



Scope of work

1. Background

CEF SOC Ltd is a Schedule 2 State Owned national energy utility entity with a focus on oil, gas, coal and renewable and clean energy options reporting to the Department of Energy (DoE) as its primary shareholder. The company derives its mandate primarily from the Central Energy Fund Act No. 38 of 1977.

The Act mandates the CEF Group to contribute to the national security of energy supply through commercial operations and projects, as well as investing in developmental projects, all the while operating in a highly competitive and capital-intensive environment with the need to be a profitable entity through its subsidiaries and associates. The dual mandate of Commercial and Developmental obligations requires a tight balancing act between the two imperatives given the strategic nature of the national assets that The Group holds, and its obligations as defined in the National Development Plan (NDP).

2. Statement of Purpose:

CEF is looking for service providers to conduct student **training and coaching** newly appointed graduates in training. The appointed service provider will manage this process for the **next two years** in line with the **24 months** graduate program.

3. Objective:

CEF needs a service provider that can design, develop, and implement the student experience program for workplace readiness. The service provider is expected to develop course material, provide facilitator(s) to deliver the course face to face and provide a complete learning management solution for the program.

4. Scope of Services

The Corporate Services through the learning and development implemented the graduate in training program. These are students that just finished their tertiary qualification and are provided with work experience to capacitate them for the working



world. Employers are expected to create an environment that is conducive for the graduates to perform to their full potential. It is for this reason that CEF would like to appoint a service provider to conduct and manage student experience for the next two (2) years by creating the following:

- Workplace readiness bootcamp
 - Business communication and writing skills.
 - Time management
 - Labour Relations
 - Diversity in the workplace
 - Basic project management skills
 - Email etiquette
 - Dealing with harassment in the workplace
 - Ethical decision making
 - Accountability and delegation
 - Stress management
 - Situational Leadership
 - Financial literacy
 - Emotional Intelligence
 - Business Management

The service provider is expected to:

- Identify and understand the needs and expectations of the graduate.
- Design graduate experience **training program** covering all elements/courses stated above.
- **The graduate experience training program should be grouped per quarter starting from January 2024 and the service provider must indicate the number of days needed to complete each training/course (i.e., based on how the service provider will structure each course/training).**



- **The service provider should provide a venue around the Sandton area and catering services during the program.**
- Implement face to face facilitation of the graduate experience program.
- **The service provider should suggest a project plan including measuring and evaluating the improvement of the graduates in the program.**
- The service provider should have previous experience of providing such training.