

## THEMBISILE HANI LOCAL MUNICIPALITY



### PROVISION OF ELECTRONIC-PMS AND ELECTRONIC-RISK SYSTEMS FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

THLM/SCM027/2023-2024/MM01

#### SCOPE OF WORK

#### C 3.1.1 DESCRIPTIONS OF WORKS

##### 3.1.1.1 SCOPE OF WORKS AND SPECIAL CONDITIONS OF CONTRACT

1. Installation and Implementation of an automated organizational performance management system to manage the monitoring, reporting and evaluation of the IDP and SDBIP. The system must facilitate:
  - The easy update of performance objectives,
  - The upload of proof of evidence,
  - Compilation of quarterly, mid-year and annual performance reports and
  - The auditing thereof.
2. Detailed audit logs should be available for assurance purposes.
3. Implementation of an automated individual performance management system to facilitate the compilation of individual performance scorecards (performance contracts) for various levels of officials in the municipality for managing the quarterly assessments and annual evaluations. The individual performance management system must be integrated with the Institutional system (SDBIP) of all levels that employee performance management that the performance management has been downward cascaded to.
4. Training the Performance Management team and other identified officials in the use of the system.
5. Training identified officials as "Train-the-Trainers" for the various modules included in the automated performance management system.
6. Providing ongoing system support that is managed through the system.
7. Training the Municipal Manager, Directors, Managers, and data capturers in the use of the system.

8. Training the Assurance Providers (Internal Auditors) to use the system to conduct performance auditing.
9. Training the Risk Manager to use the Risk management functionality of the system.

**3.1.1.2 The Automated Performance Management and Risk System must at least have the following functionalities.**

1. A Web-based real-time system that is supported with the appropriate levels of security and data protection.
2. Easy and secure access by all users as per the access levels defined by the municipality.
3. On-line capturing of performance data (including KPIs and projects) and risk data (action plans and responses);
4. Automated email notifications and reminders.
5. The SDBIP module must allow for the opening and closing of periods.
6. The risk action plans must allow for the closing of periods.
7. The system must allow for the linkage of mSCOA-compliant financial data for performance reporting purposes.
8. Uploading of electronic supporting documentation (POE) as attachments.
9. Ability to capture and report on achievements, challenges, corrective action and method of calculation.
10. Functionality for Internal Auditors to review and make comments.
11. Functionality of Performance Management Unit to make comments.
12. Functionality of the Risk Management Unit to make comments.
13. Allow the extraction of reports in various formats.
14. Dashboards and colour coded scoring for monitoring and reporting purposes.
15. Audit trail reports of activities by all users.
16. Integrated Institutional (OPMS) and Employee (IPMS) performance management modules.
17. Risk management module including electronic risk register.
18. Functionality of IPMS employee assessments to be conducted directly in the system.
19. Functionality for self-assessors and assessors to view all captured data, inclusive of targets, actual performance, comments, supporting documentation as well as Internal Audit comments.
20. Functionality for automated calculation of assessment results and extraction of detailed and summary reports on the outcomes of assessments.
21. Functionality for risk assessments to be conducted and risks captured within the system.
22. Data back-ups to be made on monthly basis by the service provider.
23. Data captured in the system remains the property of the municipality and may not be made available to any other entity without written consent.
24. Web based system IPMS (screenshots of actual system clearly demonstrating segregation of IPMS & OPMS to be attached)
25. Web based system OPMS (screenshots of actual system clearly demonstrating segregation of IPMS & OPMS to be attached)
26. Web based Risk system (screenshots of actual system clearly demonstrating the risk registers and dashboard to be attached)

27. The service provider must be able to provide training of the automated PMS system and Risk system.
28. The system must make a provision for monthly back up information
29. The system must accommodate the following:
  - Audit Trails
  - Ability to upload performance agreements, SDBIP.
  - Performance assessment calculator (screenshots of actual system functionality to be attached)
  - Electronic risk register under risk system
30. Ability for Internal Audit to review performance on the system (system screenshots and workflow to be attached)
31. Ability to link the automated PMS system with the existing municipal financial system to report expenditure on the quarterly SDBIP reports
32. Ability to provide support throughout the contract as and when it is required