in good time and such changes will also be posted on the NLSA's website under the relevant RFI. All prospective Bidders must, therefore, ensure that they visit the NLSA website regularly to ensure that they are updated on any amendments in this regard.

4 DURATION OF THE PROJECT

No project duration for the RFI as the NLSA is only conducting research for internal purposes.

5 CONDITIONS OF RFI

5.1 No conditions for the RFI as the NLSA is only conducting research for internal purposes.

6 EVALUATION CRITERIA

6.1. Standard RFI documents

No evaluation for the RFI as the NLSA is only conducting research for internal purposes.

7 ENQUIRIES

All inquiries regarding this RFI must be directed to the SCM Office:

For any RFI related inquiries please send to the following email address quoting the RFI Number,
RFI

Description as a Reference; quotations@nlsa.ac.za OR (012) 401 9770/9700/81