TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO CONDUCT COBIT PROCESS MATURITY ASSESSMENT

1. Executive Summary

The South African Maritime Safety Authority (SAMSA) seeks to appoint a competent service provider for the provisioning of COBIT process assessment on the identified COBIT processes.

Service provider must have relevant certification such as:
- COBIT Implementor.
- COBIT Assessor.
- CISA.
- CGEIT.
- CRISC.

The service provider is expected to possess relevant skills, experience, and capacity to deliver on the scope of work within the required time frame.

The Public Service Corporate Governance of Information and Communication Technology Policy Framework (CGICTPF) forms the basis of SAMSA's ICT Governance Framework. that prioritises 12 (twelve) COBIT processes. Over and above the prioritised processes, SAMSA added an additional process to focus on thirteen (13) processes to ensure optimal governance of information and technology.

The maturity assessment of the prioritised processes is critical to determine the current level of maturity with the development plan to address any identified deficiencies and indicate areas for improvement.

2. SAMSA Requirements

2.1. SAMSA seeks to appoint a service provider for the provisioning of COBIT 2019 process maturity assessment on the identified and prioritised processes including development of maturity development roadmap.

2.2. The prioritised processes are:

Governance Objectives	Prioritised Processes	
	Process Code	Description
Governance	EDM01	Ensured Governance framework setting and maintenance.
Management	APO01	Managed Information and Technology management framework.
	APO02	Managed Strategy.
	APO03	Manage Enterprise Architecture

Governance Objectives	Prioritised Processes	
	Process Code	**Description**
	APO05	Manage Portfolio.
	APO10	Manage Vendors.
	APO12	Manage Risk
	APO13	Manage Security
	BAI01	Manage Programs
	DSS01	Manage Operations
	DSS04	Manage Continuity
	MEA01	Managed Performance and Conformance Monitoring
	MEA02	Managed System of Internal Controls

3. Scope of Services

3.1. Below is the scope that would constitute services to be provided by the successful service provider as part of COBIT 2019 Process Maturity Assessment:

3.1.1. Conduction of maturity level assessment on the identified and prioritised COBIT processes.

3.1.2. Identifying the maturity level for the identified processes.

3.1.3. Providing assessment on the capability on processes and process attributes.

3.1.4. Identifying gaps and misalignment in maturity levels.

3.1.5. Development of an outline of the roadmap for addressing the identified gaps with prioritised processes, projected timelines and resource requirements.

3.1.6. Recommendations on process improvements to continually improve the SAMSA environment.

3.1.7. Structure and frequency of the reports during the project.

3.1.8. Assist in deepening awareness of ICT Governance within SAMSA and the COBIT processes supporting the SAMSA ICT Governance Framework.

3.1.9. Presentation of the final report to the Executive Committee and the applicable Board Committees.

3.2. Optional

3.2.1. Proposal on the implementation of the adopted COBIT Process maturity assessment recommendations.

4. MANDATORY REQUIREMENTS:

4.1. Project Plan (Divide Project into Phases)

4.1.1. Project Duration.

4.1.2. Project Cost.

4.2. Provide 3 contactable references for existing client where similar work has been conducted.

4.3. Service provider or personnel shall be certified with appropriate professional body such as ISACA with relevant certifications, skills, experience, and capacity to deliver the scope of work within the required time frame.