



public works
& Infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**APPOINTMENT OF A CONSULTING COMPANY TO DEVELOP
THE STRATEGY FOR PROFESSIONALISATION OF THE
BUILT ENVIRONMENT SECTOR**

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The Department of Public Works and Infrastructure (DPWI) in collaboration with the Council for the Built Environment (CBE) seeks to appoint an experienced consulting company to develop the Strategy for Professionalization incorporating Skills Development of the Built Environment Sector.

2. INTRODUCTION

- 2.1 The mandate of the DPWI, as derived from Section 4 of the Constitution of the Republic of South Africa (Act no. 108 of 1996); the Public Finance Management Act (1 of 1999); and the Government Immovable Asset Management Act (19 of 2007) (GIAMA), amongst other relevant legislations, directs the Department to carry out its responsibilities of the provision of “functional areas of concurrent National, Provincial and Local Government legislative competency”, managing the State’s property portfolio, and provision of leadership and direction to the construction and built environment industries.
- 2.2 Further to the mandate of the DPWI, Section 195 and Section 197 of the Constitution dictates that the Department address skills development in a manner that accelerates the advancement of previously disadvantaged people, women and designated groups with particular emphasis on leaderships, as well as technical and management capabilities, these being sustained through developing a sufficient pool of professional designations.
- 2.3 CBE's main contribution towards the development of the Strategy for Professionalisation of the BE Sector is derived from its strategic objective, which is, to transform the Built Environment Professions. According to the CBE Strategic Plan, the CBE is responsible for facilitating the participation of Built Environment Professions in the integrated development within the context of national goals, particularly with reference to Transformation as a top priority of the sixth term government.
- 2.4 the Strategy for Professionalisation of the Built Environment Sector, will be designed and developed in a manner that will provide a structured deliverable plan, aligning to the National Implementation Framework towards the Professionalisation of the Public Service, National Development Plan, vision 2030 and other related, relevant capacity development regulations and policies, further, focusing on the vision, mission, mandate and service delivery objectives of the Department and the CBE. The strategy shall outline the development of processes to facilitate, lead, coordinate and monitor the professionalisation of the BE Sector through capacity building of human resources, institutional development, and the policy environment across the BE Sector, being made up by the three (3) spheres of government, namely Local, Provincial and National, including the State Entities, and State Owned Companies.
- 2.5 The rationale for developing a BE Sector Professionalisation Strategy for is multi-fold.

Firstly, professionalisation promotes ethical conduct and accountability among practitioners, enhancing public trust and confidence in the sector.

Secondly, it creates opportunities for professional growth and development, attracting and retaining talented professionals in the industry.

Thirdly, it will improve the overall quality of infrastructure projects, which directly impacts the safety and well-being of citizens.

2.6 The long term goal of the strategy to be developed is to produce competent BE Professionals, and a workforce that is driven by high values and standards, promoting accountability and value for government's return on investment.

2.7 The final document of the Strategy for Professionalisation of BE Sector must in addition to the critical elements highlighted above, provide a Monitoring and Evaluation Plan to guide on performance measures (indicators), the risk management plan, and the monitoring and evaluation plan.

3. BACKGROUND

3.1 Cabinet approved the "National Implementation Framework towards the Professionalisation of the Public Service" on the 18th November 2020, as was led by the Department of Public Service and Administration (DPSA).

3.1.1 The objectives of the framework are as follows:

- "Entrenching a dynamic system of professionalisation in the Public Service.
- Strengthening and enabling the legal and policy instruments to professionalise
- Categorise of occupations in the Public Service.
- Enhancing and building partnerships and relationships with professional bodies.
- Ensuring meritocracy in the recruitment and career management of public servants, which are in line with National Development Plan and the Medium Term Strategic Framework.
- Initiating consequence management for material irregularities through the transgression mechanisms available to professional bodies and the Public Audit Amendment Act of (Act 5 of 2018)"

Ref. A National Implementation Framework towards the Professionalisation of the Public Service, 8th December 2020

3.2 The Department through the Professional Services Branch (PSB), coordinates programmes that contribute to the creation of a pool of critical skills aiming at changing the profile of the workforce by growing a representative workforce for the built and property environment while growing the size and raising the quality of the human capital base needed to improve the quality of life of all South Africans.

3.2 The Department, through the Professional Services Branch (PSB), coordinates and manages the supply of BE skills to support the state infrastructure delivery. Further to this, it maintains partnerships with relevant stakeholders to

strengthen and facilitate the provision of BE skills; and support all government spheres with the institutionalization of capacity building programmes.

