

Scope of Work: Facilitation of the MANCO and AA Strategic Planning Process

1. GENERAL / BACKGROUND

The objective of this project is to procure the services of a dynamic facilitator to guide a multi-phased strategic planning process for the merSETA Accounting Authority (AA) and Management Committee (MANCO).

The process is anchored on the core theme **"Focusing on Skills Development for the Future, while navigating Uncertainty"**. It shifts the focus away from routine compliance reporting, internal risk/audit remediation, and financial tracking onto high-level dialogue regarding macro-sector disruptions and innovative skills development delivery models.

The assignment is as follows:

AA Strategic Planning Workshop (27–28 July 2026): A 2-day board-driven session to synthesise insights into explicit strategic mandates and resolutions for executive execution in relation to skills development and planning.

- The above sessions will rely heavily on the facilitator to stimulate participation and strategic discussions while **capturing and documenting all proceedings to reflect key discussions and conclusions to support the development of a strategic resolutions report.**

2. FACILITATOR COMMITMENT & TIME REQUIREMENTS

The appointed service provider must deliver the following milestones:

Milestone	Activity & Deliverable	Estimated Time
1	Facilitation of the 2-day Main AA Strategic Planning	2 days
2	Drafting and submission of the Final Strategic Resolutions Report.	Deliverable

3. FACILITATOR PROFILE REQUIREMENTS

Bidders must satisfy the following criteria:

- **Experience:** Minimum 5 years of experience facilitating strategic sessions at Board, Accounting Authority, or Executive level.
- **Provide at least 2 reference letters** of work done of a similar nature in the last 2 years
- **Sector Knowledge:** Minimum 5 years of experience within the Skills Development and Post-School Education and Training (PSET) environment, SETA or public entity landscape, with deep insight into the manufacturing sector and national skills policies.
- **Regulatory Expertise:** Thorough working knowledge of the Skills Development Act, PFMA, and Public Audit Amendment Act. Bidders must have a current understanding of the June 2026 SAQA, QCTO/DHET transitional directives regarding Category B and C qualification extensions.

- **Methodology:** Proven capability in participatory, dialogue-driven methodologies with the demonstrated authority to enforce strict presentation time rules and maintain a macro-strategic focus.

