

DANNHAUSER MUNICIPALITY-KZ254



TERMS OF REFERENCE FOR THE DEVELOPMENT AND WORKSHOPPING OF THE DANNHAUSER MUNICIPALITY INFORMATION, COMMUNICATIONS TECHNOLOGY FRAMEWORK AND RELATED POLICIES

1. INTRODUCTION

The Dannhauser Municipality intends to develop and adopt an ICT framework and related policies to direct, regulate and safeguard areas of ICT within the organisation. Dannhauser municipality further intends for the framework and policies to be workshopped to the relevant personnel upon adoption of the framework and policies by the municipality's management and council.

2. PURPOSE

2.1 The purpose of this document is to set out the terms of reference on which service providers should base their proposals for the preparation of the ICT framework and related policies for the Dannhauser Municipality.

3. OBJECTIVES OF THE FRAMEWORK AND POLICIES

4.1 The overall objective is to implement regulatory measures of ICT as guided by sector norms and standards.

- .1.1 Ensuring an organisational approach to ICT activities.
- .1.2 Establishing policies to regulate and safeguard the ICT environment.
- .1.3 Ensuring compliance with sector standards in areas of ICT planning and recovery

4. AREAS OF REGULATION AND FOCUS

- 3.1 Organisational Information communications technology framework
- 3.2 Information Technology strategic plan
- 3.3 IT Disaster recovery plan
- 3.4 Confidentiality Management Policy
- 3.5 IT policy

5. FORMAT REQUIREMENT

5.1 Compilation format shall meet the standards of the municipality by clearly reflecting a preamble, definition of terms and a numbered and bulleted approach where necessary.

6. TASK DESCRIPTIONS

Successful tenderers/proposals shall carry-out all of the disciplines stipulated below.

5.1 DEVELOPMENT OF THE ICT FRAMEWORK

The successful service provider will be obligated to:-

- Develop a defined ICT governance policy and framework
- Identify ICT governance structures with relations to ICT statutes and legislation.
- Identify key organisational role players with defined roles and responsibilities.
- Align the development of the framework with COBIT and ITIL standards.

Executive editing, approval and adoption of this framework remains a non-negotiable prerogative of the Municipality.

The service provider is expected to workshop this item.

5.2 DEVELOPMENT OF I.T. STRATEGIC PLAN

The successful proposal will be obligated to develop the following:-

- The development of an organisational IT strategic plan
- Alignment of the plan to the IDP.

- Special needs and requirements of the municipality should be thoroughly considered.

Executive editing, approval and adoption of this framework remains a non-negotiable prerogative of the Municipality.

The service provider is expected to workshop this item.

5.3 I.C.T. DISASTER RECOVERY PLAN

The successful proposal will be obligated to develop the following:-

- A defined and detailed ICT recovery plan with a thorough analysis of the current ICT state.

Executive editing, approval and adoption of this framework remains a non-negotiable prerogative of the Municipality.

The service provider is expected to workshop this item.

5.4 I.C.T. CONFIDENTIALITY POLICY

The successful proposal will be obligated to:-

- Develop a detailed ICT confidentiality policy
- Identify the role players affected by the policy.
- Adhere to sector norms and standards.
- Not excluding regulated areas such confidentiality in shared systems, professional binding code towards confidentiality, and authorisation of access in regards of confidential systems and other relevant areas.

Executive editing, approval and adoption of this framework remains a non-negotiable prerogative of the Municipality.

The service provider is expected to workshop this item.

5.5 I.T. POLICY

The successful proposal will be obligated to:-

- Develop an organisational IT policy
- Identify areas of regulation with compliance to organisational and sector needs.
- Clearly showcase the areas of security to be prioritised according to guidelines set out by regulating relevant authorities.
- Not excluding regulated areas such as access, passwords, confidentiality, software and hardware ethics and other relevant areas.

Executive editing, approval and adoption of this framework remains a non-negotiable prerogative of the Municipality.

The service provider is expected to workshop this item.

7. PAYMENT PROCEDURES

7.1 Payment will be effected upon satisfactory delivery of key milestone(s), subject to internal controls and policies of the municipality.

8. REQUIREMENTS

8.1 Service Providers are requested to submit their proposals for these activities clearly quoting the phase of interest, among others, the following common information.

- Background and experience of the firm;
- Capacity to undertake the work within stipulated time frame;
- Detailed breakdown of fees; and total estimated budget of the phase

including **VAT** (if applicable).

- No disbursements will be considered as all activities shall be clearly quantified.

9. CONTACT PERSONS AND ENQUIRIES

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DANHAUSER MUNICIPALITY (KZN 254)

INFORMATION COMMUNICATIONS TECHNOLOGY FRAMEWORK AND POLICIES

TERMS OF REFERENCE