



Western Cape
Government

FOR YOU

Department of the Premier

NON-COMPULSORY INFORMATION SESSION

FMA 0006-2023/24

The Department of the Premier wishes to invite potential bidders in the Systems Coaching Services Sector to provide a Systems Coaching programme to the Department of the Premier within the Western Cape Government for a period of 24 (twenty-four) months

**29 November 2023 at
09H30 via MS Teams**

Session will start at **09H35**

BRIEFING PROCEEDINGS

- Bidder's present need to state their name, company they representing and an e-mail address in the **chat box feature** (liaison person).
- Meeting will be mechanically recorded and transcribed via MS Teams.
- Questions, answers and the presentation will be e-mailed to all present.
- Questions must be asked at the end of the presentation and bidders to state their name and company represented.

AGENDA

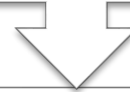
1. Purpose and Contract Period
2. Background
3. Scope of Work
4. Skills Requirements
5. SCM process
6. Closing date
7. Questions and answers

PURPOSE

Systems Coaching programme with two Managing coaches, a Project manager and 10 Coaches



Stretching over 2 years



Reporting to Directorate Transversal People Capacity Enhancement – Principal Psychologist/
Deputy Director

This non-compulsory briefing session is to clarify and outline the expectations of the required service.

The purpose of this session is to answer any questions that potential bidders may have in relation to the bid specifications.

