

TOR: Structure and Deliver the Training workshop

HR Building Blocks for Capacity Development Workshop

| PROJECT TITLE | NO. | SERVICES REQUIRED | EOI DEADLINE |
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| HR Building Blocks for Capacity Development Workshop | April 2019 | The CDI requires the services of a suitably qualified HR expert and facilitator practicing in the SMME sector to deliver the training workshop to CDI businesses. | 25 April 2019, 5PM SAST Submit proposals to: Leone Hermans-Blackburn, PM E-mail: epwp@thecdi.org.za |

| TOPIC | DESCRIPTION |
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| BACKGROUND | <p>The CDI is piloting a work-placement project with its SMME members.</p> <p>This pilot project will support a 6-month work opportunity for unemployed matriculants and graduates, and provide work readiness, on-the job and skills development training. The project is supported by the City of Cape Town's EPWP programme.</p> <p>The CDI is launching the programme with the HR Building Blocks for Capacity Development workshop.</p> <p>The training, tools and resources provided for in the workshop will serve to prepare SMMEs in the craft and design industry for HR Capacity Development; and will open the opportunity for participating SMMEs to apply to be a part of the programme.</p> <p>The HR Building Blocks for Capacity Development workshop will teach SMMEs how to assess their business readiness for capacity development, identify skills gaps to achieve their business objectives and planning for the uptake of added capacity. The workshop will provide the training and tools to help SMMEs develop job roles and responsibilities, organisational structure and reporting, recruitment, training requirements, and so forth.</p> <p>The primary objectives of the HR Building Blocks for Capacity Development workshop are:</p> <ul style="list-style-type: none"> (a) Train emerging and developing SMMEs on developing human resources capacity. Typically, the need for additional capacity exists but the resources and knowledge are lacking. (b) Build a curriculum for HR Capacity Development for SMMEs in the craft and design |

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| | industry. |
| PROJECT CONTEXT | <p>A key building block to develop good business practices is human resource management. Whether an emerging or developing business, it is important to build, implement and own the processes that supports your business as you grow capacity. The sooner a business owner puts these processes in place, the better, as they help build systems and stability.</p> <p>SMMEs can derive many and significant benefits from good business practices. These include the following:</p> <ul style="list-style-type: none"> • Happier and more productive employees • Stability that can support growth • The ability to attract talent for employment. • Business continuity arrangements that permit the SME to operate under conditions of volatility, and to withstand and recover from acute shocks. • Improved access to customers and market participants. • Added credibility and enhanced reputation. • Better fraud prevention due to improved controls. • Access to capital and loans on better terms. • Better positioning to capture business opportunities. • Leadership continuity through succession planning. |
| PROJECT SUMMARY | <p>Human Resource Building Blocks for Capacity Development is a 2-day workshop for creative SMMEs delivering on the importance of HR in their growth journey.</p> <p>The training will include information, templates, tools and easily accessible resources to build the foundation of good and sustainable HR practices that reflects the SMMEs culture, ethics and values.</p> <p>The CDI work-placement project will be the source of work-candidates for the SMMEs to build capacity and will begin in mid-May 2019.</p> <p>The work-placement project is a pilot and allows for a select 10-12 SMMEs to participate.</p> <p>As part of the application and selection process the CDI will conduct a light due-diligence to assess business readiness of all SMMEs that apply following the workshop. Successful SMMEs will sign a contract with the CDI and agree to the rules of engagement for participation in the programme. The contract will include an outline of the induction, on-job training and skills development plans. The work opportunities that apply to CDI work-placement project include administration, marketing, design, sales and retail assistant work, machine operational activities, production related activities, packing and distribution and finance. These could be specific and focused work opportunities or in smaller enterprises, the work opportunity could be exposure to a range of activities that cut-across the organisation's offering. The work candidates, to be recruited by participating SMMEs, will sign a work contract with the SMME for the 6-month placement period. The work-placement will be subsidised by the programme.</p> <p>The output of the training workshop must prepare the SMME with the know-how to develop the information to help apply for the project and manage the implementation of the project in their workplace.</p> |

