



LESOTHO ELECTRICITY AND WATER AUTHORITY

TERMS OF REFERENCE CONSULTANCY SERVICES FOR THE REVIEW OF THE ICT POLICY

PURPOSE OF ASSIGNMENT

LEWA is a statutory body established in terms of the Lesotho Electricity Authority Act of 2002 as amended to regulate Electricity Supply Industry and Urban Water and Sewerage Services in Lesotho.

As a regulatory body, the integrity of the LEWA's information is critical and LEWA recognizes that proper information management which delivers relevant and timely information will not only enhance the image and credibility of the LEWA, but will also improve the quality of decision-making processes.

LEWA intends to review its Information and Communications Technology (ICT) Policy to align it with the latest developments in the ICT Industry and to comply with the national ICT Policy.

SCOPE OF WORK

Objects/deliverables

As part of this assignment, the consultant(s) will review LEWA's ICT Policy.

The following are some of the essential aspects that need to be included in the review of the policy:

- Information Technology Governance;
- Acceptable use of IT equipment and services;
- Access control for network and facilities;
- Password management;
- Information Management;
- Computer security incident response;
- Privacy;
- Network maintenance;
- Hardware selection criteria and implementation procedures;

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- Selection, installation and use of software, including measures respecting license requirements;
 - Network security and access i.e. physical and logical access;
 - Backup and disaster recovery plan for IT and a recommended plan for LEWA;
 - IT risk management, and
 - Electronic mail and Internet usage.

DELIVERABLES

The assignment deliverables will be a well-structured detailed ICT policy.

KNOWLEDGE REQUIREMENTS AND EXPERIENCE

This assignment will be conducted by IT professional with a minimum of first degree in Information Technology or related qualification and not less than five years' experience in both IT system design, and IT policy development and their implementation.

The consultant/ service provider must have successfully developed and implemented ICT Policy at least for the last 5 years and should possess fluency and excellent writing skills in English and Sesotho.

PROJECT MANAGEMENT

The management of this assignment will be under the oversight of the Chief Executive of the LEWA.

CONFIDENTIALITY

The consultant will be required to enter into confidentiality and indemnity agreements with LEWA. Intellectual property and outcomes relating to this assignment will reside with **LESOTHO ELECTRICITY AND WATER AUTHORITY.**

TENDER REQUIREMENT OF THE LESOTHO ELECTRICITY AND WATER AUTHORITY (LEWA)

1. Background

The Lesotho Electricity Authority (LEA) is the institution set up by the Lesotho Electricity Authority Act No.12 of 2002 as amended to regulate and control electricity supply in a transparent and efficient manner in the country. The Authority has established rules and procedures for inviting tenders for consulting services and are as follows:

2. Tender Requirements for the Tasks

The proposal for the consultancy should consist of two parts namely Technical and Financial. The technical and financial proposals should be in **two separate sealed envelopes and marked accordingly**.

The technical part of the proposal shall include, but not necessarily limited to:

- Comments on the TOR;
- Methodology, work plan and time schedule;
- List of personnel with input (man-weeks) and their role in the assignment;
- Updated CVs of all personnel;
- Reference assignments of the consultant; and
- Experience in risk management.

The financial part of the proposal shall be Professional fees for the consultancy

3. Information Required/Response Content

The proposal shall include the following:

- Name of the consultant/company;
- Registration details;
- Company profile;
- Contact number/s;
- Contact person/s;
- Certified Income clearance certificate and
- Certified Trader's Licence

Please note the following conditions for submission:

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- Electronic bidding shall not be permitted;
 - Tenders submitted after closing date and time shall not be accepted;
 - LEWA reserves the right not to accept any proposals;
 - LEWA shall not be liable for any costs incurred by any bidder in the process of responding to this bid, and
 - LEWA reserves the right to call for more information

4. SUBMISSION OF BIDS AND CLOSING DATE

All envelopes must bear no name and address of the bidder.

The deadline for submission of Proposals is **18 March, 2016 at 12.00 Noon.**

TENDERS IN SEALED ENVELOPES CLEARLY MARKED "**TENDER FOR REVIEW OF ICT POLICY**" must be deposited in the tender box placed at LEWA offices 7th Floor Moposo House, bearing no marks to Tenderer's identification.

The proposals should be addressed to:

THE PROCUREMENT COMMITTEE

LESOTHO ELECTRICITY AND WATER AUTHORITY

7th FLOOR MOPOSO HOUSE

MASERU 100

Enquiries

Please direct all enquiries to:

The Lesotho Electricity and Water Authority

Attention: Mrs. M. Mokhosi

finance@lewa.org.ls or

Tel: +266 22 312479

Fax: +266 22 315094

LEWA Website: www.lewa.org.ls