TRANSITIONING TO A NEW WCG –

**A GOVERNMENT
PEOPLE
CAN TRUST!**

Strategy pulls us forward and
values holds us together



Caring



Competence



Accountability



Integrity

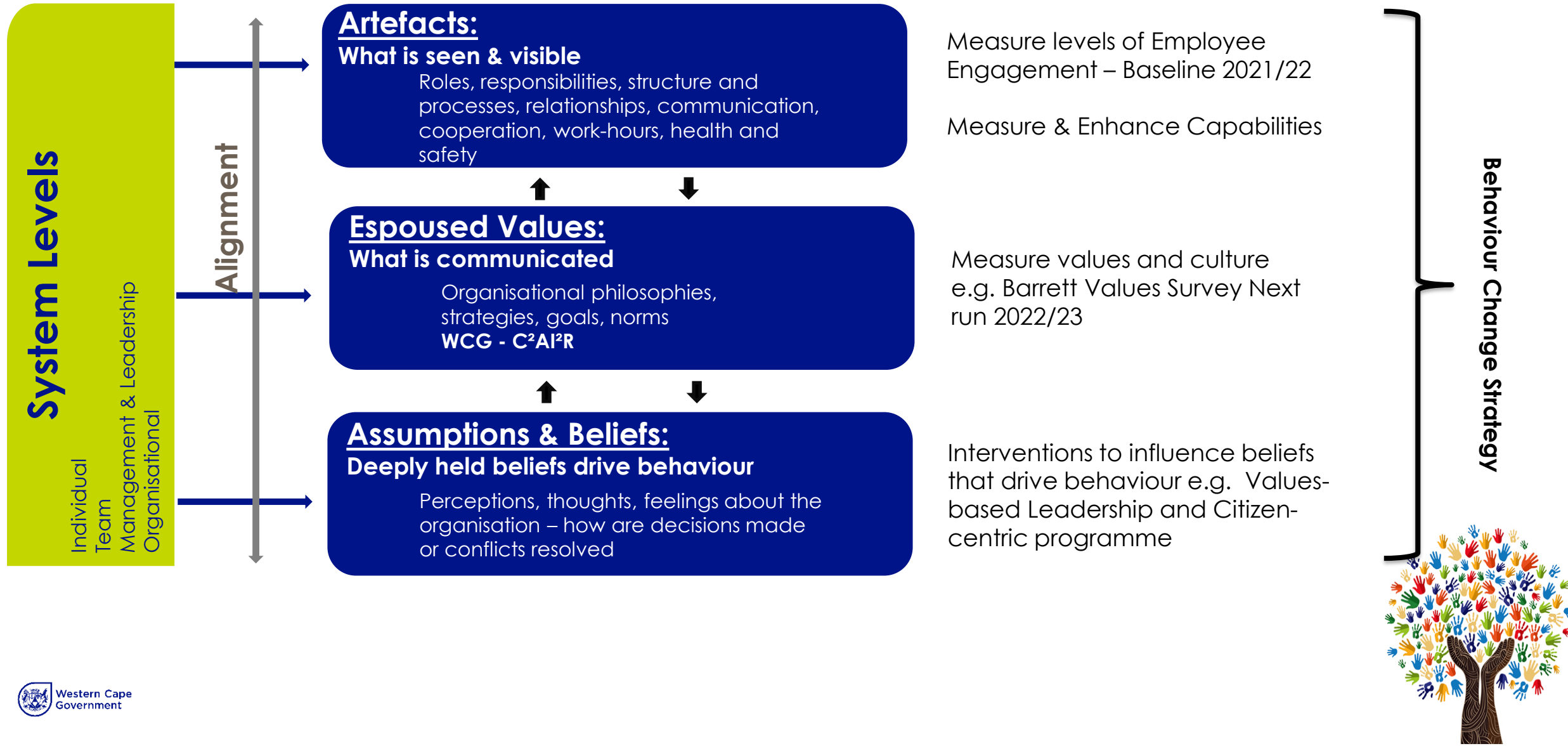


Innovation

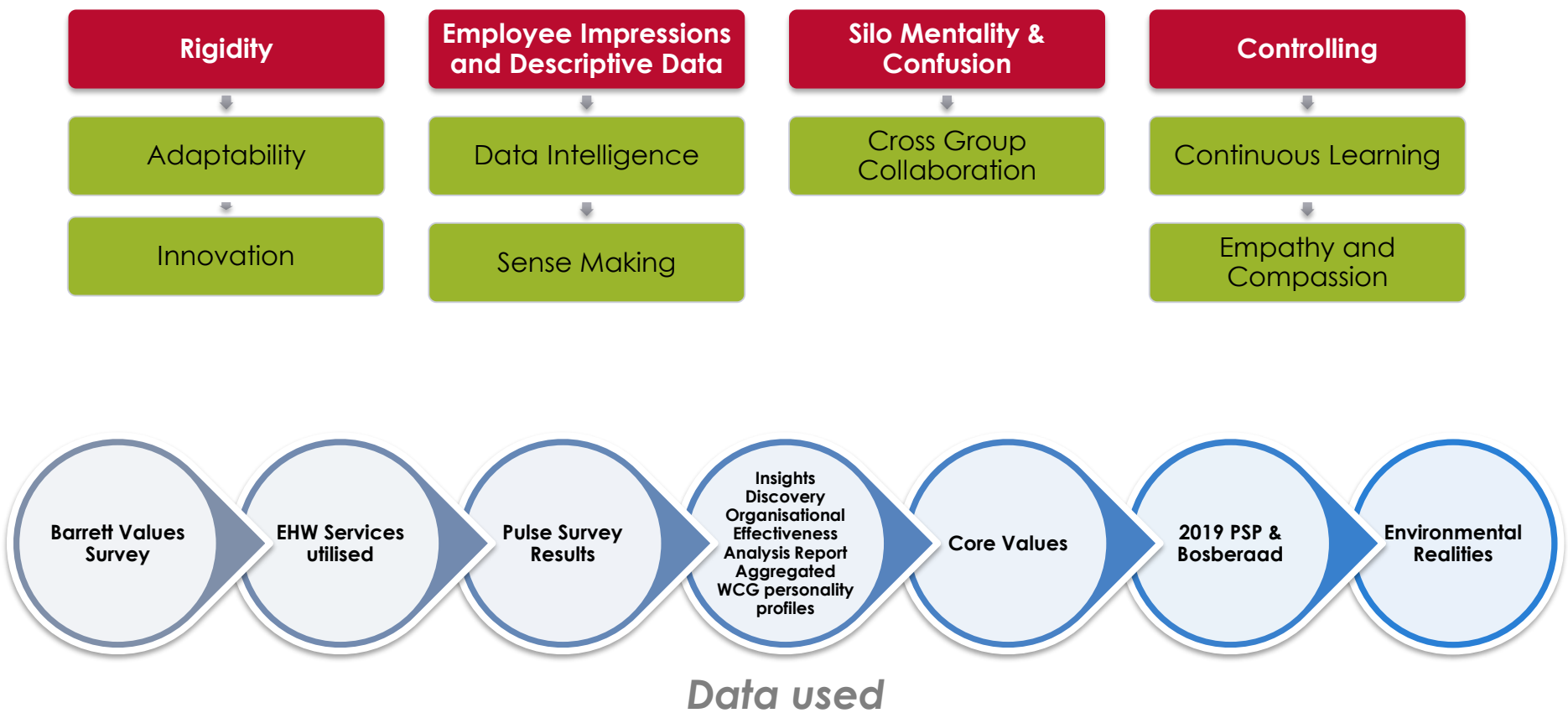


Responsiveness

A Lens for Sense-making & Transformation of Culture



What behaviours need to Change



Integrated approach to Behaviour Change Strategic Levers

VALUES ALIGNMENT

Wellbeing

- EHW services through MH contract
- Wellbeing conferences

Leadership Alignment

- Values Based Leadership Development
- Leadership Excellence Webinars and toolkits
- Combined Cabinet and PTM Journey

Enabling Environment

- Culture and Service Excellence Orientations
- Leadership led Values Conversations
- Departmental Culture Bootcamp Framework
 1. Phase two DotP Nyanga Culture Task Team Pilot
 2. Phase two: Scaling of citizen enquiry – through mini- employee led projects,
 3. Phase three: Scaling awareness of 360 values-based performance assessment

Strategic Alignment

- Practice alignment through
 1. Citizen centric competencies
 2. Development of Values-Based performance assessment questionnaire