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| | Not all participants in the workshop may want to apply as a workplace for the pilot project; the workshop needs to have value for these participants too. |
| WORKSHOP OBJECTIVES + OUTCOMES | <p>The objectives for the HR Building Blocks for Capacity Development workshop is as follows:</p> <ul style="list-style-type: none"> - Provision of practical tools and easily accessible resources to reinforce the HR training. - Ensure the following learning outcomes <ul style="list-style-type: none"> Why people/human resources are so vital to your business The steps to manage human resources effectively How to effectively plan and implement the process How to identify training needs The recruitment and hiring process How performance appraisals can support your business Basic knowledge of compensations and benefits Introduction to the Basic Conditions of Employment Act, Privacy Laws, Health and Safety, Workman's compensation. - The content must provide training (and templates) for the essential Policies and Procedures to support the business in the implementation of the learning outcomes. <p>The training content must form the foundation for next-level programming in the form of a follow-on workshop to further build the CDI HR Capacity Development Programme.</p> |
| TARGETS | A minimum of 20-40 SMMEs from the Craft and Design sector trained in the HR Building Blocks for Capacity Development workshop. |
| PROJECT ACTIVITIES | <ol style="list-style-type: none"> 1. Structure the training content to align with the CDI approach and methodology for facilitation. 2. Provide suitable visual and electronic materials to support the content and achieve workshop outcomes. 3. Provide the tools and templates for the SMMEs 4. Meet as required with the PM for project update meetings and review of workshop material and content. 5. Facilitate the training and support content queries before and after the workshop. 6. Provide workshop feedback to the CDI in the form of a report. |
| TIMEFRAME | The HR Building Blocks for Capacity Development is scheduled for May 6 and May 7, 2019. |
| LOCATION | The training will take place at a suitable venue in the vicinity of the Cape Town, CBD. |
| PROJECT RESOURCES | There may be existing material and resources that would be at the disposal of the Service Provider. |

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| | CDI Coms team will support communications related to the training workshop. |
| STAKEHOLDERS | The principle stakeholders are the CDI, the City of Cape Town, as well as the participating SMMEs and work-seekers |
| BASIC PROJECT REQUIREMENTS | A qualified and experienced HR training facilitator practicing in the SMME sector, to structure and deliver the training workshop. |
| SCOPE OF WORK | <p>The CDI requires support to implement this programme as follows:</p> <ol style="list-style-type: none"> 1. Structure content and outline the workshop details. 2. Provide learning materials, templates, tools and on-line resources. 3. Deliver and facilitate the training scheduled for May 06 and May 07, 2019. <p>Provide a report on the workshop, including observations, participant feedback and proposed next step developments.</p> |
| FORMAT | <p>The workshop is planned for 2 days, Monday and Tuesday May 6 - 7 2019</p> <p>Essential elements for the workshop facilitation-it must be practical, hands on; and there needs to be time to explain the CDI work-placement project.</p> <p>The training would conclude with a detailed roadmap for SMMEs to use when building capacity. The development and information input into the roadmap will also form the basis of the application to the work-placement project.</p> <p>Key HR development and practical exercises for the SMMEs are:</p> <ul style="list-style-type: none"> - Identify the core business, as well as the core skills and/or competencies to achieve these business objectives. - Assess the business needs of the SMME and write a job description. - Job Analysis – does the job description accurately reflect the tasks that the job entails? - Planning Training -the planning required by the SMME to accommodate new additions to the business. <p>Develop a training and skill development plan for the employee (work candidate)</p> |
| WORKING HOURS | The appointed service provider will work off site and will be required to manage their own time against project deliverables. |
| PAYMENTS | <p>The service provider will be paid a contract fee, based on a fixed budget and set against the deliverables as set out in a contract.</p> <ul style="list-style-type: none"> - Payments will be made within 30 days of submission of an invoice and once progress reports and deliverables have been submitted and approved; or by prior arrangement with the CDI. |
| PROPOSAL REQUIREMENTS | <ol style="list-style-type: none"> 1. A proposal for the two-day workshop. 2. A summary of qualifications and relevant previous experience 3. An indication of hourly rates 4. Confirmation of availability for contract dates March – October 2019 |

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| | 5. Tax clearance certificate 6. Registration on the CDI Service Provider Register. |
| BUDGET | The City's grant will cover the costs associated with this role. |
| CLOSING DATE: | 25 April February 2019 by 5PM Submit EOI to Leone Hermans-Blackburn (CDI Project Manager) epwp@thecdi.org.za |

Please Note:

- All costs associated with any aspect of developing a response to the EOI, including but not limited to collection and delivery, are for the respondents' account.
- CDI reserves the right to cancel or delay the selection process at any time and reserves the right not to select any of the respondents to this EOI.
- Submissions will be disqualified if all relevant requirements are not adhered to.
- Successful applicants are required to register with the CDI as service providers and to provide a valid tax clearance certificate.

SUBMISSIONS WILL BE EVALUATED AS FOLLOWS

Delivery and services:

Evaluation based on the quality of the response submitted; adherence to guidelines; knowledge displayed of CDI and the creative industries; previous service to CDI; service and/or product offering, experience and skills; references.

BEE, PDI Status:

BEE/PDI Status of Company; Employment equity within company (if relevant); Past and present involvement with BEE initiatives and advancement of persons disadvantaged by unfair discrimination.

Pricing:

Assessment of the feasibility and sustainability of service delivery based on the pricing provided. This will also be measured against available budget, competitiveness and comparative value of service offered.

Contact:

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