



Independent Communications Authority of South Africa

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TERMS OF REFERENCE FOR A SERVICE PROVIDER TO ASSIST ICASA IN CONDUCTING PEER REVIEW FOR THE STATE OF THE ICT SECTOR REPORT OF SOUTH AFRICA

1. Background and Scope

- 1.1 The ICASA is mandated in terms of section 2 of the Independent Communications Authority of South Africa Act, 2000 (Act No. 13 of 2000) ("ICASA Act") to regulate broadcasting, electronic communications, and postal services matters in the public interest and to accomplish the goals stated in the underlying statutes.
- 1.2 ICASA aims to be the authoritative source of ICT sector statistics and data to consumers, government, industry, and all other stakeholders. To achieve this, the Authority requires the assistance of a service provider to conduct peer review of the State of ICT sector report and the questionnaire. The questionnaire is to be linked to the ITU requirements, SA Broadband policy requirements and any other identified indicator.

1 Specifications/Terms of Reference

The required service provider will provide the following services to ICASA:

- 2.1 Review of existing International Telecommunication Union (ITU) and ICASA State of ICT Sector indicators.
- 2.2 Together with ICASA, hold one-on-one meetings with identified stakeholders to workshop them regarding these ITU indicators.
- 2.3 Together with ICASA, produce the 8th annual State of ICT Sector Report.
- 2.4 Transfer skills to ICASA staff, particularly in data validation.
- 2.5 To assist to create forecasting model using State of ICT data collected by ICASA

3 Period of Assignment

- 3.1. All work is to be conducted in accordance with the time schedule as agreed with ICASA for a period of not more than twelve (12) months from date of finalisation of the contract with the service provider.

4 Briefing Session

- 4.1. A non-compulsory briefing session will be held after the publication of the tender.

5 Bid Evaluation

- 5.1 Bidders will be evaluated on; a) submission of the required documents, b) functionality and c) price/BB-BEE. Only bidders who meet the cut-off score of 70 out of 100 points for functionality will be considered further for price evaluation.
- 5.2 All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.

6 Mandatory Requirements

Bidders must provide the Authority with at least one proof of quantitative or statistical ICT report done in the past five years for State or any organ of State.

Functionality Criteria per Category	Weight	Grading
Capacity and experience in ITU indicators and ICT Research in South Africa, mention the number of years in the proposal.	20	<ul style="list-style-type: none"> • One year experience in ITU indicators and ICT Research in South Africa = 1 • Two years' experience in ITU indicators and ICT Research in South Africa = 2 • Three years' experience in ITU indicators and ICT Research in South Africa = 3 • Four years' experience in ITU indicators and ICT Research in South Africa = 4 • Five years' experience in ITU indicators and ICT Research in South Africa = 5
Experience in drafting quantitative/statistical ICT reports., provide us with number of reports with contactable numbers. or email address, There is no need to send actual reports because of confidentiality.	30	<ul style="list-style-type: none"> • One quantitative/statistical ICT report = 1 • Two quantitative/statistical ICT reports = 2 • Three quantitative/statistical ICT reports = 3 • Four quantitative/statistical ICT report = 4 • Five quantitative/statistical ICT reports = 5
Provision of references letters where quantitative/statistical ICT research or similar work has been conducted	30	<ul style="list-style-type: none"> • One reference provided = 1 • Two references provided = 2 • Three references provided =3 • Four references provided =4 • Five references provided =5

<p>Experience of proposed team. Demonstrate experience and qualifications of the proposed team including a team leader, the experience must be emphasised on ICT research. (Attach CVs with contactable references where ICT research have been successfully rendered)</p>	<p>20</p>	<ul style="list-style-type: none"> • One year ICT Research experience = 1 • Two years ICT Research experience = 2 • Three years ICT Research experience = 3 • Four years ICT Research experience = 4 • Five years ICT Research experience = 5
<p>TOTAL</p>	<p>100</p>	

