



REQUEST FOR QUOTATION

APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO FACILITATE & DEVELOP THE NEDLAC AND PCC's STRATEGIC PLAN FY2025 -2030 AND ANNUAL PERFORMANCE PLAN FOR FY2025/2026.

Date of Issue	15 July 2024
Closing Date	02 August 2024, 16h00

1. PURPOSE

The National Economic Development and Labour Council (NEDLAC) and the Presidential Climate Commission (PCC) require a suitably qualified and experienced service provider to draft the NEDLAC Strategic Plan for 2025 - 2030 and Annual Performance Plan for the 2025/2026 financial year. The NEDLAC's Strategic and Annual Performance Plans will incorporate the PCC. In addition, support the PCC to cascade the Annual Performance Plan into operational plan as part of change management process.

2. BACKGROUND

NEDLAC is a schedule 3A public entity that falls within the Department of Employment and Labour. Nedlac is the vehicle by which government, labour, business and community organisations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country.

The Presidential Climate Commission (PCC) was established by the President in December 2020 to support the delivery of a just transition in South Africa (SA). It emanates from the Presidential Jobs Summit held in October 2018, when social partners agreed that a statutory entity should coordinate and oversee the transition towards a low-carbon, inclusive, climate-resilient economy and society.

The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway. The two institutions combined bolster a staff compliment of 58 personnel.

Thus, for the strategic and annual performance planning process as is required by the Department of Planning, Monitoring and Evaluation (DPME) and National Treasury, NEDLAC and the PCC will be developing and seeking approval for a common Strategic Plan 2025 – 2030 and Annual Performance Plan for FY2025/26.

3. SCOPE OF WORK

The successful service provider will be required to fulfil the following scope of work:

3.1 Inception Phase

In the Inception Phase, one meeting will be convened between the successful service provider and designated NEDLAC and PCC staff to discuss the facilitation and strategic analysis tools; techniques and the work plan to be deployed in this exercise. The outcome of this phase will be an agreed inception report.

3.2 Development of a Strategic Plan 2025 – 2030

The appointed service provider will be required to support NEDLAC and the PCC in the following areas to develop the Strategic Plan:

- (i) Review the existing strategic, performance and business plans of Nedlac and PCC.
- (ii) Drafting of the Strategic Plan including all statutory aspects as required by the DPME and National Treasury which involves inter alia a SWOT analysis; risk matrix; theory of change and SMART indicators.
- (iii) Four commentary rounds of the draft Strategic plan.
- (iv) Working closely with the finance teams of both NEDLAC and PCC, support the joint review and finalisation of the budget linked to the annual performance plans.

The output of the above will be a **draft Strategic Plan**.

3.3 Annual Performance Plan for NEDLAC & PCC

Linked to the Strategic Plan above, the service provider will be required to support the development and completion of NEDLAC's individual annual performance plan for the 2025/2026 financial year incorporating the PCC, with some interlinkages on performance indicators and risk management areas. This will also involve:

- (i) The review of the 2024/2025 annual performance plan and draft the 2025/26 Annual Performance Plan of NEDLAC.
- (ii) Ensure strategic alignment of overall risk register linked to the Strategic Plan.
- (iii) Four (4) commentary rounds of the draft annual performance plan.
- (iv) Working closely with the finance teams of both NEDLAC and PCC, Support the joint review and finalisation of the budget linked to the annual performance plan.

The output of the above will be a draft **Annual Performance Plan** for Nedlac.

3.4 PCC Business Plan

Following the conclusion of the Annual Performance Plan of NEDLAC the service will be required to further support the finalisation of the 2025/2026 PCC Business plan. This will include:

- (i) The review of the PCC 2024/25 business plan;
- (ii) Development and finalisation of the 2025/2026 Business plan;
- (iii) Ensure strategic alignment of overall risk register linked to Annual Performance Plan and Strategic Plan of NEDLAC; and
- (iv) Support the review and finalisation of the budget linked to the 2025/2026 PCC Business Plan.

3.5 Planning workshops & facilitation

The appointed service provider will be expected to convene a total of **Six (6) full day workshops**, in line with the below categories:

- i. Workshop comprising of all staff members;
- ii. Workshop comprising of staff at management level;
- iii. Workshop comprising of staff at Senior Management Level; and
- iv. Workshop comprising of staff at Executive Management level.

As an output of the above, the service provider will provide a comprehensive overall workshop report, with clear recommendations for improving coordination measures and other change management development areas necessary for the implementation of the strategic plan and achievement of the annual performance plans.