Measurement

- Culture Measurement: Barrett Values Survey
- Culture Measurement Framework

ORGANISATIONAL CHANGE MANAGEMENT & INTEGRATED COMMUNICATION

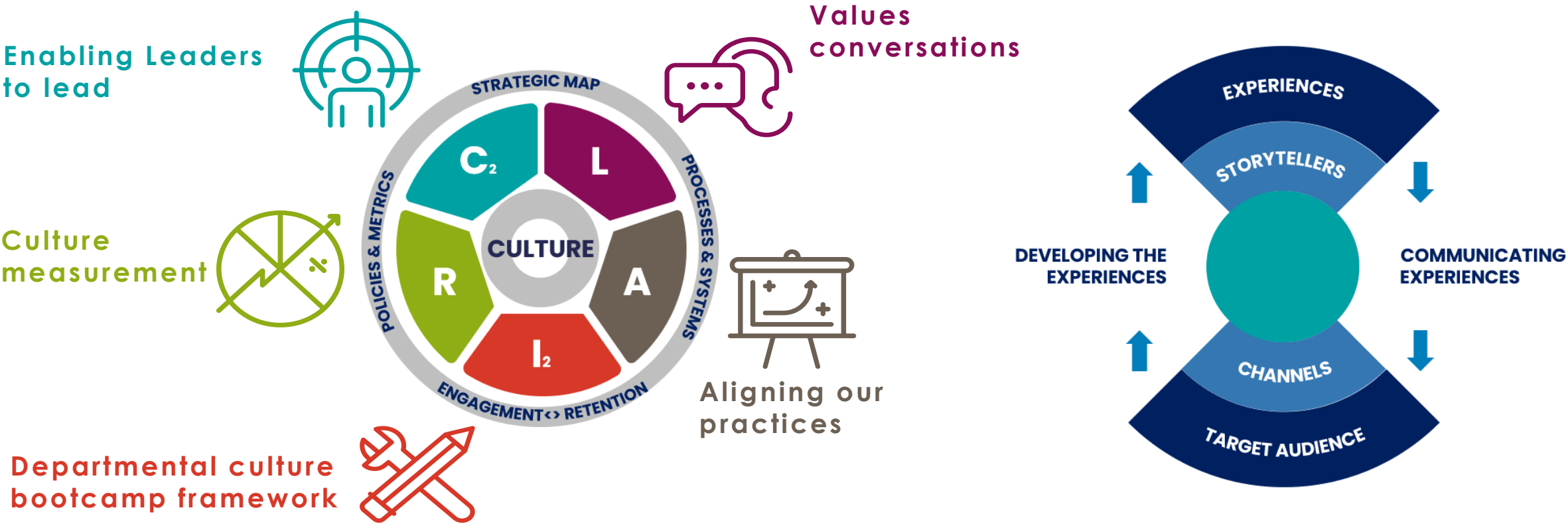
Culture Frame

OUR CITIZEN CENTRIC CULTURE

We live a Citizen Centric Culture by listening and responding to the citizen's voice. Our effectiveness comes from high commitment to serve and learn, the willingness to embrace creative solutions and partner across government and with the public.



Change Intent and Interventions



The PTM and Cabinet Leadership Journey to date

PTM Leadership Journey

AIM Assessment, Report and Feedback

- **February 2021:**
- Received your report & 90 min feedback session
- **Purpose:** understand where you are in your leadership maturation journey.

Introduction to MyGrow

- **March 2021**
- Welcome and access provided to an online micro-learning emotional intelligence tool.
- **Purpose:** Real EQ fitness and opportunities for learning

PTM Team Session 1

- **19 April 2021**
- **Purpose:** Understanding the team and each other better through the lens of the Enneagram and exploring gaps.

PTM Team Session 2

- **7 June 2021**
- **Purpose:** Matching the team maturity profile with your strategy, values and objectives and exploring gap

PTM Team Session 3

- **11 April 2022**
- **Purpose:** Reflection on leadership journey thus far and recap on PTM enneagram and leadership maturity.

Cabinet and PTM Session 1

- **6 February 2023**
- **Purpose:** Recap on enneagram and explore people relationships

AIM Assessment, Report and Feedback for New Members

- **2023**
- New exco leaders was onboarded to the process with online AIM assessment & feedback session

Cabinet and PTM Session 2

- **15 August 2023**
- **Topic:** Me - Selfcare and Stuckness theory
- **Purpose:** Self reflection, Introduction to self-care and Self-care goals

360-degree Leadership Development Tool

- 360-degree leadership development tool and feedback session completed: Winde, Wenger, Allen and MacKenzie

Cabinet Leadership Journey

AIM Assessment, Report and Feedback

- **AIM Assessments - 28 July – 31 August 2022**
- 40-45 minutes to complete Aephoria Identity Map
- **One on One Feedback - 12 August – 28 September 2022**
- Received your report & 90 min feedback session
- **Purpose:** Understand where you are in your leadership maturation journey.

Cabinet Team Session 1

- **14 September 2022**
- **Purpose:** Understanding the team and each other better through the lens of the Enneagram and exploring gaps.

Cabinet Team Session 2

- **16 November 2022**
- **Purpose:** Matching the team maturity profile with your strategy, values and objectives and exploring gap

Continuing the conversation

**MOTIVATION IS WHAT GETS
YOU STARTED. HABIT IS WHAT
KEEPS YOU GOING.**

- JIM ROHN -

THE STRIVE

Cultures develop over time & people transition over time.

Successful change takes stamina & continued focus.

