



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



**Request for Proposals (RFP)  
Appointment of a service provider for Technical  
Assistance (TA) on Preparation/Review of  
Financial Statements**

**BID NUMBER: ISI-2022- TAFS**

## 1. Background

Isibani Development Partners is a South African-registered Non-Government Organization (NGO), launched in 2011 to become a leading local Technical Assistance Provider, Systems Strengthening and Grants manager for Health and Social Services in Southern Africa. Our program focus is on HIV, TB, Non-Communicable diseases and Capacity Development for Community-Based Organisation and Government Departments.

Isibani Development Partners is one of the three Sub-Recipients (SRs) of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV program in Ekurhuleni and Johannesburg Health Districts, from the 01 April 2019 to 31 March 2022.

The National Department of Health is in the process of applying for funding for the TB/HIV activities which will start on the 1st of April 2022 to 31st of March 2025.

The National Department of Health as Principal Recipients should make sure that a financial reporting mechanism is in place with the objective of ensuring that the following principles are used for reporting:

- the reports are system generated and based on source documents
- the reports are reviewed and reconciled with source documents
- the reports are reconciled with other related reports to ensure consistency
- the reports are authorised and approved by the competent authority.

The minimum set of reliable financial information regarding the implementation of grants are prepared. Financial reporting fulfils statutory reporting external donor reporting, effective resource mobilisation, transparency and accountability . The financial reporting systems underpinning Global Fund grants provide relevant financial information and analysis to support strategic investments designed to

achieve maximum impact in the disease program, value for money, programmatic performance, strengthens the ability to make informed funding and investment decisions. Therefore it is critical that the financial reporting information should :

- Assist in grant management : having financial breakdown and variance analysis and able to link financial information to programmatic performance.
- Pinpoint areas of financial risk : tracking expenditure against budgets enables an analysis of variances that help to identify root causes.;
- For external reporting and resource mobilisation :being able to demonstrate the efficiency of Global Fund investments and that funding is spent in line with approved Global Fund Grant Agreement.
- Transparency and accountability: being able to accurately report on the use of funds to all relevant stakeholders in an efficient and timely manner.

## **2. Purpose**

The Purpose of this assignment is to secure the services of **a qualified service provider or individual candidates** that will assist in preparation/review of financial statements.

## **3. Scope of Work**

The service provider to be engaged will be required to:

- Assist in the preparation of financial statements for the 2021/2022 financial year in line with relevant reporting framework to be submitted by 20<sup>th</sup> May 2022.
- Expected to review the financial records/transactions, including reconciliations and adjusting journal entries to ensure accuracy of the Trial Balance and Financial Statements.
- Assist in reviewing the comparative figures and identifying prior period errors in accordance with applicable Modified Cash Standard (MCS).
- Review the asset register and ensure alignment to the General Ledger.
- Review VAT Reconciliation for current and prior years in line with the VAT Act and applicable Accounting Standards.
- Address audit queries raised by Auditor General of South Africa (AGSA).
- Ensure that the general ledger aligns with the trial balance and financial statements.

- Ensure that all disclosures are made in the AFS, are reconciled to the trial balance, supporting schedules and compliant to the applicable accounting standard and legislation.
- Perform completeness check on opening balances, irregular, fruitless and wasteful and unauthorised expenditure listing and is appropriately disclosed.
- Eliminate all qualification raised by the Auditor General of South Africa in prior year.
- The service provide is required to avail themselves on site until 31 December 2022 as and when the client request.

#### **4. Timelines**

The assignment is for 183 consultancy days including weekends and must be completed on 31 December 2022.

#### **5. Costing**

Potential service providers must submit written quotations detailing rates and hours. The rates must be aligned to DPSA rates.

#### **6. Qualifications and experience**

The service provider must have the following appropriate experience and qualifications:

- Post graduate diploma/honours in Accounting Science or equivalent.
- CA registered with Professional body/ institute in accounting profession in SA.
- Knowledge of strategic and financial reporting including financial management activities, donor fund tracking and KPIs.
- Experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations.
- Knowledge and experience in financial reporting to national government departments or Global Fund.
- Experience with statutory reporting and statutory audits, including responding to audit findings timeously.
- Ability to write concisely and present information clearly.

- Ability to produce high-quality work to tight deadlines with minimum supervision.

## 7. Reporting line

The service provider will report to the Director: Global Fund Finance

## EVALUATION CRITERIA

MANDATORY REQUIREMENTS	
INDIVIDUAL	COMPANY
1. Tax Compliance (Personal Tax compliance, Tax number and Pin)	1. CIPC company registration and ID of directors
2. SBD 4 Forms (obtainable from National Treasury website)	2. Tax Compliance Certificate with valid Pin
3. Certified ID Copy	3. Company Profile
	4.SBD 4, 8 and 9 forms obtainable from National Treasury Website.
	5. BBBEE LEVEL 1 OR 2

NB: Only service providers who meet the above requirements will proceed to the technical evaluation.

