

SCOPE OF WORK

NB: SERVICE PROVIDERS SHOULD NOTE THAT THE TRAINING WILL BE HELD INHOUSE IN THE CEF PREMISES.

In response to the RFQ and using the CEF Disciplinary Code and Procedure, the Labour Relations Act, No 66 of 1995 as amended and the last case law; training for fourteen (14) identified officials shall be face to face and should cover the following:

- Initiating and chairing disciplinary hearing for internal disciplinary matters.
- Thorough preparation for a case for presentation in a disciplinary hearing focusing on substantive and procedural fairness.
- Handle procedural challenges appropriately, and processing and assessing of evidence during disciplinary hearing.
- Draft a disciplinary hearing report.

Facilitation of disciplinary hearing training output

As part of building an internal capacity, key themes to be embedded in the training should include:

- Understand the role of a disciplinary hearing chairperson/ facilitator.
- Basic Knowledge and understanding of Labour Relations Act, No 66 of 1995 as amended.
- The importance of fairness and objectivity in the disciplinary proceedings.
- Understanding the meaning and distinction between procedural fairness and substantive fairness.
- Ability to draft the disciplinary hearing report.

SUBMISSIONS AND TERMS

For effective workshop engagement with CEF employees, the following are the critical success factors:

- Fit-for-purpose and customized based on Labour Relations Act, No 66 of 1995 as amended and CEF Disciplinary Code and Procedure.
- The Facilitator must be a registered facilitator (ETDP).
- The service provider must have at least 10-year experience in training Labour Relations, with emphasis on facilitation of disciplinary proceedings.
- The service provider must be registered with the relevance SETA's to deliver training.
- The training and materials provided should be within the accredited NQF course relevant and be of high quality.
- The training will be conducted face to face with fourteen (14) participants in attendance.
- The successful service provider should have a proven track record of having facilitated similar training in other organizations and proof must be delivered in the form of written confirmation and comments from such organizations.

DELIVERY TIMELINES

The duration of the face-to-face training shall be as structured and determined by the successful service provider but shall not exceed three days.