- ☐ As a leadership group, how often do we reflect on our development journey?
- ☐ How can we make the time for this?
- ☐ Lets keep the momentum with Coaching

Scope of Services

Scope of Work

- **An integrated and fully managed System Coaching programme that supports the embedding of the desired culture behaviours for Cabinet and PTM that includes:**
 - Programme Plan and Approach
 - Leadership group discussions on programme and themes
 - Individual coaching discussions
 - In-person observation of leader in context
 - Individual and Group Theme reports
 - Leadership group sessions in person or virtual to be facilitated by 2 (two) Managing System Coaches/ System Coaches depending on the need of the leadership group / Coachees
- **Measurement: Pre and Post 360 degree leadership behaviour assessment**
 - Require web-based platform that can draw reports on strengths and development areas
 - Minimum of 6 raters
- **Dependent on group needs and budget availability:**
 - Topical Leadership group sessions that enable culture competencies
 - E-learning platform that enables culture competencies

Skills Requirements

Skill Requirements *Project Manager*

- Coordinate and Manage System Coaching Programme plan;
- Coordinate and facilitate allocation of System Coaches to each of the 24 (twenty-four) Coachees;
- Manage administrative and logistical requirements for group, coaching and observation sessions;
- Manage the team of System Coaches;
- Run internal project meetings
- Coordination and inputs to group theme reports;

A minimum of 5 years' Project Management experience, inclusive of experience in managing Leadership development or Culture Change projects.

Skill Requirements: Managing System Coaching

- Support Project Manager to design, develop and facilitate a Planning and Alignment Workshop as referred to;
- Development report templates;
- Design, develop and facilitate Leadership group sessions to engage on findings and process or team coaching;
- Conduct one-on-one coaching sessions with leadership / Coachees;
- Conduct in-person observation sessions of "leadership in context";
- Develop individual reports, including action / development plans;
- Develop group theme reports with inputs from System Coaches;
- Provide support to leaders / Coachees to implement action / development plans for behavioural change;
- Quality assure System Coaches approach and individual reports;
- Manage complaints from leaders / Coachees with regard to System Coaches; and
- Attend project meetings.

A minimum of 5 years combined **executive management development or culture transformation** experience in private (Blue chip Corporate at an Executive level) and public sector (Top management – Chief Director to Head of Departments, Head of Ministry, Members of Parliament), with a minimum of one project **completed in the public sector**.

- 7 years' combined experience in **executive coaching** in private and public sector, with a minimum of one project completed in the public sector and at least one executive coaching project aimed at organisational culture change outcomes.

- A **post graduate coaching qualification** (such as a Professional Certified Coach (PCC) or a Master Certified Coach (MCC)) or NQF level 9 master's degree required in one of the following fields:

- Culture Transformation; Leadership Development; Management Coaching; Business, Executive and / or Leadership Coaching; Emotional Intelligence; or Neuro-Linguistic Programming.

[Please note: Qualifications are required to ensure technical competence and level of technical engagement.]

- A **registration of membership** with one or more of the following Professional Coaching Bodies:

- Coaches and Mentors of South Africa (COMENSA);
- International Coaching Federation (ICF); or
- European Mentoring and Coaching Council.

- A **minimum of 1 (one) year's training in or applied practice of:**

- Emotional Intelligence;
- Neuro / Brain functioning theory; and
- Systems thinking methodology.

- An **Integrative Enneagram professional practitioner certificate** from a trainer accredited by Integrative Enneagram Solutions CC (current valid membership is required).

Skill Requirements: System Coaches

- One-on-one coaching sessions with leaders / Coachees;
- Conduct in-person observation sessions of “leadership in context”;
- Develop individual reports including action plans;
- Give inputs to Managing System Coaches for group theme reports;
- Design, develop and facilitate Leadership group sessions to engage on findings and process or team coaching (if required);
- Provide support to leaders / Coachees to implement action / development plans for behavioural change; and
- Attend project meetings.