## Evaluation Process

The evaluation process will be in two (02) Phases, namely:

**Phase 1:** Service Providers are assessed according to the technical evaluation criteria as indicated on Attachment A. The service provider must achieve a minimum functionality threshold of 70% to proceed to the next phase; and

**Phase 2:** This will be evaluated through Pricing and Broad Based Black Economic Empowerment (BBBEE).

The 80/20 preference points system will apply, and bidders are required to submit a BEE certificate.

## **EVALUATION CRITERIA**

The Global Fund will assess the extent to which proposals submitted in response to these terms of reference meet the evaluation criteria below.

A service provider that does not meet the above requirements will be disqualified automatically.

### **TECHNICAL EVALUATION CRITERIA**

In assessing each proposal, the National Department of Health and Isibani Development Partners will allocate greater importance to technical factors than to cost factors. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being considered; and cost evaluation is only undertaken for technical submissions that score above the minimum.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to the National Department of Health and Sub Recipients. However, the National Department of Health and Isibani Development Partners reserve the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

A service provider that does not meet the above requirements will be disqualified automatically.

Technical proposals will be evaluated based on the following Evaluation Criteria for ***Phase 1***.

No	Criteria	30	Points Weight Allocation
Elements and weight for functionality			
1.	<b>Technical Capability</b>  <b>For the purpose of this bid the Service Provider must provide an organogram including the following:</b> <ul style="list-style-type: none"> <li>• <b>Detailed Curriculum Vitae (CV) of the key staff that will be assigned to this project with defined roles and responsibilities.</b></li> <li>• <b>The CV must include qualifications and where applicable, proof of registration with relevant body/ council.</b></li> <li>• <b>Relevant experience of each staff member.</b></li> </ul>		
	Identification of the position(s) involved in the direct delivery of the service to be provided and the overall management of the work and name of the person who will fill this position.		
	Lead TA with 5 or more years of experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.	5	
	Lead TA with 4 - 5 years of experience in the preparation of government and donor financial statements, variance analysis, compliance	4	

No	Criteria	30	Points Weight Allocation
Elements and weight for functionality			
	reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.		
	Lead TA with 3 - 4 years of experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.	3	
	Lead TA with 2 - 3 years of experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.	2	



No	Criteria	30	Points Weight Allocation
Elements and weight for functionality			
	Lead TA with 1 - 2 years of experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.	1	
	Lead TA with 0 -1 year of experience in the preparation of government and donor financial statements, variance analysis, compliance reporting and reconciliations with a recognised Post graduate diploma/honours in Accounting Science or equivalent and registration with relevant professional body in South Africa.	0	

No	Criteria	30	Points Weight Allocation
Elements and weight for functionality			
2.	<b>Statutory audit experience:</b> <ul style="list-style-type: none"> <li><b>The Service Provider will need to provide details of previous experience and expertise in addressing audit queries and findings.</b> (3 reference letters detailing: full name of client, contact numbers and email, contract period, Value of contract, Type of work conducted)</li> </ul>		
	Lead TA with 5 or more years of experience in addressing audit queries and findings.	5	
	Lead TA with 4-5 years of experience in addressing audit queries and findings.	4	
	Lead TA with 3-4 years of experience in addressing audit queries and findings.	3	
	Lead TA with 2-3 years of experience in addressing audit queries and findings.	2	
	Lead TA with 1-2 years of experience in addressing audit queries and findings.	1	

No	Criteria	30	Points Weight Allocation
Elements and weight for functionality			
	Lead TA with 0-1 year of experience in addressing audit queries and findings.	0	

No	Criteria	40	Points Weight Allocation
Elements and weight for functionality			
3.	<b>Methodology and Approach: Proposed project and methodology</b>		
	Detailed technical approach and comprehensive documented methodology with time frames.	5	
	Detailed technical approach and methodology provided that is aligned to the scope of work	4	

Elements and weight for functionality			
	Generic technical approach and methodology provided	3	
	Unrelated methodology provided	2	
	Inadequate and unrelated methodology provided	1	
	No methodology provided	0	
<b>TOTAL POINTS</b>			<b>100</b>

**NB: The ratings for scoring will be as follows:**

**0 = No Indication**

**1 = Poor**

**2 = Below Average**

**3 = Average**

**4 = Good**

**5 = Excellent**

**Phase 2:**

PRICE = 80

B-BBEE = 20

**CLOSING DATE**

All bid documents must be submitted on or before the closing time of the bid (date and hour specified in the bidding documents). Incomplete bids will be deemed non-responsive

All bid documents that address the requirements must be emailed to [rfp@isibani.org.za](mailto:rfp@isibani.org.za) by **29/04/2022 at 16H00** South African time. Late submissions will not be considered.

Please ensure the subject line states **“Application – TECHNICAL ASSISTANCE PREPARATION/REVIEW OF ANNUAL FINANCIAL STATEMENTS Bid Number: ISI2022 – TAFS.**

Isibani reserves a right to cancel and not to award the bid.