

**ASSIGNMENT: PROJECT MANAGEMENT FOR THE INFRASTRUCTURE  
DEVELOPMENT, UPGRADES, REFURBISHMENT AND MAINTENANCE  
OF THE WILLIAM HUMPHREYS ART GALLERY**

**TERMS OF REFERENCE**

**1. ASSIGNMENT OBJECTIVE**

The assignment objective is to provide project management support for the implementation of the William Humphreys Art Gallery (WHAG) capital works programme and the Government Immovable Asset Management Act (GIAMA) based infrastructure planning.

This assignment will also include providing oversight over existing capital works project and the roll out of new projects.

**2. SCOPE OF WORK**

The scope of work to be undertaken by the Service Provider upon appointment will include the assessment of the full scope of services to be provided and the preparation of a work plan that captures all the levels of support as outlined below. The work plan will need to be approved by the CEO of WHAG to ensure that all requirements are addressed.

**2.1 Work Plan**

The Service Provider will need to develop a work plan that addresses all the tasks listed below and assign timelines for conclusion of each task in the work plan.

The various levels of support will in all probability be conducted concurrently and not necessarily sequentially and this must be reflected in the work plan.

**2.2 Tasks to be performed**

The following tasks will be performed by the Project Manager throughout the duration of the appointment:

**2.2.1 Infrastructure Planning Function:**

The Infrastructure Planning Function will include:

- ❖ Review of existing infrastructure plan (UAMP) developed by the institution;
- ❖ Development of business plans for infrastructure projects that require funding;
- ❖ Development of a new UAMP;
- ❖ Revising the UAMP in accordance with the guidelines set out in the GIAMA;
- ❖ Ensuring that the UAMP is approved by the WHAG CEO, Chairperson of the WHAG Council; and
- ❖ Initiating planning from design to the completion of tender documents through other professional services providers.

## 2.2.2 Management of Procurement Processes

The management of procurement processes will include:

- ❖ Developing a procurement strategy
- ❖ Ensuring that the procurement strategy is approved by WHAG
- ❖ Preparing specifications and adverts for the procurement of other professional service providers and contractors
- ❖ Participating in tender evaluation structures and making recommendations to the tender adjudication structure.

## 2.2.3 Project Management

The project management tasks include:

- ❖ Undertaking project oversight on projects being implemented to ensure quality assurance is institutionalised and progress is monitored and reported on;
- ❖ Applying project management tools and practices to the implementation of the various projects; and
- ❖ Processing of payment invoices submitted by professional service providers.

## 2.3 Qualifications and experience

A service provider applying for this role should possess the following qualifications and experience sets:

- ❖ Relevant qualifications in built environment from a recognised tertiary institution.
- ❖ Professional Registration with the relevant statutory body
- ❖ 5 years' experience in a related specialist field is critical for this position.
- ❖ Experience in developing the UAMP (3 references to be provided for the institutions where she/he developed the UAMPs for previously)

## 3. TIMEFRAMES

The Project Manager will be required for a 3-year period commencing on signing of the Service Level Agreement by both parties. Performance will be reviewed monthly, quarterly and annually.

**A site visit will be compulsory. Due to COVID 19 observations, there will be no COMPULSORY site visit as initially indicated in the Sunday Times advertisement dated: 18 April 2021.**

**Enquiries:** The CFO, Ms Ramafalo Tel: 053 831 1724/ 083 260 4821 or email: [cfo@whag.co.za](mailto:cfo@whag.co.za)

For bid specifications and mandatory documents to be completed visit [www.whag.co.za](http://www.whag.co.za)

Submit written bids through any of the following channels:

- Hand deliver to: The CFO, William Humphreys Art Gallery, 1 Cullinan Crescent, Civic Centre, Kimberley, 8301; or
- Courier to: The CFO, William Humphreys Art Gallery, 1 Cullinan Crescent, Civic Centre, Kimberley, 8301.

**CLOSING DATE: 18 MAY 2021**

The William Humphreys Art Gallery reserves the right to not make any appointments in the regard.