

SPECIFICATIONS FOR POLICY DEVELOPMENT AND ANALYSIS TRAINING COURSE

The Directorate: Human Resource Development (D: HRD) within the Department of Cooperative Governance (DCoG) would like to procure services of a service provider to train the DCoG officials Middle (MMS) and Senior Managers (SMS) on the Policy Development and Analysis Training Course.

The requirements are as follows:

1. COURSE OUTLINE

The course must cover the following key areas:

- Introduction to Policy Development
- Policy Environment
- Identifying Policy Problems
- Policy Analysis
- Stakeholder Analysis and Consultation
- Policy Formulation
- Policy Implementation
- Monitoring and Evaluation
- Policy Writing Workshop

The service provider must include:

Case Studies

- Policy successes
- Policy failures
- Lessons learned
- Governance challenges
- Ethical considerations

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Practical Exercises

- Drafting an organizational policy.
- Analysing an existing policy.
- Conducting stakeholder mapping.
- Performing SWOT and PESTLE analyses.
- Developing implementation plans.
- Preparing policy briefs.
- Presenting policy recommendations to a simulated executive committee.
- Group discussions and peer reviews

2. TARGET AUDIENCE

- 2.1 Senior Management Services (SMS) and Middle managers (MMS) members
Officials in the Department consist of 20 Members.

3. DURATION OF THE COURSE

- 3.1 4 days

4. ACCREDITATION

- 4.1 The Service Provider must be accredited or recognised by the relevant professional or SETA. The course may not necessarily be NQF aligned.
- 4.2 Have at least five years' experience in policy development, policy analysis, governance, or strategic management.
- 4.3 demonstrated experience facilitating executive or management-level training.
- 4.4 knowledgeable about policy formulation, implementation, monitoring, and evaluation.
- 4.5 provide practical examples relevant to the organization's operating environment.

5. TRAINING VENUE

- 5.1 The Delivery of the Programme will be done in the Department.

6. TRAINING AID AND MATERIAL

- 6.1 The service provider must bring their own laptop, and

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6.2 Shall provide the training manuals/CDs or any other training material that can be used as a guide.

7. INSTRUCTIONAL METHOD

7.1 The course will be facilitated face to face.

8. CERTIFICATES

8.1 The service provider must provide a sample of certificate of attendance before the delivery of the programme.

9. PAYMENT TO THE SERVICE PROVIDER

9.1 Payment to the Service Provider will be affected in terms of specific milestones (phases) achieved/reached by the Service Provider (i.e., 80% of payment will be affected upon the Service Provider completing classroom training, while the remaining 20%, will be affected upon the Service Provider producing and submitting all learners' certificates of attendance to the Directorate: Human Resource Development.