



REQUEST FOR PROPOSALS

(Tender Reference Number- 2021/22SoTAR01)

**Comprehensive Analysis of the 2021/22 State of Transformation
Annual Report**

OPENING DATE: TUESDAY, 19 SEPTEMBER 2023

CLOSING DATE: TUESDAY, 10 OCTOBER 2023

TIME: 16H00

LETTER OF INVITATION

To the Service Provider/ Applicant:

REQUEST FOR PROPOSALS FOR THE COMPREHENSIVE ANALYSIS OF THE STATE OF TRANSFORMATION ANNUAL REPORT

The Financial Sector Transformation Council (FSTC) is inviting all interested service provider (s) / applicant (s) to submit their detailed proposal for the comprehensive analysis of the 2021/2022 State of Transformation Annual Report.

A service provider/ applicant will be selected under the procedures described in this Request for Proposal (RFP) document. Your proposal could form the basis of a contract between the successful service provider/ applicant and the Financial Sector Transformation Council.

To enable you to submit a proposal, please find enclosed:

- Letter of Invitation
- Disclaimer
- Terms of References (TOR)
 - Scope of work
 - Profile matrix
 - Methodology
 - Deliverables
 - Timelines
 - Applications

This tender fully complies with the prescribed B-BBEE Requirements and procurement policy of the organisation. The tender will remain open for acceptance of Fourteen (14) working calendar days.

**Note:* In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by the FSTC, or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify the FSTC against any civil or criminal action, administrative fine, or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to the service provider/applicant, whether verbally or in documentary or any other form by or on behalf of the FSTC or any of its employees or stakeholders, is provided to the service provider or applicant in terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This request for RFP is not an offer by the Financial Sector Transformation Council (FSTC) but an invitation to receive responses from the eligible service provider(s) or applicant (s) for partnering with FSTC, in comprehensively analysing the 2021/2022 State of Transformation Annual Report. The interested service provider or applicant shall bear all costs incurred in connection with the preparation and submission of their RFP and for finalisation of the contract and the attachments thereof. The FSTC will in no case be responsible for payment to the service provider for these costs.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between the FSTC and the successful service provider or applicant concerned. This RFP is being issued with no financial commitment and the FSTC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

Failure to adhere to the RFP submission instructions shall result in the proposal being automatically disqualified and eliminated from further evaluation.

TERMS OF REFERENCE (TOR)

1. BACKGROUND

The FSTC as a designate transformational body aimed at driving and measuring the transformation imperatives of the financial sector, is constituted in terms of the Financial Sector Code, gazetted under Section 9 (1) of the Broad-Based Black Empowerment Act 46 of 2013 to oversee the implementation of the provisions of the FS Code and compile a report on the state of transformation within the financial services sector on its efforts towards the desired transformation goals for the growth of the economy and the inclusivity of the broader society as empowered by Section 10 (4) of the B-BBEE Act of 2003 and further qualified by Clause 5.4.

Serving at the core of the twin pillars of the FSTC's mandate is the development of a comprehensive report that is reflective of the sector's performance against the backdrop of the prescribed FS Code targets, and this is considered annually by coalescing the B-BBEE reports data submitted by financial institutions. The State of Transformation Annual Report (SoTAR) is essential to the sector as it provides insight into the realised efforts towards reaching the pro-transformational and sustainable objectives.

The SoTAR should accurately measure the actual impact of the sector's advancement beyond the framework of the B-BBEE Scorecard¹ as well as intricately illustrate the true pace of transformation of the financial services sector towards the desired transformation goal. Moreover, the report should strategically empower the sector with the necessary guidance and assistance through the legislative framework on the critical role of Government as well as that of Trade Associations in achieving the objectives of the B-BBEE policies.

2. OBJECTIVES

The objectives of the Terms of Reference is to carry out a thorough analysis of purposefully sampled approach by interrogating the submitted data² of the financial sector's multi-faceted transformation initiatives as embedded in the FS Code elements and utilising the efficient methods of formulating a clearer, accurate, transparent and precise depiction of current status quo which will act as a guiding compass to reflect on the sector's intentionality towards accelerated economic and social progress as outlined in the determined elements (i.e., *Ownership; Management Control; Skills Development; Preferential Procurement, Enterprise Development and Supplier Development; Socio-economic Development and Consumer Education; Empowerment Financing and Access to Financial Services elements*).

