



**CALL FOR EXPRESSION OF INTEREST
FOR THE DEVELOPMENT OF
AN ENTERPRISE RISK MANAGEMENT POLICY
FOR THE SADC PARLIAMENTARY FORUM**

1. BACKGROUND

The SADC Parliamentary Forum (SADC-PF) is the apex inter-parliamentary organization in Southern Africa. Its membership consists of 14 Parliaments from Southern Africa and accordingly covers over 3500 Parliamentarians. It is an institution of the Southern Africa Development Community (SADC) established under Article 9(2) of the SADC Treaty and has its headquarters based in Windhoek, Namibia. The SADC-PF is governed by its Constitution and Rules of Procedure which provide that the Plenary Assembly is the highest policy-making organ of the Forum, with the Executive Committee as the Management body, and the Secretariat as the operational arm for the handling of the day-to-day business of the Forum. The SADC-PF has a corporate governance framework which is supported by its approved Strategic Plan (2019-2023) and is accordingly required to assess both its operational and programmatic risks in view of building resilience to address emerging challenges.

The Executive Committee of the SADC-PF, meeting from the 10th to 12th May 2019 in Windhoek, Namibia, approved that a Risk Policy be developed for the Forum to evaluate the current and possible risks in view of enhancing risk visibility and mitigation, assisting management in decision-making and to promote future resource mobilization endeavours of the Forum. The Risk Policy (also known as Enterprise Risk Management Policy) is to be developed by a Consultant through an approved methodology and will be eventually adopted by the Plenary Assembly of the SADC-PF.

Consequently, a Call for an Expression of Interest is hereby being made by the SADC-PF for the development of an Enterprise Risk Management Policy by a suitable Consultant in accordance with the terms and conditions of this Call.

2. Requirements of the Enterprise Risk Management Policy

The Enterprise Risk Management Policy will provide a framework within which the Forum will be able to identify, assess, measure, categorise, record and evaluate risks so that an appropriate response can be determined and effected while allocating responsibility for risk management. As part of the ERMP, a Risk Register and a Risk Toolkit will be developed which will be used by Management of the Forum to monitor and evaluate risks.

The Enterprise Risk Management Policy shall be in line with:

- a) Organizational changes;
- b) Changes in the operating environment;
- c) Applicable laws in force in the Republic of Namibia;
- d) ISO31000:2018 codified by the International Organisation for Standardisation, and other relevant risk management standards / guidelines.

3. Objectives of the Assignment and Scope of Work

The selected Consultant shall fulfil the following objectives within the scope of the work assignment:

- a) To capture a detailed profile of the Forum's organizational, operational and programmatic risks within the environment through which it operates, through interviews conducted with the Executive Committee of the Forum and designated representatives of the Secretariat;
- b) To formulate a detailed Enterprise Risk Management Policy that meets the stated requirements of the Forum;
- c) To devise strategies to assess risks by staff through the development of the Risk Toolkit and to train staff in using the Toolkit and filling the Risk Register;
- d) To outline practices/processes in the ERMP that are consistent with best practices, ISO31000 and other relevant Guidelines;
- e) To provide a framework for the assignment of roles and responsibilities in the various processes under the ERMP;
- f) To ensure that the risks of the Forum are comprehensively captured in accordance with the tenor of the Forum's objectives as set out under the Constitution, and strategic objectives as specified in the Strategic Plan (2019-2023);
- g) In terms of methodology in the delivering of the work assignment:
 - i. To consult members of staff and the Executive Committee to gather input and information through meetings and one-on-one interviews;
 - ii. To incorporate feedback and develop a final draft Policy;

- iii. To present the draft Policy to Management for review and accommodate final comments/ suggestions;
- iv. To finalise and submit the documents (Policy, complete with register and toolkit) as per deadlines;
- v. To deliver a presentation to the governance body on the new ERMF; and
- vi. To hold a dissemination and training workshop for members of staff.

4. Duration of Assignment

The Assignment will take place over a period of 4 months with a starting date and schedule of work agreed to by the Office of the Secretary General of the Forum.

