

RFP UJ 68/2024: APPOINTMENT OF A DIVERSITY TRAINING SERVICE PROVIDER FOR THE UNIVERSITY OF JOHANNESBURG FOR A PERIOD OF ONE YEAR

INVITATION TO SERVICE PROVIDERS TO SUBMIT A PROPOSAL TO PROVIDE DIVERSITY TRAINING WORKSHOPS AT THE UNIVERSITY OF JOHANNESBURG (UJ)

1. SCOPE

The university requires a service provider to provide diversity training workshops for Managers (Senior Leadership Group (SLG) and Middle management). The diversity training workshop will be implemented through multiple manageable groups.

2. REQUIREMENTS

The university invites the Service Providers to submit proposals on the proposed methodology and cost to provide this service to the University of Johannesburg. Therefore, service providers are expected to recommend suitable methodologies. The training objectives are as follows:

- Understanding what diversity, equity, inclusion and belonging (DEIB) mean.
- Further, develop an understanding and appreciation for managing diversity and creating an inclusive and equitable environment.
- Explore the impact of inclusion on personal effectiveness from both leadership and management perspectives.
- Understand inequity in the workplace, whereby differences between Discrimination, Prejudice, and Stereotypes will be outlined.
- Understand and develop cultural sensitivity/awareness skills.
- Have an understanding and appreciation of individual, team, and institutional transformation.
- Assess diversity at a systematic and organisational level and develop competencies to contribute positively to the organisation's diversity goals.
- Understand the importance of celebrating diversity and supporting such initiatives.
- Work with Management on the currently perceived culture results.

3. GENERAL

The following requirements must be highlighted as a priority.

- The service provider must be flexible in terms of training arrangements.
- The service provider must be from the Gauteng region to cut travelling costs.
- A diverse team of experts should be available to work with a diverse group of leaders, including academics and leaders within the support domains of the University of Johannesburg.
- An in-depth overall report on the workshops will be required.
- The service provider would also need to provide the necessary change management, communication and administration (incl. information management and record keeping) for the duration of the workshops.
- The organisation must have the necessary skills to help the diverse group of leaders (academic and support) address the following:
 - Service providers should engage in personal and professional development on diversity, equity and inclusion issues.
 - Promote ongoing self-reflection and continue to advance their knowledge and skills related to diversity, equity and inclusion.
 - Addresses one's explicit and implicit bias and takes steps to mitigate and change personal biases that negatively impact others.
- A good knowledge of the university environment will be an advantage.
- Training material must be made available to UJ at no additional cost, for own internal use.
- All training workshops must be face to face sessions.

Description	Rate
Per group session (25 delegates per group)	

4. CONCLUSION

The Transformation Unit will appoint the service provider after due consideration of quotations and proposals that have been submitted.

5. EVALUATION CRITERIA

This Tender will be evaluated in three stages:

Stage 1 – Tender Compliance

Stage 2 - Functionality

Stage 3 - Financial and B-BBEE

5.1 Stage 2 – Functionality

	Mandatory Requirements	No Weighting allocated	Comments	Reference in Proposal
1	The service provider must be flexible in terms of training arrangements			
2	The service provider must be from the Gauteng region to cut travelling costs			
3	A diverse team of experts should be available to work with a diverse group of leaders, including academics and leaders within the support domains of the University of Johannesburg			
4	An in-depth overall report on the workshops will be required			
5	The service provider would also need to provide the necessary change management, communication and administration (incl. information management and record keeping) for the duration of the workshops			
6	<ul style="list-style-type: none"> The organisation must have the necessary skills to help the diverse group of leaders (academic and support) address the following: 			

Annexure A

	<ul style="list-style-type: none"> • Service providers should engage in personal and professional development on diversity, equity and inclusion issues. • Promote ongoing self-reflection and continue to advance their knowledge and skills related to diversity, equity and inclusion. • Addresses one's explicit and implicit bias and takes steps to mitigate and change personal biases that negatively impact others 			
7	Training material must be made available to UJ at no additional cost, for own internal use			
8	All training workshops must be face to face sessions			
	Additional Requirements	Weighting	Comments	Reference in Proposal
9	<p>Bidder's relevant experience for the assignments undertaken at universities or large organisations (The bidder must attach a reference where transformation (diversity, equity, inclusion and belonging work) services were provided to qualify for the indicated points)</p> <ol style="list-style-type: none"> 1. Bidder with no reference of similar work done at universities = 0 points 2. Bidder with one reference of similar work done at universities = 10 points. 3. Bidder with two references of similar work done at universities = 20 points. 	50		

Annexure A

	<p>4. Bidder with three references of similar work done at universities = 30 points.</p> <p>5. Bidder with four references of of similar work done at universities = 40 points.</p> <p>6. Bidder with five references of of similar work done at universities = 50 points.</p>			
10	A bidder must include a company profile.	25		
11	A bidder must include a CV of a Facilitator with higher education or large organization experience.	25		
	Total	100		