3.3 The CBE, Council for the Built Environment (CBE) is an entity of the department that regulates BE Professional Councils with the aim to:

- accelerate PSB coordinated candidacy programme
- establishes or expand the regulatory systems for professions that are not yet regulated, i.e. professionalisation of Facilities Management, Real Estate and Asset Management, Human Settlement professions and housing of Artisan Professional Boards
- monitor the BE Sector transformation progress and provide updates in relation to the Sector Skills Pipeline Strategy

3.5 It is based on the above stated that the Department through PSB and CBE undertakes to appoint a consulting company to develop the BE Sector Professionalisation Strategy that aims to provide solutions to highlighted objectives

4. SCOPE OF THE ASSIGNMENT

The scope of work entails the following:

- 4.1 Conduct desk-top research (legislations and skills development Programmes assessment, state of professionalisation in the BE Sector)
- 4.2 Analyse the existing skills and capacity development work
- 4.3 Identify gaps and propose interventions
- 4.4 Integration of existing framework documents from CBE, PSB and relevant documents that respond to professionalization and skills development from Other Public Works Entities
- 4.5 Conduct Extensive Stakeholder Analysis
- 4.6 Draft Strategy Document informed by research and stakeholders. (Set Strategic Objectives, Outlining How to meet the objectives and professionalize and develop skills, Set Outcomes, Mechanisms, tools and systems)
- 4.7 Develop Monitoring and Evaluation Plan and tools
- 4.8 The content layout of the Strategy must include amongst other beneficial sections - "targeted outcomes, logic model, interventions, performance indicators, stakeholders with roles and responsibilities, as well as sample tools to monitoring and evaluation of the National Framework.

5. DELIVERABLES

The successful bidder will be required to:

- 5.1 Submit an action plan with indication of resources, role players, and timelines.
- 5.2 Submit a list of project team members and their brief resume;
- 5.3 Submit a record of experience of the company in doing similar work to this project.
- 5.4 Execute the project activities in line with the implementation plan to be agreed upon and approved by DPWI – PSB and CBE.
- 5.5 Consult the draft strategy as per intervals outlined in the approved implementation plan.

- 5.6 Submit the Strategy document with all accompanying tools / resources, in 2 hard copies and a soft copy.
- 5.7 The successful bidder will be required to work in close collaboration with the Professional Services Branch and CBE of the Department of Public Works and Infrastructure.

6. CONDITIONS OF CONTRACT

- 6.1 The conditions of contract applicable to this appointment will be the General Conditions of Contract for Goods and Services.

7. FORMAT OF QUOTATION TO BE PROVIDED

The Service Provider (at own cost) must prepare and submit a quote as outlined below:

- 7.1 The pricing submitted should be relevant to the subject matter.
- 7.2 Pricing should be recorded for each line item charged.
- 7.3 The pricing should exclude logistics related costs, i.e. bookings of venue for meetings and or refreshments, as these costs will be covered by the Department.
- 7.4 Quotations should include VAT if a supplier is a registered VAT vendor
- 7.5 Quotation should be on company's letterhead with banking details, contacts and addresses clearly indicated and dated.

8. PROPOSAL SUBMISSION

The proposal must include:

- 8.1 Detailed project action plan that takes into consideration all the Department's requirements as stated in these TORs;
- 8.2 Collective expertise knowledge and experience on facilitation of the development of strategic documents; and
- 8.3 The proposal should outline a schedule of work previously done by the service provider and cover the following details:

No.	Strategic document design and developed	Organisation for which the work was done	Period in Years / months	Outputs that were delivered to the organisation	Name of contact person in the organisation (Project Manager)
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9. MONITORING PROGRESS ON THE PROJECT

- 9.1 The Department, through the Professional Services Branch and CBE will be responsible for the regular and on-going monitoring of project activities.

9.2 The service provider will present progress to the Department based on milestones to be agreed upon, in line with the action plan.

10. PAYMENT TERMS

10.1 The Department undertakes to pay all valid and compliant claims for work done to its satisfaction within 30 days of presentation of a substantiated claim.

10.2 No payment will be made where there is outstanding information/work by the consulting company.

10.3 The Department shall not pay any advance. Payments will be strictly performance based.

11. EVALUATION CRITERIA

11.1 All administratively responsive quotations will be evaluated in accordance with the 80/20 principle.

11.2 The minimum functionality score to qualify for further evaluation is 50%. Bidders that score less than 50% will be disqualified.

11.3 The following functionality evaluation criteria will apply:

A.	Functionality criteria	Weight (%)
1.	Experience of the service provider (company) in the design and development of programme / project strategy documents (attach evidence as required at 8.3 above). <ul style="list-style-type: none"> - experience of six (06) years and above = 5 - experience of five (05) years = 4 - experience of four (04) years = 3 - experience of three (03) years = 2 - experience of two (02) years = 1 - experience of one (01) year = 0 	30
2.	Experience of the human resource capacity (project team – min 3 members to attach their CVs) in the design and development of programme / project strategy documents <ul style="list-style-type: none"> - experience of six (06) years and above = 5 - experience of five (05) years = 4 - experience of four (04) years = 3 - experience of three (03) years = 2 - experience of two (02) years = 1 - experience of one (01) year = 0 	30
3.	Submission of Action Plan indicating programme / project strategy elements: (a) design, (b) modelling, (c) gathering of information, (d) consolidation, (e) final programme / project strategy with guidelines and tools	40

A.	Functionality criteria	Weight (%)
	<ul style="list-style-type: none"> - submission of Action Plan with all of the above = 5 - submission of Action Plan with four (04) of the above = 4 - submission of Action Plan with three (03) of the above = 3 - submission of Action Plan with two (02) of the above = 2 - submission of Action Plan with one (01) of the above = 1 - submission of Action Plan with none of the above = 0 	
	Total Weight	100

12. CONTACT DETAILS FOR TECHNICAL ENQUIRIES

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Terms of Reference Approved/ Not approved



MS. THANDEKA MSIBI
DIRECTOR: CAPACITY BUILDING

DATE: 14 September 2023