This will be considered through the application of effective techniques in collecting, collating, organising, analysing, and visually presenting the data, to create a clearer and more accurate representation of the current pace of transformation in the financial services sector. This representation will involve a summary of the key findings and limitations to serve as a valuable guide for assessing the sector's commitment for economic and social progress.

This primary objectives of this project are as follows:

- **Data Collation:** To ensure the collected information is accurate, cleaned, pre-processed and properly structured (i.e., BEE level, sub-sectors, B-BBEE Elements Scorecards and

¹ Amended FS Code: <https://fstc.org.za/DocUploads/Docup/>

² Reporting Notice 01 of 2023: https://fstc.org.za/DocUploads/REPORTING_NOTICE_01_OF_2023.pdf

Certificates, Sworn affidavits, and 2021/22 CEO Questionnaires), allowing for easier analysis and interpretation from various sources

- **Data Analysis:** To perform comprehensive analysis on the collected data to derive meaningful insights.
- **Data Visualisation:** To create clear and informative visualizations that effectively communicate the findings.
- **Interpretation of the results:** Providing meaningful explanations from the , identified recurring trends/themes derived from the analysis of the dataset,
- **Summary of report:** Provide a summary of the analysis and tools applied, key findings, insights any limitations presented and structured appendixes.

3. METHODOLOGY

The methodology for the 2021/22 State of Transformation Annual Report (SoTAR) considers a mixed-method approach, focusing on the quantitative and qualitative analysis of the sector's efforts or lack thereof towards meeting the prescribed FS Code targets.

The structure of the methodology will be as follows:

Quantitative Section:

Given that the FS scorecard elements' targets are measurable, the quantitative analysis technique will use targets associated with each element to meticulously assess the performance of each sub-sector by analysing the following:

- The Aggregated Sub-sector Level Performance:** Based on the FS Code B-BBEE Generic Scorecard, a comparison will be derived measuring the sub-sector's performance across its respective elements for the 2021/22 measurement period utilising weighted average method. This approach will further take into consideration entity ranking to recognise the transformational progress of sub-sectors based on the top industry players for the measurement period under review.
- The B-BBEE Scorecard Element Analysis:** incorporating a year-on-year comparison based on the 2020/21 and 2021/22 measurement period, this section will provide a comparative analysis of the sub-sectors' performance before analysing each sub-category per B-BBEE element for the current reporting period (i.e., 2021/22) as contained in the Financial Sector Code with the intent to accentuate the areas that require further advancements from the sub-sectors.

The above approach will aid in conducting a comparative analysis for the sub-sectors within their respective elements, allowing for a better understanding of the sector's direction, progress, and current position.

Qualitative Section:

The qualitative analysis technique will consider highlights be considered through a set of questionnaires to gain an in-depth understanding of the pace of transformation from key industry leaders, including respective Trade Associations providing dashboards/highlights and summary on the findings in relation to the following:

- Each element of the Amended FS Code;
- Initiatives that are beyond the B-BBEE Scorecard elements; and

- The perspectives of the various constituencies, including Trade Associations, ABSIP, Community, Labour and Government in relation to the financial services sector transformation imperatives.

4. SCOPE OF WORK

The scope of work includes the following but not limited to:

- Drafting of the SoTAR findings in accordance with a determined structure as proposed by the appointed service provider with a particular focus on the specific sub-sectors within the financial service sector;
- Data capturing and collating the B-BBEE Scorecard and reporting template;
- Analysis of the 2021/2022 data submissions;
- Graphics and tabulated illustrations to be included in the report for the:
 - The Aggregated Sub-sector Level Performance;
 - The B-BBEE Scorecard Element Analysis;
- Dashboards for the qualitative analysis;
- Technically sound recommendations to accelerate transformation;
- Ensuring the consistency in the analysis, interpretation of data and presentation;
- Provide and discuss bi-weekly progress report in each realised stage as per the project plan as well as the SLA;
- Ensure well written, proofread, and accurate results interpretation;
- Overseeing the quality of the work produced prior to submission to the FSTC.

