



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR CONSULTANCY SERVICES FOR INTERNAL AUDIT, RISK MANAGEMENT AND COMPLIANCE

CLOSING DATE: 27 JUNE 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) invites suitably qualified and experienced consultants to submit quotations for the provision of consultancy services in the areas of internal audit, risk management, and compliance. The appointed consultant will 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.
- 1.3 The purpose of the consultancy is to lead, manage, and execute the Internal Audit, Risk Management, and Compliance functions of the organization in accordance with applicable professional and public sector standards and legislative frameworks. The consultancy will provide

independent, objective assurance and advisory services to enhance the organization's combined assurance processes.

2. SCOPE OF WORK

The consultant will support the NLSA across the following functional areas:

3.1 Internal Audit and Assurance

- Review and refine the NLSA's Internal Audit Framework and Methodology.
- Update or develop a risk-based Annual Audit Plan.
- Conduct selected audits including performance, compliance, governance, financial, and IT audits.
- Provide assurance on the adequacy and effectiveness of internal controls.

3.2 Forensic Audits and Investigations

- Conduct forensic audits and investigations into allegations of fraud or misconduct.
- Manage whistleblower hotline cases.
- Deliver fraud awareness initiatives and prevention strategies.

3.3 Risk Management

- Review the Risk Management Framework and Policy.
- Conduct a high-level risk maturity assessment.
- Provide guidance on the integration of risk management into operations.

3.4 Compliance and Ethics

- Assess and advise on legal and regulatory compliance.
- Promote ethical culture through staff engagement and education.
- Investigate compliance breaches and advise on corrective action.

3.5 Reporting and Advisory

- Compile reports for management, Audit and Risk Committee, and other stakeholders.
- Track and report on implementation of audit and risk-related recommendations.

3. DURATION OF THE CONTRACT

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

4. MINIMUM REQUIREMENTS

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

- Postgraduate qualification (NQF Level 8) in Accounting, Auditing, Risk Management, or equivalent.
- Certified Internal Auditor (CIA) – Required.
- CRMA or equivalent risk assurance certification – Preferred.
- Registered with the Institute of Internal Auditors (IIA SA or global body).

4.2 Experience

- Minimum 8 years professional experience in internal audit, risk, or compliance.
- At least 5 years of experience at a senior/management level.
- Expertise in forensic investigations and fraud risk.
- Public sector or state-owned enterprise experience is advantageous.
- Familiarity with King IV, PFMA, Treasury Regulations, and relevant frameworks.

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 done 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.	Experience of service provider in rendering recruitment services Provide contactable reference letters for similar work done within the past ten (10) years. The letters must be on the client's official letterhead, must be dated and must include the referee's name, signature, contact number, and scope of work. ▪ 5 or more compliant reference letters = 50 points ▪ 4 compliant reference letters = 40 points ▪ 3 compliant references letters = 30 points ▪ 2 compliant reference letters = 20 points ▪ 1 compliant reference letter = 10 points ▪ No reference letter or letters not compliant = 0 points	50		
2	Methodology Provide methodology of how this service will be rendered to the NLSA outlining understanding of scope and delivery method. Proposal to include: - Profile of the consultancy - Process of how the services will be rendered - Proof of relevant professional certifications and registrations ▪ Methodology with all three points covered = 50 points ▪ Methodology with two points covered = 30 points ▪ Methodology with one point covered = 10 points ▪ Methodology with no points covered; no methodology submitted or methodology irrelevant = 0 points	50		
	TOTAL POINTS		100	
	Minimum points to pass at this stage		60	

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