3.6 PCC Change Management process

The PCC is transitioning to a new organisational design and business case. This follows a comprehensive and independent recommendation of institutional form, organisational design and business case. The structure of the PCC's technical portfolios is moving from a total of five to three technical portfolios overall, in the new structure. This amongst others is designed to encourage strong coordination and break down silo approaches across the PCC portfolio. As part of this process, there's envisaged material changes to its current business and future business plans. The appointed service provider is therefore expected to deliver the below scope of work to enable the PCC's transition to the recommended institution:

- (i) support the PCC in cascading its business plan into detailed operational plans linked to the new branches;
- (ii) Assess the team resourcing requirements, including the skills audit to highlight the optimal financial and human resourcing plan and/or delivery mechanisms;
- (iii) Using tools such as an enneagram, assess the team capability, including providing recommendations for improved team coordination;
- (iv) Linked to the above, support the review and finalisation of a training and support plan required for staff to facilitate their transition to the new organisational structure and processes. This should ensure capacity is aligned to the delivery of the strategic plan, the Annual Performance Plan, the Business Plans and branch operational plans.

The PCC's change management process should be developed and implemented after the conclusion of the Strategic Plan, the Annual Performance Plan and Business Plan deliverables.

4. DELIVERABLES

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following as per indicated timelines:

- 4.1 Inception report (draft agenda and facilitation plan) – within one (1) week after inception meeting;
- 4.2 Facilitation of six (6) full day workshops as per the outlined categories – within one (1) month after inception meeting;
- 4.3 Produce a draft Strategic plan of NEDLAC-PCC for the next five (5) years, with associated budget – within two (2) month after inception meeting;
- 4.4 Produce a draft NEDLAC Annual Performance Plan for FY2025/2026 and associated budget, within two (2) months after inception meeting;
- 4.5 Produce a draft PCC Business Plan for 2025/2026 financial year, and associated budget, within three (3) months after inception meeting; and
- 4.6 Develop and implement PCC change management process within six (6) months after inception meeting.

5. TIMEFRAMES

All project deliverables and activities should be implemented and completed within a duration of Six (6) months, starting in August 2024.

6. PROJECT TEAM

The project team will require the following expertise and skills set to successfully deliver on this work:

6.1 Extensive background and experience in:

- 6.1.1 Strategic planning
- 6.1.2 Programme management
- 6.1.3 Facilitation of high-level engagements
- 6.1.4 Stakeholder collaboration and partnerships

6.2 Good analytical abilities and report writing.

- 6.2.1 Five (5) years' experience in providing support with Public Sector Strategic and Annual planning.
- 6.2.2 Five (5) years' experience working on development orientated institutions, including institutions working on Environment, Social and Economic fields, will be advantageous.
- 6.2.3 Five (5) years' experience in delivering change management strategies to various
- 6.2.4 Ten (10) years' experience working with various facilitation tools for stakeholder engagement, communication and facilitation.

7 SELECTION AND EVALUATION CRITERIA

Bidders will be evaluated in terms of the following criteria:

The bidder is expected to achieve a minimum required score of **80%** for functionality to qualify for further evaluation.

EVALUATION CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	WEIGHTING
METHODOLOGY	<p>Approach and Methodology indicating clear understanding of the project brief and a realistic implementation plan.</p> <p>Clear outline of how the strategic plan, annual performance plan, business plan, including staff workshops will be conducted to deliver on the scope of work.</p>	35%
TRACK RECORD	Experience: Attach a minimum of Five (5) recent reference letters.	30%
CAPABILITY	<p>Brief description and history of the bidder's firm, and of any proposed subcontractor(s), profile that highlight the understanding of strategic planning frameworks, annual performance plans and business plans.</p> <p>Include length of time in business, number of employees, and core competencies</p> <p>Team capability</p> <p>Description of experience developing strategic planning for public and private organizations.</p> <p>Staff who will be involved in this project, titles, and their respective qualifications.</p>	35%
TOTAL		100

8 SUBMISSION AND ENQUIRIES

8.1. SUBMISSION CLOSING DATE

The deadline for submission of project proposals is **Friday, 02 August 2024, at 16h00**. No extensions of the deadline will be considered.

8.2. SUBMISSION ENQUIRIES

- 8.2.1 Service providers should send their proposals and accompanying relevant documentation to procurement@climatecommission.org.za **ONLY**
- 8.2.2 All technical queries relating to this RFQ can be directed to Dumisani Nxumalo at dumisani@climatecommission.org.za
- 8.2.3 Procurement enquiries regarding this RFQ should be emailed to Tumelo Langa at tumelo@climatecommission.org.za

9. CONTRACTING AND CONTRACTUAL ARRANGEMENTS

The African Climate Foundation is the fiscal host of the PCC for some of its donor funds and will be the contracting party for this work, on behalf of PCC.

10. DISCLAIMER

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

The PCC makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether about its accuracy, completeness or otherwise and the PCC shall have no liability towards the tenderer or any other party in connection therewith. The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter. The PCC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.