A minimum of 5 years combined **executive management development and culture transformation** experience in private (Blue chip Corporate at an Executive level) and public sector (Top management – Chief Director to Head of Departments, Head of ministry, Members of parliament), with a minimum of one project in public sector;

- Minimum of 5 years' combined experience in **executive coaching** in private and public sector, with a minimum of one project completed in public sector;

- A **post graduate coaching qualification** (such as a PCC or MCC) or NQF level 9 master's degree required in one of the following fields:

- Culture Transformation; Leadership Development; Management Coaching, Business, Executive and / or Leadership Coaching; Emotional Intelligence; or Neuro-Linguistic Programming, *[Please note: Qualifications are required to ensure technical competence and level of technical engagement.]*;

ALTERNATIVELY

- A **registration of membership** with one or more of the following Professional Coaching Bodies:

- Coaches and Mentors of South Africa (COMENSA);
- International Coaching Federation (ICF); or
- European Mentoring and Coaching Council;

A minimum of 1 (one) year's training or applied practice of:

- Emotional Intelligence;
- Neuro / Brain functioning theory; and
- Systems thinking methodology; and

- **A minimum of 3 (three) System Coaches must be trained and have an Integrative Enneagram professional practitioner certificate** from a trainer accredited by Integrative Enneagram Solutions CC (current valid membership is required).

Supply Chain Management Process Outlined

BID DOCUMENT



**Western Cape
Government**

Department of the Premier

Phase 1(a): Compulsory Conditions of Bid (Par. 4)

Only bid offers that comply with all compulsory requirements of the bid will be eligible for migration to Phase 1 (b) of the evaluation process.

Bid **FMA 0006-2023/24** refer to stamped pages **000037 to 000046. These pages must also be signed by the bidder.**

Bid documentation must be supported with evidence for all the requirements indicated in compulsory requirements.

Phase 1(b): Conditions of Contract (Par. 5)

Only bid offers that agree to all conditions of contract will be eligible for migration to Phase 2 of the evaluation process.

Bid **FMA 0006-2023/24** refer to stamped pages **000047** to **000053**.

Bid documentation must be supported with evidence for all the requirements indicated in compulsory requirements.

Phase 2: Pricing and BBBEE (Par. 7.2.2)

Bid **FMA 0006-2023/24** refer to stamped page **000055**.

Note:

- The DOTP reserves the right to negotiate with the preferred bidder prior to the award of the tender contemplated herein, but within the applicable Bid validity period.
- The bid will be evaluated on the 80/20 principle as follows:
 - PPPFA/BBBEE scoring - 20
 - Price scoring - 80

CLOSING DATE AND TIME DETAILS

CLOSING DATE: **12 December 2023**
TIME: **11H00**

DEPOSITED IN THE DEPARTMENT OF THE PREMIER TENDER BOX SITUATED ON THE GROUND FLOOR (ENTRANCE) OF NO. 4 DORP STREET, CAPE TOWN (CNR KEEROM AND DORP STREET) before the closing time of the bid.

Bid/s will be regarded as late if received after the closing time of the bid.

CONTACTABLE INFORMATION

All requests for clarification and/or any queries in relation to the Technical requirements and Supply Chain Management must be submitted to:

Ms. Kim-Leigh February - Kim-Leigh.February@westerncape.gov.za

Mr. John Van der Venter - John.vandervent@westerncape.gov.za

Mr. Ashwin Nayar - Ashwin.Nayar@westerncape.gov.za and

Ms. Janetta Botha - Janetta.Botha@westerncape.gov.za

Any further questions w.r.t Supply Chain Management or assistance to bid portfolio should be communicated via e-mail before **Friday, 01 December 2023** at **15H00**.

The **Presentation, Updated Bid Document with Annexures A & B** and **Minutes** will be communicated via e-mail to all Bidders present before end of business **Tuesday, 05 December 2023**.

Q & A

Please raise your hand , once acknowledged,
state your name and Bidding company
in representation

Thank you