5. Experience, skills and qualifications

The Consultant should have at least 5 years work experience in developing Enterprise Risk Management Policies for organisations of similar standing to that of the Forum. Exposure to a parliamentary environment will be an added advantage.

The qualifications of the Consultant are a degree in Risk Management or other acceptable Risk related academic or professional qualifications. In the case of a firm or organization, this qualification should be held by the delegated representative who will perform the consultancy. Additionally, the Consultant should have excellent communication skills in English and should possess the interpersonal skills and decorum required to work in a parliamentary environment.

6. Assignment fee

The total assignment fee shall be determined following the assessments of expressions received. The fee shall be payable upon satisfactory submission of all the deliverables required in accordance with the deadlines set by the Office of the Secretary General.

The SADC-PF shall ensure that the deliverables (the ERMP complete with the Register and Toolkit) meet acceptable standards as per the Terms of Reference and that the deliverables are endorsed and approved by the Office of the Secretary General. The SADC-PF reserves the right to withhold payment for the services rendered if the deliverables are of unacceptable quality, provided

that the Consultant shall, as soon as possible and in writing, be furnished with a detailed report of such inadequacies. Should the Consultant fail or neglect to address the said inadequacies forthwith after receipt of the notice advising of the need to address any identified inadequacies, the SADC PF reserves the right to decline payment altogether.

7. Execution of the assignment

In the execution of this Assignment, the Consultant is encouraged to consult regularly with the SADC-PF Secretary General to ensure that the contractual expectations are met. The Consultant will be expected to present the draft of the deliverables in and electronic Microsoft Word version. The SADC-PF Secretary General will provide a consolidated written feedback on the first draft after which the Consultant would incorporate the feedback and return the final copy via the electronic mode of communication.

8. Termination of the assignment

In the event that the Consultant terminates his/her assignment before completion of this Assignment or in the alternative, the Forum terminates the Assignment, no payment will be made beyond the milestone reached in the approved plan of work. The Forum's obligations to the Consultant will cease, except for payment of expenses incurred up to the date of termination. Termination may be based on, but not limited to, lack of work; change in position description; uncooperative attitude and unsatisfactory relationship with the Forum; counterpart personnel, or co-workers; conflict of interest; incompetence; carelessness; insubordination; failure or refusal to work; or other acts of misconduct as determined by the Forum.

9. Confidentiality

The Consultant shall not disclose or use at any time, either during or subsequent to the expiry of this Assignment, any confidential information or knowledge obtained or acquired by their being party to this Assignment, unless such information or knowledge is in the public domain without their own wrongdoing. The Consultant further agrees not to impart information relating to work or services performed hereunder to any person not entitled to receive it. The Consultant agrees to safeguard any confidential or other classified data that may come into the Consultant's possession by virtue of their work under this Assignment.

10. Copyright

The SADC-PF shall retain ownership and copyright of all materials produced under these Terms of Reference, and shall reserve the right to reproduce, edit or amend the material for official use by the Forum. The Forum shall, however, acknowledge the intellectual input of the Consultant.

11. Enforceability

In the event that any provision of these Terms of Reference shall be held invalid or unenforceable, such invalidity or unenforceability shall apply only to such provision and shall not affect or render invalid or unenforceable any other provision of these Terms of Reference.

12. Medical Cover and travelling expenses

The Forum shall **NOT** be responsible for any costs relating to the Consultant's medical expenses either while in transit or as part of the event. The Consultant shall, therefore, be personally responsible for his/her own medical cover for the duration of the assignment.

Travelling expenses for travel necessary for the completion of the assignment, such as attendance to SADC-PF events, will be covered by the Forum. The travel arrangements will include travel by economy class ticket, accommodation and Daily Subsistence Allowance at an approved rate, for one person. The events to be attended by the Consultant shall be mutually agreed between the SADC-PF and the Consultant.

13. Deadline for Submissions

The deadline for submissions is 13th September 2019.

14. Management of Assignment and Domicilium and Correspondence

The management of the assignment shall be conducted by the Secretary General of the SADC-PF, and the address for correspondence shall be:

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