5. REQUIRED PROFILE OF THE SERVICE PROVIDER

- Ph.D. Candidate/s with extensive experience in the research, analysis, and comparison of data and report writing;
- A service provider/applicant with in-depth understanding of the Financial Sector Code and the applicable empowering provisions of the B-BBEE policy;
- Proven understanding of the B-BBEE Scorecard and its indicators towards measuring the performance of the sector;
- In-depth understanding of the SANAS approved verification framework;
- A service provider with appropriate B-BBEE credentials as prescribed by the FSTC, with a proven track-record in research, analysis, and report writing; or
- The capacity to translate large complex datasets into actionable insights and deliver high quality findings.
- Proven knowledge, experience and access to the requisite statistical analysis software, BI tools or standalone predictive analytic tools;
- Strong writing and analytical skills essential;
- Project team with requisite skills and competencies as outlined above;
- Should be able to travel to meetings as and when necessary, have access to requisite technology that will allow for virtual meetings.

6. SERVICES TO BE DELIVERED

The successful service provider or applicant will be required to table the report findings of the SoTAR in accordance with the determined scope and timeframe which will be entailed in the Service Level Agreement (SLA).

7. TIMELINES

The determined timeline for completion of the project is 03 months.

8. EVALUATION CRITERIA

The following points will be considered for the evaluation of the proposal:

No	Evaluation Criteria applicable to service provider and applicant	Weighting out of 100
1.	<p>Technical expertise and extensive understanding of assignment:</p> <ul style="list-style-type: none"> - Does the service provider/applicant have a proven track record in data analytics and visualization? - Have they successfully completed projects similar in scope and complexity? - Does the Service provider/applicant have access to utilise tools and technologies for data analysis, collation, and visualization (i.e., Power BI, Tableau, or similar software? - Are they capable of handling both structured and unstructured data? - Can they handle the volume and variety of data of the Financial Services sector? 	25
2.	<p>Assessment of the presented framework towards undertaking this project:</p> <ul style="list-style-type: none"> - Does the proposal effectively articulate the objectives of the project? - Can the service provider/applicant adequately contextualise the framework of the proposed project? - Has the service provider/applicant effectively demonstrated their understanding and utilisation of the necessary tools? 	20
3.	<p>Presentation of the results</p> <ul style="list-style-type: none"> - Are the visualisations able to generate clear, intuitive, and informative representations that successfully communicate the main findings? - Do they have experience with various visualization tools and techniques for large datasets? - Can they customize visualizations to match FSTC's requirements? 	20
4.	<p>Project team:</p> <ul style="list-style-type: none"> - Does the service provider/applicant demonstrate expertise and capacity to deliver; 	10
5.	Project Timeline and Budget	10
6.	BEE Status- Contributor level and/ or Management Control	15

9. APPLICATIONS

Interested service provider (s) / applicant (s) should submit their report, taking into consideration the technical and financial proposal, how the tools meet the requirements for the applicable methodology, detailed project team, a work plan, B-BBEE credentials (Scorecard, Certificate

or/ Sworn affidavit), declaration of interest, and an estimated budget with expected gross consultancy fee and logistical expenses, CV(s) of the consultant(s) to carry out the tasks.

- The Declaration of interest must confirm that the service provider/ applicant has examined and accepts without reserve or restriction all the contents of the Request for Proposals. The interested service provider/ applicant must agree to abide by the highest ethical standards and, should the successful service provider or applicant have a direct or indirect interest in any business dealings with the FSTC, employees and, directors of the FSTC or any direct or indirect interest in any company or entity which is affiliated with the FSTC, the service provider/ applicant must declare such interest as soon as they become aware of it.
- Furthermore, should a conflict of interest arise in particular as a result of economic interests, political or national affinities, internal affiliates to the organisation, and/ or any affiliation towards any of the external constituencies that form part of the FSTC, the successful service provider/ applicant must declare such.
- To give effect to section 45 of POPIA and in compliance with principles of sound, transparent and accountable governance, the appointed service provider/ applicant shall be required to declare their interest in writing and direct it to the COO of the FSTC at metjam@fstc.org.za.

9.1 How to contact us

All enquiries must be directed to the following focal person.

Name: Avhasei Khomunala

Email address: avhaseik@fstc.org.za

Contact details: 087 062 5950

All proposals should be electronically submitted through a zip folder to avhaseik@fstc.org.za with the subject line named: FSTC 2021/22 RFP – (name of the Service provider/ Applicant)

9.2 Deadline for submission of application: **16H00 TUESDAY, 10 OCTOBER 2023**

Only the successful candidates will be contacted.