

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	Facilitation of Diversity and Inclusion Masterclass
SPECIFICATIONS/ DESCRIPTION	
ITEM/ SERVICE	QUANTITY
<p>1. INTRODUCTION</p> <p>The SACAA is seeking proposals from companies to facilitate a masterclass with the focus on the theme of diversity and inclusion. The purpose of this masterclass is to educate, inspire, and spike discussions among employees about the behaviours that promotes or hinders a work environment that values and embraces differences.</p> <p>Navigating the landscape of diversity and inclusion can be both enlightening and challenging. It's not just about recognizing the differences among team members; it's also about intentionally creating an environment where everyone feels valued, heard, and empowered. As the SACAA evolves, so too are the conversations about diversity and inclusion.</p> <p>2. OBJECTIVES</p> <p>In today's diverse societal landscape, the conversation around inclusivity is more crucial than ever. Intentional inclusivity goes beyond mere representation; it requires active engagement and commitment to ensuring that all employees feel valued and have a sense of belonging.</p> <p>The facilitator must design and present a Diversity and Inclusion Masterclass that will nurture SACAA employees with insights to understand diversity and to empower them with the skills and tools to drive positive change in the workplace.</p> <p>The masterclass must achieve the following outcomes;</p> <p>2.1 Raise Awareness: To educate participants about diversity and the importance of intentional inclusivity and its impact on individuals and organizations.</p>	<p>1</p>

<p>2.2 Facilitate Dialogue: Encourage meaningful conversation among employees regarding challenges and solutions related to inclusivity.</p> <p>2.3 Share Best Practices: To present successful case studies or lived experiences and models of intentional inclusivity.</p> <p>2.4 Actionable Strategies: To equip attendees with practical tools and strategies that can be implemented in the work environment.</p> <p>3. Target Audience:</p> <p>3.1 The primary audience will be Executives, Management, employees.</p> <p>3.2 Number of attendees will be 500.</p> <p>4. DURATION OF SERVICE</p> <p>2 hours</p> <p>5. SELECTION CRITERIA</p> <p>5.1 More Five (5) years' experience in facilitating diversity and inclusion masterclass.</p> <p>5.2 Submit 2 reference letters giving reference about the facilitators experience in facilitating the topic of diversity and inclusion. The reference letters must be signed and must be on the client company letterhead.</p> <p>5.3 Provide evidence in the form of a video link showing examples of previous work, including links to videos and descriptions of past projects that demonstrate expertise in themes of diversity and inclusion.</p>		
GENERAL/ COMMENTS:		
Budget:		Cost Centre Code:

SIGNATURE OF EXECUTIVE	NAME IN BLOCK LETTERS	DATE