

TERMS OF REFERENCE: RISK CHAMPIONS TRAINING

1. Description

Appointment of a Service Provider for Training of Risk Champions.

2. Purpose

HDA seeks to recruit a sufficiently qualified service provider to provide onsite training to the Risk Champions (32 employees) who are engaged in the risk management coordination activities. The course will help to improve the successful implementation of a risk management system. By enabling participants to gain the information and skills required to implement risk management, the program will help them be equipped to drive enterprise risk management initiatives inside their business units and provincial offices.

3. Training requirements

To capacitate the Risk Champions in understanding the following:

- The fundamentals of risk management.
- What is risk appetite and tolerance?
- The role of risk champions.
- Link risk management into business planning processes.
- Tools and techniques used for risk identification.
- Risk assessment and evaluation
- Risk monitoring and escalation.
- Risk reporting

In accordance with the Human Resources Policy, all training must be accredited (NQF, SAQA, CPD points is consider part of the accreditation requirements). Accreditation is required for both the training course and the service provider. The service provider must furthermore be registered with CSD and comply with its requirements.

The service provider is requested to provide the HDA with the course content, duration of the training as well as the unit price including VAT per employee.