



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A COMPANY THAT CAN ASSIGN A SENIOR MANAGER TO PROVIDE INTERNAL AUDIT AND RISK MANAGEMENT SERVICES TO THE NLSA ON A SHORT-TERM CONTRACT AND CAPPED HOURS PER MONTH

CLOSING DATE: 31 JULY 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

- 1.1 The National Library of South Africa, hereafter referred to as NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving, and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has campuses in Pretoria and Cape Town.
- 1.2 The National Library of South Africa (NLSA) seeks to appoint a qualifying company to provide consultancy services that can provide transitional management of internal audit, risk management compliance and investigation services on a short-term contract and capped hours per month. The consultancy will provide independent, objective assurance and advisory services to enhance the organization's combined assurance processes.

- 1.3 The appointed company will identify an individual functioning at a Senior Management level, who will be assigned to the NLSA to provide independent and professional services to support the NLSA in strengthening its internal control environment, governance processes, and risk management systems for a period of **three months**.
- 1.4 The assigned individual will work with a team of five functionaries in the Internal Audit, Risk Management, Compliance and Investigations environment. Specific to the key responsibilities of this individual is to lead the development of strategy, policy and planning frameworks, supervise and prepare management reports in accordance with applicable professional and public sector standards and legislative frameworks.

2. CRITERIA FOR ASSESMENT OF ASSIGNED INDIVIDUAL

2.1 Qualifications and Certifications of Consultant who will be Assigned to NLSA

- Postgraduate qualification (NQF Level 8) in Accounting, Auditing, Risk Management, or equivalent.
- At least one or more of the following: Certified Internal Auditor (CIA), Certified in Risk Management Assurance (CRMA), Certified Fraud Examiner (CFE).
- Registered member with at least one or more of the following professional bodies: Institute of Internal Auditors, (IIASA), Institute of Risk Management (IRMSA), Association of Certified Fraud Examiners (ACFE), would be an added advantage.

2.2 Experience

- Minimum 10 years professional experience in internal audit, risk, or investigations.
- At least 5 years of experience at a senior management level.
- Expertise in forensic investigations and fraud risk.
- Public sector experience is a requirement.
- Familiarity with King IV, PFMA, Treasury Regulations, and relevant framework.

2.3 The Senior Manager will support the NLSA across the following functional areas:

3. CRITERIA TO ASSESS ALIGNMENT OF EXPERIENCE WITH THE SCOPE OF WORK

3.3.1 Internal Audit and Assurance

- Review and align the NLSA's Internal Audit Framework and Methodology with the new IIA Standards.
- Monitor implementation of the approved 3-Year Strategic Internal Audit Plan and Annual Audit Plan.
- Provide independent, objective assurance and advisory services to enhance the NLSA's combined assurance processes.

3.3.2 Forensic Audits and Investigations

- Develop the framework for forensic audit and investigations comprising of:
 - Forensic audit and investigations Policy
 - Forensic audit and investigations SOPs / manual
 - Forensic audit and investigations system
- Review and update the Whistleblowing Policy
- Develop Whistleblowing SOPs

3.3.3 Risk Management

- Consolidate all components of Risk Management, Compliance Management, Integrity Management and Business Continuity Management into one Framework
- Develop Business Continuity Management Policy and SOPs
- Review and assess the effectiveness of the existing Risk Management Framework and Policy
- Support the implementation and continuous integration of Risk Management into organisational operations, processes and decision making.

3.3.4 Compliance and Ethics

- Review current compliance processes and provide advice on strengthening adherence to legal and regulatory requirements.
- Support initiatives to reinforce an ethical culture through staff engagement, awareness, and training.

- Review reported compliance breaches, assess existing controls, and recommend remedial actions where necessary.
- Develop Policy on Policy Development

3.3.5 Reporting and Advisory

- Compile reports for Management, Board Committee, and other Stakeholders.

4. DURATION OF THE CONTRACT

- Duration: Three (3) months from date of appointment.
- Time Allocation: Maximum of 50 hours per month.
- Engagement Basis: Hourly rate.

5. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront payment will be made by NLSA.
- The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1. Stage 1: Pre-Evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1 forms.
- 6.1.2. All bidders must be registered on the National Treasury Central Supplier Database

6.2. Evaluation Stage 2: Technical Evaluation

No.	Element	Weight	Points	Score
	Technical criteria			100
1	Provide Certified Copies of Qualifications (not more than 3 months certified) of the Senior Manager that meets the following minimum requirements: - Postgraduate qualification (NQF Level 8) in Accounting, Auditing, Risk Management, or equivalent. ▪ Senior Manager with the relevant qualification = 20 points ▪ Senior Manager with no relevant qualification = 0 point	20		
2	Provide detailed CV (including 3 contactable references) to indicate the experience of the Senior Manager that meets the following minimum requirements: - Minimum 10 years professional experience in internal audit, risk, or investigations; and - At least 5 years of experience at a senior management level in the public sector. ▪ Senior Manager with relevant experience = 30 points ▪ Senior Manager with no relevant experience = 0 point	30		
3	Provide membership confirmation of the Senior Manager that meets the following: - At least one or more of the following: Certified Internal Auditor (CIA), Certified in Risk Management Assurance (CRMA), Certified Fraud Examiner (CFE). ▪ Senior Manager with all the certificates = 30 points ▪ Senior Manager with 2 certificates = 18 points ▪ Senior Manager with 1 certificate = 6 points ▪ Senior Manager with nothing = 0 points	30		
4,	Provide Profile of the company presenting the individual ▪ Company profile relevance to the assignment = 10 ▪ Company not relevant to the assignment = 0 ▪ Present relevant projects to which the presented individual has been assigned to by the company = 10 ▪ Individual not been assigned to relevant projects in the company = 0	20		
	TOTAL POINTS	100		
	Minimum points to pass at this stage	70		

Only those service providers / contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

7. PRICING

7.1. Preference point system

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

$P_{\min}$ = Price of lowest acceptable tender.

7.2. Quotations

- Provide a detailed quotation covering the services to be provided as per the scope of work.
- Quotation to indicate the consultancy's hourly rate (inclusive of VAT and disbursements).

7.3. Specific Goals

Specific Goal: Locality

- 20 points if the bidder is in Gauteng Province.
- 10 points if the bidder is based outside of the Gauteng Province.

Please note that CSD registration will be used to verify locality.

8. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any Bid related enquiries please send to the following email address quoting the Bid

Description as a Reference; Judy.Moshige@nlsa.ac.za and Quotations@nlsa.ac.za OR (012) 402 3017