



LESOTHO ELECTRICITY AND WATER AUTHORITY

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR RISK MANAGEMENT IMPLEMENTATION

1. PURPOSE OF THE 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.

The Authority has just completed developing a risk management system, which includes a risk plan and policy.

The Authority wishes to engage the services of a risk management consultant to assist with the implementation of the risk policy. The risk management system is intended to produce appropriate reports to Management and Board for taking of necessary remedial actions.

2. CONSULTANT

The Consultant is requested to show interest and make a quotation for consideration by the authority, in undertaking technical support towards full implementation of the risk management system and assistance for a period of 1 year in terms of assisting with the production of risk reports.

3. SCOPE OF WORK

Objects/deliverables:

- To assist the departmental heads/risk owners in identifying risk areas within each department;
- To assist the departmental heads/risk owners in reporting on the progress ;
- To assist in the amendment of job description of relevant officers to embrace coordination and reporting on risks;

- To assist in amendments to job descriptions of other Managers to take responsibility as risk owners;
- To assist in developing and / or amending such policies and business processes and procedures necessary to enable risk management to operate;
- To assist the Risk Owners, Officer in charge in preparing reports and thereafter capacitate all concerned officers in all matters related to risk management;
- To identify and address the skills gap of Management which is necessary for the development, review and scrutiny of risk reports; and
- To develop a template of Management submissions to the Audit and Risk Committee and the Board.

4. PROJECT MANAGEMENT

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

5. CONFIDENTIALITY

The consultant will be required to enter into confidential and indemnity agreements with LEWA. The intellectual property and outcomes relating to this assignment will reside with LEWA.

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

1. Background

The Lesotho Electricity and Water Authority (LEWA) is the institution set up by the Lesotho Electricity Authority Act No.12 of 2002 as amended to regulate and control electricity and urban water 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:

- 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 RISK MANAGEMENT IMPLEMENTATION**" 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