



Tel. No.: + 27(0) 11 830 2200
Fax No. : + 27 11 830 2201

Cnr. 8th Street and Hull Street,
Vrededorp, Johannesburg, 2192

Postnet Suite No. 161, Private Bag X9,
Melville, 2109

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

TERMS OF REFERENCE STRATEGIC AND IMPLEMENTATION PLAN

1. BACKGROUND

The Matthew Goniwe School of Leadership and Governance (MGSLG) is a Not for Profit Company and an agency of the Gauteng Department of Education (GDE). It was established to research, develop and deliver cutting edge capacity building programmes in the areas of **school management & leadership, school governance and teacher development** for capacity building of School Management Teams (SMT), School Governing Bodies (SGB), Representative Council of Learners (RCL) and Teachers and other stakeholders in Education in the Gauteng Province.

MGSLG exists to support the vision and mission of the GDE ***“to ensure every learner feels valued and inspired in our innovative education system.”***

2. PURPOSE

MGSLG as a Non-Profit Company subscribes to King IV Code of Governance. In terms of King IV Code of Governance principles, the Board should appreciate that strategy, risk, performance and sustainability are inseparable. The Board should:

- “Inform and approve the strategy;
- Ensure that the strategy is aligned with the purpose of the company, the value drivers of its business and the legitimate interests and expectations of its stakeholders;
- Satisfy itself that the strategy and business plans are not encumbered by risks that have not been thoroughly examined by management; and
- Ensure that the strategy will result in sustainable outcomes.”

The Board approved a reviewed strategy in March 2018 and given the new 5 year plan (Roadmap 2019-2024) of GDE the institution needs to review and align its strategy to the strategic goals contained its new 5 year plan.

3. OBJECTIVE

MGSLG requires services of professional service provider/s to produce a reviewed strategic plan and an implementation plan on the 5 strategic goals of GDE contained in its roadmap 2019-2024. In 2015 the Board of Directors approved MGSLG's overarching strategy for 2015 – 2020:

- MGSLG now needs to review the strategic plan which was last reviewed in March 2018 to match its current work context and to link it to the 5 strategic goals of GDE in its roadmap 2019-2024; and
- Develop an implementation plan which will respond to the 5 strategic goals of GDE in accordance with its 5 year roadmap 2019-2024.

4. SCOPE OF SERVICES

The following is the scope of services required:

4.1 Internal Consultation (CEO, EXCO and possibly the Board chair or Deputy Chair)

4.2 Familiarisation with the following documents:

- history, vision, mission, values, goals and current core business of MGSLG
- Annual report 2017/18 and 2018/19
- APP 2018/19 and 2019/20
- Organogram
- Current strategic plan- 28 July 2017 and reviewed strategy March 2018
- GDE Roadmap 2019-2024 and any other documents linked to the roadmap
- Audit reports
- MOU and MOI

4.3 Evaluation of the currently reviewed Strategic Plan, the progress made towards the strategy and 2019/20 Annual Performance Plan

4.4 Facilitation of the Board of Directors Workshop

4.5 Write up a report on the deliberations of the strategic workshop, reviewed strategic plan and implementation plan on the 5 strategic goals of GDE found in the 2019-2024 roadmap.

4.6 Develop a PowerPoint presentation to be presented at the board meeting which will approve the workshop report, reviewed strategic plan and implementation plan documents provided at the meeting.

5. OUTPUTS AND DELIVERABLES

Deliverable	Output	Timeframes
1. Internal Consultation	<ul style="list-style-type: none">• Meeting with the CEO & CoSec	25 July 2019
2. Familiarisation on the organisation	<ul style="list-style-type: none">• Collation and review of documentation	26- 30 July 2019
3. Internal Consultation	<ul style="list-style-type: none">• Meeting with EXCO	31 July 2019

Deliverable	Output	Timeframes
4. Facilitation	<ul style="list-style-type: none"> Facilitate the Board Strategic Review Workshop and collate inputs 	6- 7 August 2019
5. Strategic and implementation plan documents	Documents for distribution to the board: <ul style="list-style-type: none"> Report on the deliberations of the workshop Amended strategic plan Implementation plan 	12 August 2019
6. PowerPoint Presentation	<ul style="list-style-type: none"> PowerPoint presentation of the Strategic Plan and implementation plan at board meeting 	15 August 2019
7. Final Strategic and implementation Plan	<ul style="list-style-type: none"> Final workshop report, Strategic plan and implementation plan for signoff 	19 August 2019

6. REQUIRED SKILLS AND COMPETENCIES

The service provider must have:

- 7.1 A minimum of 10 years' experience in strategic planning, including within the government and education sector;
- 7.2 Knowledge and understanding of the public sector, education legislation and treasury regulations;
- 7.3 Excellent writing, communication and presentation/facilitation skills.
- 7.4 Organisational Development and Change Management will be an added advantage

7. DURATION

The contract will be for a five weeks; commencing on 24 July 2019, with the final products submitted no later than 12 August 2019.

8. CLOSING DATE AND TIME

The Bid and/or Request for Proposals will be closed on **Friday, the 26th of July 2019 at 12h00.**

9. CONTACT DETAILS

MGSLG Supply Chain Management
 Private Bag X9, Melville, 2109
 Postnet Suite 161, Melville, 2109
 Physical Address: 40 Hull Street, Vrededorp

For general and technical enquiries: procurement@mgsl.co.za