



PanSALB

PAN SOUTH AFRICAN LANGUAGE BOARD

*CALL FOR PROPOSALS TO ASSIST PANSALB TO DEVELOP A
CORPORATE GOVERNANCE FRAMEWORK*



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1. TERMS OF REFERENCE FOR PANSALB CORPORATE GOVERNANCE FRAMEWORK

Table 1: Terms of Reference for PanSALB Corporate Governance Framework

Aspect	Information
a. Background	<p>The Pan South African Language Board (PanSALB) was established in 1995 in terms of the PanSALB Act of 1995, as amended in 1999. The Board was first constituted in 1997.</p> <p>The purpose of the Pan South African Language Board is to promote multilingualism in South Africa by:</p> <ul style="list-style-type: none"> ✓ Creating the conditions for the development of and the equal use of all official languages; ✓ Fostering respect for and encouraging the use of other languages in the country; ✓ Encouraging the best use of the country's linguistic resources, in order to enable South Africans to free themselves from all forms of linguistic discrimination, domination and division and to enable them to exercise appropriate linguistic choices for their own well being as well as for national development.
b. Task Directive	<p>PanSALB is seeking to appoint a service provider to develop a corporate governance framework for PanSALB. The service provider will be required to prepare a proposal on how it will undertake the task including the consultation processes. Key activities and deliverables of the project will include:</p> <ul style="list-style-type: none"> • PanSALB Corporate Governance Framework • Board Charters • Board Committees Charters • Facilitation of Corporate Governance workshops
c. Parties wishing to bid must complete the following	<p>The service provider must have:</p> <ul style="list-style-type: none"> • A track record in developing corporate governance frameworks and facilitating related workshops • Knowledge of the PFMA and Treasury Regulations;

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Aspect	Information
	<ul style="list-style-type: none"> • Knowledge of the PanSALB Act and the New Companies Act • Knowledge of the relevant clauses of the Constitution of the Republic of South Africa. • Knowledge of King III and related codes • In depth understanding of the best practice in the corporate governance field • A clear understanding of the PanSALB mandate and strategic and operating environment
d. Evaluation Process	<p>PanSALB will manage the following areas:</p> <ul style="list-style-type: none"> • Securing and paying for accommodation, venue and refreshments/ meals for workshops and meetings that are needed for consultation purposes. • Arranging and paying for the accommodation, subsistence and travelling of PanSALB Board, executive management team and consultants to the consultation workshops. • All equipment, materials, etc required for the workshops. • Sign-off on all proposed deliverables and reports.
e. Budget	<p>Service providers are expected to include a budget proposal in their proposals.</p> <p>All prices must include VAT and Expenses.</p> <ul style="list-style-type: none"> • Kindly ensure that your proposal includes an outline of how you would go about doing all the aspects above, based on the specified budget
f. Time Frame	<p>The project is expected to commence on 24 May 2011 and run for a period of 2 months</p>
g. Evaluation process/ Information to be submitted	<p>Please note: No briefing session will be held. Bids must be submitted on or before 17 may at 14H30, 523 Church Street, 5th floor, Provisus Building, Arcadia/ Private Bag X 08, Arcadia, 0007.</p> <p>The proposal document must be submitted to Ms Mapula Mmotla, whose contact details are: 012 341 9638 or email: mapula@pansalb.org.za</p>
f. Evaluation Criteria	<p>The following criteria will apply for the bid evaluation purposes. <u>80/20</u></p>

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