women, youth & persons with disabilities
Department: Women, Youth and Persons with Disabilities
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE: ANNEXURE A**

| **SCM /Tender Ref #:** | RFP 01-2025/26 |
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| **Request for proposals for:** | Appointment of a Service Provider to Conduct Business Impact Analysis and Review the Business Continuity Plan based on Findings |
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## 1. BACKGROUND / CONTEXT

The Risk and Integrity Management unit is mandated to manage the effective implementation of Business Continuity management systems within the department. The unit finds itself unable to full carry out its full responsibilities in terms of Business Continuity Management due to human resource challenges required for such an undertaking.

The mandate of the Department of Women, Youth and Persons with Disabilities(DWYPD) is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation. The department recognises business continuity management has a key process in delivering its mandate.

Business Continuity Management is a business-driven process that establishes an adequate strategic and tactical framework that: Identify potential threats to the department and impacts to business operations and proactively improves an organization's resilience against disruptions that can hinder the achievement of its key objectives. The department has developed a business continuity plan to identify key stakeholders and establish recovery strategies to be implemented in case of a disaster.

The DWYPD operates with a staff complement of 141 officials located at the DWYPD's head office situated in 268 Lilian Ngoyi Street, Fedsure Forum, Pretoria Central, Gauteng Province. The department is made up of five programmes namely:

1) Administration
2) Advocacy and Mainstreaming for the Rights of Women
3) Monitoring, Evaluation, Research and Coordination
4) Rights of Person with Disabilities
5) Rights of Youth

To date the DWYPD has made the following progress in terms of Business Continuity Management:
1) The department has Business Continuity Plan
2) The department has a Business Continuity Management policy
3) The department has Disaster Recovery Plan.
4) The department has a contingency plan
5) The department has raised awareness on Business Continuity Management through circulars

## 2. PURPOSE

To conduct a Business Impact Analysis (BIA) and to review the current Business Continuity Plan. Thereafter, strengthen the current Business Continuity Plan for the DWYPD in line with international standards of both the Business Continuity Institute Good Practice Guidelines (GPG) 2018 Edition and ISO 22301:2019. As well as comply with the requirements of the Disaster Management Act, 2002.

## 3. OBJECTIVES AND SCOPE OF PROJECT

The primary objectives are:

a) To conduct a BIA for the department through interviews within the five programmes at the DWYPD and subsequently:
   - Determine Recovery Time Objectives (RTOs)
   - Determine Recovery Point Objectives (RPOs)

b) Conduct a Risk Assessment on the prioritized activities in order to analyze and evaluate the risks associated with the activities and develop risk mitigation strategies

c) Identify business continuity strategies and solutions to review, further develop and strengthen the current BCP in such a manner that it would meet the international standards of both the Business Continuity Institute GPG 2018 Edition and ISO 22301:2019

d) To produce a handover report with gaps and recommendations

e) To fulfil regulatory requirements and comply with Disaster Management Act, Act 2002 (Act No 57 of 2002)

f) To present the Business Continuity Plan and Handover report to the DWYPDs Management Committee.

## 4. PROPOSED METHODOLOGY / APPROACH

We expect the successful bidder to approach the Business Impact Analysis (BIA) in a structured, consultative, and methodical manner aligned with industry best practices such as those outlined in ISO 22301 (Business Continuity Management) or equivalent frameworks.

**The BIA process will be guided by the following aspects and questions:**

- Assessment of the department’s compliance with ISO:22301 standards and provide feedback with improvement plans
- Identification of activities that support the delivery of the department’s key services
- Assessment of potential impacts over time of disruptions resulting from uncontrolled, non-specific events on these activities in relation to business aims and objectives and its interested parties. These may include:
  1. adverse effects on staff or public well-being;
  2. consequences of breaching statutory duties or regulatory requirements;
  3. damage to reputation;
  4. reduced financial viability;
  5. deterioration of service quality; and
  6. environmental damage.
- Estimate how long it would take for the impacts associated with disruption of the organization's activities to become unacceptable;

- Indicate set prioritized timeframes for resuming activities, at a specified minimum acceptable level based on the assessment of potential impacts and taking into account other relevant factors;
- Determine Recovery Time Objective (RTO) and Recovery Point Objective (RPO) for each critical service identified.
- Identify dependencies between activities; and
- Identify each activity's dependency on supporting resources, including suppliers and other relevant interested parties.

**5. DELIVERABLES AND TIME FRAMES**

a) Revised BCP that is aligned to international and governmental standards and, Handover report.

**6. PROJECT PLAN**

(a) Service provider is expected to provide a detailed project plan which indicates all deliverables, completion date and cost of each deliverable.