



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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Terms of Reference for Facilitation Strategic Planning Sessions and Writing –up the Strategic Plans for Co-operative Financial Institutions (CFIs)

TOR FSP CBDA 2011 12

The Co-operative Banks Development Agency (CBDA) is a public entity created in terms of the Co-operative Banks Act No. 40 of 2007.

The Act can be downloaded from <http://www.info.gov.za/view/DownloadFileAction?id=77864>

Section 54 of the Co-operative Banks Act, No. 40 of 2007 makes provision for the establishment of the Co-operative Banks Development Agency to support, promote and develop co-operative banks; accredit, register and regulate representative bodies and support organisations and to supervise and regulate primary co-operative banks.

1. Purpose:

The Co-operative Banks Development Agency (CBDA) would like to engage a service provider to conduct one day Strategic Planning Sessions, compile the information and write up the strategic plan documents for Co-operative Financial Institutions (CFIs). The purpose of the sessions is to engage board members and management of a CFI in a workshop set up to enable them develop their vision, mission statements, key strategic issues and SMART objectives which when implemented will enable the CFI move towards institutional and financial sustainability and fulfil all the requirements to register as a co-operative bank. The service provider will be responsible for gathering all the session information and write-up the strategic plan document within fourteen (14) days after the session.

2. Background:

The Co-operative Banks Development Agency (CBDA) is tasked with registration and supervision of co-operative banks, building capacity in the sector and promotion of co-operative banking. CFIs that have reached the threshold for registration as co-operative banks are assessed by the Supervisor of the Co-operative Banks to determine if they have met all the requirements for registration as stipulated in the Co-operative Banks Act, Rules and Regulations. Unfortunately not all CFIs meet these requirements and the Supervisor gives them time to fulfil the requirements. The CBDA Capacity Building and Information Unit works with these CFIs to assist them to review their strategic plans and develop a new plan that addresses the weaknesses and risk factors established by the supervisor. The strategic plans therefore, become the starting point for providing technical assistance to the CFIs that enables them speed up the process for registration as co-operative banks.

3. Expected Outcomes and Deliverables:

- 3.1 The service provider will facilitate a one day strategic planning session that will engage board of directors and management of each qualifying CFI to develop vision, mission statements, key strategic issues and SMART objectives which when implemented will enable the CFI to move towards institutional and financial sustainability and fulfil all the requirements to register as co-operative bank. The CBDA will be responsible for all direct costs of the workshops including travel costs for facilitators when necessary;
- 3.2 The service provider will write-up the strategic plan document within fourteen (14) days after the planning session;

4. Competency and Expertise Requirements:

- 4.1 The CBDA will give priority to professionals registered on the CBDA's panel of experts with expertise in facilitating the development of strategic plans (references required), and an understanding of the financial co-operative sector and must meet the following minimum requirements:
 - Service Provider must be a subject matter expert;
 - The Service Provider should possess a thorough knowledge of and expertise in the development of strategic plans. The CVs of personnel who will facilitate the strategic planning sessions should be attached;
 - Submit a document outlining approach and methodology for conducting the planning session.
 - The Provider must have a comprehensive understanding of the financial co-operative sector and must have worked directly with CFIs;
 - The Service Provider must have experience of working at community level.
 - References on previous experience with the facilitation of strategic plans;
 - The providers may be required to conduct the planning sessions in Provinces around the country;

5. Duration and Phasing:

- 5.1 The service provider should be available to meet the CBDA Capacity Building Team to discuss the strategic planning schedule for the CFIs;
- 5.2 The Strategic Planning Sessions are expected to be done between 22 August 2011 and 28 February 2012 and the scheduling of the sessions will be agreed upon by all the parties which includes the participating CFIs;

Timing	Activity
27 July 2011	Request for Bids Facilitating Strategic Planning Sessions
12 August 2011	Quotations for the facilitation of the strategic planning sessions due
16 August 2011	Selection of service provider
22 August 2011 – 28 February 2012	Period set aside for conducting the workshops. Programmes will be agreed upon as required
14 Days after each session	Submission of the strategic plan document and session reports

6. Procurement Requirements:

- 6.1 Submit a quotation for facilitating a one day strategic planning session with 15 - 20 participants of each qualifying CFI. The CBDA will be responsible for all direct costs of the workshops including travel costs for facilitators when necessary;
- 6.2 Preference point system applicable in terms of the Preferential Procurement Regulations 80/20;
- 6.3 The quotation must be for facilitating one session which will be valid for the period stated above;
- 6.4 Prices must be in South African Rand Value and must show the price before VAT, VAT at 14% and the price inclusive of VAT;
- 6.5 The applicant bids must address and substantiate the requirements in 4.1 above;
- 6.6 Service Providers are expected to state their availability to work on this assignment.
- 6.7 Service Providers are required to fill out and attach all documents in the file titled Compulsory Bid Documents (SBD 1, SBD 2, SBD 4, SBD 6.1, SBD 8); and
- 6.7 Ensure that Government Procurement General Conditions of Contract have been read and understood.

Preference will be given to service providers that are already in the field of co-operative work and have proven track record in terms of expertise and experience as required in these terms of reference.

The documents / bids for the Assessments are due by Friday, 12 August 2011, 12 noon.

Bids must be sealed in an envelope clearly stating:

Bid for TOR FSP CBD 2011 12

DOCUMENTS CAN BE POSTED TO:

CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

FOR ATTENTION MOKGADI MAFOJANE

TENDERS

PRIVATE BAG X115

PRETORIA

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OR HAND DELIVERED TO:

CBDA

27 TH FLOOR

240 VERMEULEN STREET

PRETORIA

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