SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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TERMS OF REFERENCE RFQ

SAHRA 55/2026R

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY INVITES SUITABLE, QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE DEVELOPMENT OF A FRAMEWORK FOR THE PROFESSIONALISATION AND REGISTRATION OF HERITAGE PRACTITIONERS

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TERMS OF REFERENCE

1. PURPOSE

1.1. The South African Heritage Resources Agency (SAHRA) invites suitably qualified and experienced service providers to submit proposals for the development of a framework for the professionalisation and registration of heritage practitioners.

2. BACKGROUND

2.1. The professionalisation and registration of heritage practitioners in South Africa is a strategic initiative aimed at establishing a formal, legally recognised framework for regulating heritage practice. The project seeks to define professional standards, develop competency frameworks, and implement a registration system that ensures accountability, quality, and consistency in heritage management in accordance with the National Heritage Resources Act, No. 25 of 1999 (NHRA).

2.2. In terms of section 25(5)(h)(i) of the NHRA, SAHRA is empowered to make regulations for "Standards of practice and qualifications required of individuals, institutions and other bodies for the performance of work on heritage resources protected in terms of, and in the various fields covered by, this Act". Section 38(2) of the NHRA also provides for an approval process for person or persons to undertake assessments in terms of section 38(3) of the NHRA.

2.3. The heritage sector in South Africa faces several challenges that hinder the effective regulation and professionalisation of practitioners:

2.3.1. There is currently no single, legally recognised authority empowered to register and regulate heritage practitioners across the multiple disciplines within the sector.

2.3.2. Previous professionalisation efforts have been fragmented, with individual associations developing isolated frameworks that do not fully integrate the diversity of heritage practice, including archaeology, architecture, museum work, conservation, and heritage planning.

2.3.3. Without standardised competency frameworks and codes of conduct, there is limited accountability and quality assurance, which poses risks to the management and protection of heritage resources.

2.3.4. Regulators and case officers spend significant time verifying practitioner qualifications, which reduces their capacity to focus on assessing heritage significance, evaluating impacts, and making informed permit decisions.

2.3.5. The sector lacks clear career pathways, structured training, and recognised opportunities

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for professional development, which constrains sectoral growth and transformation.

2.4. Addressing these challenges through a coordinated, inclusive, and legally aligned professionalisation process will improve the quality and consistency of heritage practice, enhance regulatory efficiency, and strengthen career pathways for practitioners.

3. SCOPE AND SERVICES REQUIRED

3.1. The South African Heritage Resources Agency (SAHRA) seeks a suitably qualified service provider to undertake the foundation phase for the professionalisation and registration of heritage practitioners.

3.2. The service provider must be in possession of the following qualifications and experience:

3.2.1. Postgraduate degree in Heritage Resources Management or a cognate discipline.

3.2.2. 10 years' or more work experience in heritage management, professionalisation of technical and/or professional fields, and institutional capacity building.

3.2.3. Experience in stakeholder consultation and engagement across diverse professional sectors.

3.2.4. Familiarity with the NHRA, South African Qualifications Authority (SAQA) processes, and relevant professional registration systems.

3.2.5. Knowledge of competency frameworks, professional codes of conduct and ethics in archaeology and related research fields, and Continuing Professional Development (CPD) programmes.

3.2.6. Proven ability to develop practical and implementable frameworks and strategic roadmaps.

3.3. The service provider will be responsible for the following activities:

3.3.1. Submission of a detailed project plan for the foundation phase of the professionalisation and registration of heritage practitioners project, outlining:

a) knowledge of the relevant regulatory framework,

b) knowledge of SAQA registration processes,

c) knowledge of other professional registration bodies in South Africa related to heritage resources management,

d) a schedule of planned consultation with professional associations,

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e) description of analytical methods to be used for the review of existing professionalisation frameworks,

f) a drafting plan and schedule for a detailed, written draft professionalisation and registration framework, and

g) detailed motivation for consideration of their bid submitted for this procurement.

3.3.2. Conducting structured consultations with professional associations, academic institutions, and government entities to gather input on competencies, designations, and professional development needs.

3.3.3. Analysing and reviewing existing professionalisation frameworks, including APHP's and ASAPA's initiatives, identifying strengths, weaknesses, and lessons for a sector-wide approach.

3.3.4. Developing a draft professionalisation framework, including proposed designations, competencies, codes of conduct, and Continued Professional Development (CPD) requirements.

3.3.5. Exploring and recommending feasible registration models and an appropriate registration body (existing or one required to be established) that ensure inclusivity and alignment with SAHRA's statutory mandate.

3.3.6. Recommending how the framework can be integrated operationally within SAHRA's workflows, such as permit processes.

3.3.7. Preparing proposed content for any regulations, policies, or SOPs necessary to enable the implementation of the professionalisation framework, ensuring alignment with SAHRA's mandate and operational processes.

3.4. The service provider will be responsible for the following outputs:

3.4.1. The inception report outlined in 3.3.1. above.

3.4.2. A stakeholder consultation report summarising findings and inputs.

3.4.3. A review report of existing frameworks, highlighting strengths, gaps, and lessons learned.

3.4.4. A draft professionalisation framework for SAHRA's consideration.

3.4.5. A recommended registration model aligned with the framework.

3.4.6. An implementation roadmap with phased activities, milestones, and timelines for roll-out of the registration of heritage practitioners.

