



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Arts and Culture

TERMS OF REFERENCE

WORK STUDY IMPACT
REF: NHC/04/2016/17

4.2 TERMS OF REFERERNC

Study	HERITAGE IMPACT ASSESSMENT
Purpose	Request for proposal to do a study of: (1) National Heritage Council on the heritage sector and on South African society. (2) Heritage on South African Society Heritage sector and society.
Consideration	Some of the considerations in preparing the study should include but not be limited to: <ul style="list-style-type: none"> • Strategic considerations • Optimal resource use • Documenting and analysing the impact • Social, Cultural, Economic, Educational, and other areas of impact • Derive lessons • Review effectiveness and efficiency • Changing fiscal and general external environment • New opportunities and risks • National Heritage Council historical development • Development of monitoring indicators and tools • Methodology and Theoretical Framework • Justified Definitions and Assumptions
Description/Purpose of the Bid	<p>Owing to the triple challenges that face SA society and the global era in which we are in, there has been a growing tendency to only measure impacts on a narrow cash profit basis. Difficult questions have arisen about the contribution to society of heritage in general and heritage organizations in particular. The National Development Plan and the measures in place in the public sector to declare and measure impact create an opportunity for a study to be undertaken, for development of categories of impact, for development of a system / tool that will have justifiable indicators for future tracking of impact.</p> <p>The National Heritage Council has been in existence since 2004 and proposed or implemented diverse range of programmes, initiatives, policies and activities. The official Heritage Sector of democratic South Africa has been evolving since 1994 with the announcement of legacy projects and opening of Robben Island Museum and others.</p> <p>NHC now invites proposals from suitably qualified and experienced NGOs, consortia, companies, academic organisations, consulting organisations or similar to undertake a study of the impacts of:</p> <ul style="list-style-type: none"> (i) NHC on the Heritage Sector and on Society; and (ii) Heritage Sector on Society. <p>This analysis, which must be prepared by a team with multi-disciplinary qualifications, skills, experience and strengths, must outline a clear methodology, clearly justified assumptions, produce categories of impact areas, analyse and justify the quantum of</p>

	<p>impacts. The study must also identify factors that impede or enable heritage to achieve optimal impact.</p> <p>It is expected that the study will also produce a tool and a system that will have indicators of impact and be used in future to monitor and track impact in the future.</p> <p>The study must be based on a thorough understanding of the significance of heritage to society, on an understanding of the socio-economic complexity of society, a thorough knowledge of global trends in the 4th industrial revolution.</p> <p>The National Heritage strategy recommendations will be in sufficient detail to inform decisions, to support the legal mandate of the NHC and to contribute to the national plan.</p>
<p>Period</p>	<p>The Project is once off.</p> <p>In regard to the impacts of heritage on society the study needs to cover the period from the 1994 democratic breakthrough.</p> <p>In regard to the impact of NHC on Heritage sector and society the study needs to cover the period from establishment of the NHC.</p> <p>For comparative purposes the study is allowed to draw case studies from pre-democratic SA or elsewhere by way of illustration.</p>
<p>Required content /format</p>	<ul style="list-style-type: none"> a) Proposal with Problem Statement, Clear Methodology and Demonstration of capacity to contribute required solutions; b) Inception Report; and c) The Impact Study will include, but not limited to the following information: <ul style="list-style-type: none"> i) Upfront declaration and justification of terms, conceptual framework, assumptions; ii) Background research and analysis; iii) Methodology and conceptual framework; iv) Problem Statement according to the study team; v) Justified Identification of areas of impact and measures; vi) Analysis and interpretation of research findings; vii) Monitoring and evaluation framework and toolkits; viii) Conclusions and recommendations; or ix) System with toolkits, monitoring mechanisms and smart indicators appropriate to heritage.
<p>Scope of work and deliverables</p>	<p>The service provider is required to produce the following in conducting the Impact Study:</p> <ul style="list-style-type: none"> a) Review the existing databases and literature; b) Field surveys; c) Draw on knowledge and tools in diverse relevant sectors; d) Take full account of the existing planning and reporting; frameworks in the country and in the global cultural heritage sector; e) Documentation of heritage components; f) Mapping of heritage findings and provision of files; g) Impact identification, description and assessment; h) Provide recommendations for the enhancement of impacts;

	<ul style="list-style-type: none"> i) Ensure that all deliverables and methodologies are appropriately reviewed; j) Reports must be provided electronically and physically in Word / Editable and PDF format; k) The Scope report should also give (as far as practicable) a clear indication of what knowledge exists; how good is the information base and what level of confidence may be placed on the assessment. A scoping report should be used to flag critical impacts; l) The report must have a detailed text description and analysis and a text summary of the results of the evaluation of impact accompanied by tables to assist the reader; m) The methodology should include a good indication of organisations or people to be consulted; n) Make comparable observations on indicators used by various cultural heritage observatories and institutions both local and internationally; o) Demonstrate areas where the NHC and cultural heritage could register impact; p) Propose an instrument for organisational indicators and measures and monitoring system for impact; q) Periodic report aligned to the agreed implementation plan; and r) Outline areas of impact in measuring the NHC.
Data & Documentation	<ul style="list-style-type: none"> a) It will be required to have data reviewed and definition of each documentation stage as comprehensive as possible including the development of an archive; and b) Underpinning archives of materials and information collected should be retained for future use and properly referenced including location and accessibility.
Pricing	<ul style="list-style-type: none"> a) The budget will be driven by the areas to be covered in 2017/18 financial year with the subsequent fees determined and agreed between the parties informed by the scope proposed.

The process and end-product must answer the purpose of the impact study outlined right at the beginning.

For any queries concerning the terms of reference please contact Mr. S. Ntshanga at 012 348 1663.