

SCOPE OF WORK (SOW)

Appointment of a Training Service Provider to Facilitate an Employment Equity Committee Capacity Building Workshop

1. PURPOSE

The purpose of this Scope of Work (SOW) is to invite suitably qualified and experienced training service providers to submit quotations (RFQ) for the design, preparation and facilitation of a comprehensive Employment Equity (EE) Committee Capacity Building Workshop for the South African National Petroleum Company (SANPC).

The intervention aims to strengthen the capability of the SANPC Employment Equity Committee to effectively fulfil its statutory obligations in terms of the Employment Equity Act, 55 of 1998 (as amended), and to support SANPC in implementing an effective Employment Equity Programme that advances transformation, diversity, inclusion and equitable representation.

2. BACKGROUND

The South African National Petroleum Company (SANPC) has identified strategic learning and development priorities as part of its approved 2026/2027 Workplace Skills Plan and Annual Training Plan.

One of the identified cross-functional interventions is the development of the Employment Equity Committee. The Committee plays a critical governance role in ensuring that SANPC complies with legislative requirements relating to employment equity, elimination of unfair discrimination and implementation of affirmative action measures.

In addition to building legislative knowledge, SANPC requires a facilitated workshop that will enable the Employment Equity Committee to:

- Understand the latest amendments to the Employment Equity Act.
- Participate meaningfully in the review of the Employment Equity Plan.
- Analyse identified employment barriers.
- Review affirmative action measures.
- Strengthen governance and consultation processes.
- Develop practical interventions that support SANPC's transformation objectives.

The appointed service provider will therefore be required to facilitate a highly interactive workshop that combines legislative knowledge, practical application, case studies and collaborative planning.

3. OBJECTIVES

The objectives of this assignment are to:

- Build the legislative competence of Employment Equity Committee members.
- Improve understanding of the Employment Equity Act and related Codes of Good Practice.
- Strengthen the Committee's governance role and consultation responsibilities.
- Equip members to participate effectively in Employment Equity planning and reporting.
- Enhance understanding of diversity, inclusion and disability management.

- Improve understanding of discrimination, reasonable accommodation and affirmative action.
- Align Employment Equity implementation with Skills Development initiatives.
- Develop practical interventions to address barriers identified through SANPC's Employment Equity review.
- Promote a shared understanding of SANPC's transformation priorities.
- Improve compliance with the Department of Employment and Labour requirements.

4. SCOPE OF WORK

The appointed service provider shall be responsible for planning, preparing, facilitating and reporting on the Employment Equity Committee Workshop.

The scope of work shall include, but not be limited to, the following activities:

4.1 Planning and Preparation

The service provider shall:

- Conduct an inception meeting with SANPC.
- Review SANPC's Employment Equity documentation where required.
- Prepare a detailed workshop programme.
- Prepare practical case studies.
- Develop workshop presentations.
- Prepare group exercises.
- Provide all workshop facilitation materials.

4.2 Workshop Facilitation

Facilitate a two-day instructor-led workshop covering, at a minimum, the following areas:

- Employment Equity Legislative Framework
 - Recent amendments
 - Regulations
 - Codes of Good Practice
 - Compliance requirements
- Employment Equity Planning
- Committee Roles and Responsibilities
- Barrier Analysis Workshop
 - Facilitate structured discussions on:
 - Existing employment barriers
 - Recruitment barriers
 - Promotion barriers
 - Training barriers
 - Succession barriers

Facilitate prioritisation of interventions.

- Affirmative Action Measures
- Understanding Discrimination
- Diversity, Equity and Inclusion
- Skills Development Integration

- Practical Workshop

Facilitate collaborative sessions to:

- Review SANPC Employment Equity priorities.
- Discuss barrier analysis findings.
- Develop practical affirmative action interventions.
- Identify implementation responsibilities.
- Develop recommendations for the Employment Equity Committee.