3.4.7. Draft content for any new regulations, policies, or SOPs required to support the

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professionalisation and registration framework, provided in a format suitable for SAHRA's review and consideration.

3.4.8. A final consolidated report combining all findings, recommendations, and guidance for submission to SAHRA.

3.5. The service provider will report to the Core Business Committee of SAHRA (CBC), via its Subcommittee for the Development of Regulatory Instruments for Heritage Resources Management (DRISCOM) and relevant subordinate task team(s). All deliverables will be submitted to the above committees for review, feedback, and approval. Progress meetings will be held at agreed intervals to ensure alignment with SAHRA's strategic objectives.

3.6. The service provider is expected to complete all deliverables and submit outputs within 6 months of award.

4. TERMS AND CONDITIONS OF PROPOSALS

4.1. All costs and expenses incurred by the potential service provider relating to their proposal will be borne by the service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate suppliers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

4.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.

4.3. SAHRA may require responsive bidders to present and discuss their proposals in person.

4.4. SAHRA reserves the right not to make any appointment from the proposals submitted.

4.5. Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.

4.6. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.

4.7. SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.

4.8. All proposals shall become the property of SAHRA and shall not be returned.

4.9. The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.

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4.10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.

4.11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.

4.12. SAHRA reserves the right to disqualify any bidder based on one or more negative reviews of past work received.

4.13. Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

4.14. In addition to adherence to the specific terms and conditions of proposals provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.

4.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.

4.16. The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.

4.17. The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for entities, to whom the service provider has supplied the same service.

4.18. After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

5. RETURNABLE DOCUMENTS

a) SBD 1 Invitation Bid
b) Tax Compliance status pin
c) SBD 3.3 Pricing Schedule
d) SB4 Bidders disclosure
e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
f) SBD 7 Contract Form – Rendering of Services
g) General Conditions of Contract.

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NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit your CSD registration report

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

6. EVALUATION CRITERIA

6.1. All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one**: Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two**: Quality evaluation criteria (Obtaining the minimum threshold for functionality as set out below)

No.	Quality Criteria	Weight	Score	%
1	**Experience in Heritage Resources Management** • More than 10 years = 5 • 9-10 years = 4 • 7-8 years = 3 • 5-6 years = 2 • 3-4 years = 1 • Fewer than 3 years = 0 **CV of lead heritage professional must be attached. This CV will be used for the evaluation of this criterion.**	25		
2	**Project plan for the professionalization and registration of heritage practitioners project** • Project plan contains detailed information, including (but not limited to) methodologies, dates, and detailed deliverables = 5 • Project plan contains limited information, vague methodologies, unclear deliverables, and undefined dates for completion dates of deliverables = 3 • Project plan exists but lacks adequate information, methodology, and dates for completion of deliverables = 1 • No project plan submitted = 0 **Detailed project plan must be attached.**	25		

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3	**Knowledge of the NHRA, SAQA process, and professional registration bodies** • Project plan demonstrates detailed knowledge of the NHRA, SAQA processes, and professional registration bodies = 5 • Project plan demonstrates detailed knowledge of the NHRA, and 1 out of 2 between SAQA processes and professional registration bodies = 4 • Project plan demonstrates detailed knowledge of the NHRA and adequate knowledge of SAQA processes and professional registration bodies = 3 • Project plan demonstrates adequate knowledge of the NHRA, SAQA registration processes, and professional registration bodies = 2 • Project plan demonstrates adequate knowledge of the NHRA, and inadequate knowledge of SAQA registration processes and professional registration bodies = 1 • Project plan demonstrates inadequate knowledge of the NHRA, and inadequate knowledge of SAQA registration processes and professional bodies = 0	20		
4	**Qualifications in Heritage Resources Management** • Doctoral Degree in Heritage Resources Management or closely related field = 5 • Master's Degree in Heritage Resources Management or closely related field = 4 • Honours Degree in Heritage Resources Management or closely related field = 3 • Bachelor's Degree in Heritage Resources Management or closely related field = 2 • Higher Certificate in Heritage Resources Management or closely related field =1 • No Qualification in Heritage Resources Management or closely related field = 0 **Copies of qualifications of the bidder must be attached.**	15		

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5	**Demonstrated Experience in stakeholder consultation across a range of heritage resources management professional fields** • Evidence of work on 10 or more projects involving stakeholder consultation = 5 • Evidence of work on 6-9 projects involving stakeholder consultation = 4 • Evidence of work on 3-5 projects involving stakeholder consultation = 3 • Evidence of work on 1-2 projects involving stakeholder consultation = 2 • No Evidence of work on projects involving stakeholder consultation = 0 **Portfolio of evidence of stakeholder consultation must be attached.**	15		
6	**TOTAL**	**100**		

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

- **Phase three:** Preference points on specific goals as follows**.**

Preference Point System	Points
Price	**80**
Special Goals	**20**
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	**100**

6.2. **Price (Vat included)**

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.

7. SUBMISSION OF PROPOSALS

Quotations must be submitted via email, for the attention of **Supply Chain Management – Quote No: RFQ SAHRA 55/2026R**

Quotations must be submitted to tenderinfo@sahra.org.za

It remains the onus of the service provider to ensure that their quotation reaches the

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SAHRA office no later than the closing date and time.

8. CLOSING DATE AND TIME: 23 November 2026 @ 11:00 NO LATE TENDERS WILL BE ACCEPTED.

For the Supply Chain related enquiries, please contact:

Mr. P Tiyago

Finance

Contractor

South African Heritage Resources

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