4.3 Post-Workshop Reporting

- Within five (5) working days after completion of the workshop, submit a comprehensive Post-Training Report including:

5. COURSE CONTENT

The training shall include, but not be limited to:

- Employment Equity Act overview
- EE Act amendments
- EE Regulations
- EE Committee roles and responsibilities
- Employment Equity planning
- Barrier analysis
- Affirmative Action
- Diversity and Inclusion
- Disability Awareness
- Reasonable Accommodation
- Unfair discrimination
- CCMA jurisdiction
- Skills Development integration
- Inclusive workplace culture
- Practical case studies
- Group exercises
- Action planning

6. TRAINING METHODOLOGY

The methodology shall be highly interactive and include:

Facilitated discussions

Case studies

Group work

Scenario analysis

Practical exercises

Knowledge sharing

Question-and-answer sessions

Action planning

Reflection activities

Participants should be able to:

Engage with the facilitator

Engage with fellow participants

Participate in discussions

Complete practical activities

Review case studies

Develop implementation actions

7. DELIVERABLES

The successful bidder shall deliver the following:

Deliverable	Description
Inception Meeting	Planning session with SANPC
Workshop Programme	Detailed two-day agenda
Facilitation Material	Presentation slides, facilitator guide, participant manual
Practical Exercises	Case studies and group activities
Attendance Register	Signed attendance records
Workshop Facilitation	Two-day contact session
Evaluation Forms	Participant feedback
Workshop Minutes	Summary of discussions
Post-Training Report	Comprehensive workshop report
Recommendations	Practical recommendations and action plan

8. ROLES AND RESPONSIBILITIES

SANPC

SANPC shall:

- Confirm workshop dates.
- Coordinate participant attendance.
- Provide the training venue.
- Provide relevant Employment Equity documentation where applicable.
- Evaluate deliverables.

The appointed service provider shall:

- Develop workshop materials.
- Prepare facilitation content.
- Facilitate the workshop.
- Provide competent facilitators.
- Submit all deliverables.
- Adhere to agreed timelines.
- Maintain confidentiality.

9. COMPETENCY REQUIREMENTS

The successful bidder must demonstrate the following:

- Organisational Experience
- Minimum five (5) years' experience in:
 - Employment Equity consulting
 - Diversity and Inclusion
 - Transformation
 - Employment Equity Committee facilitation
 - Employment Equity Plan development and review
- Key Personnel

The bidder shall provide at least two (2) suitably qualified professionals possessing:

- Minimum five (5) years' experience in Employment Equity, Transformation or Diversity Management.
- NQF Level 7 qualification or higher in:
 - Human Resources
 - Industrial Psychology
 - Labour Relations
 - Social Sciences
 - Business Management
 - Organisational Development
 - or a related field.

CVs and certified qualifications shall accompany the bid.

References

- Provide three (3) signed reference letters for similar work completed within the past seven (7) years.

Reference letters must include:

- Client name
- Company letterhead
- Contact person
- Telephone number
- Email address
- Description of work completed
-

10. EXPECTED OUTCOMES

At the conclusion of the workshop SANPC expects:

- Improved legislative knowledge amongst Committee members.
- Enhanced understanding of Committee governance responsibilities.
- Increased confidence in Employment Equity consultations.
- Improved understanding of discrimination and affirmative action.
- Practical Employment Equity interventions identified.
- Improved integration between Employment Equity and Skills Development.
- Greater alignment with Employment Equity legislative requirements.
- A strengthened Employment Equity Committee capable of supporting SANPC's transformation agenda.
- Practical recommendations to improve Employment Equity implementation.
- Enhanced organisational compliance with the Employment Equity Act.

11. TRAINING DURATION

Duration: Two (2) consecutive days

Mode: Face-to-face contact session

Venue: Cape Town

Participants: Twenty (20) employees based in Cape Town

Training dates will be agreed between SANPC and the appointed service provider.

12. MONITORING AND EVALUATION

SANPC will evaluate the service provider based on:

- Quality of workshop facilitation.
- Achievement of learning outcomes.
- Participant evaluation scores.
- Quality of facilitation materials.
- Relevance of practical exercises.
- Compliance with agreed timelines.
- Quality of the post-training report.
- Professionalism of facilitators.
- Responsiveness during the engagement.
- Overall value added to SANPC's Employment Equity programme.

13. REQUIRED BID SUBMISSIONS

Bidders shall submit the following as part of their quotation:

- Company profile.
- Quotation on company letterhead.
- Detailed pricing, including cost per delegate and all applicable costs.

- Detailed course outline aligned to this Scope of Work.
- Proposed methodology and implementation plan.
- Project execution schedule.
- CVs of at least two (2) proposed facilitators.
- Certified qualifications of proposed facilitators.
- Three (3) signed client reference letters.
- Evidence of organisational experience in Employment Equity and Transformation.
- Any relevant accreditation or professional registrations applicable to the proposed facilitators.

14. ENQUIRIES

All enquiries regarding this RFQ shall be directed to the SANPC Supply Chain Management representative