

Minutes for Compulsory briefing session for NDA's Organizational Structure

13 March 2024

Microsoft Teams

Ms.Vuyelwa Hlangwana	Chairperson and (Member)
Ms Ntombikhona Lurani	Secretariat
Mr Muzi Matsenjwa	SCM
Mr. Ben Morule	Member
Ms. Rejoice Dzowa	Member
Mr Itumeleng Kwenane	Member
Mr. Lonwabo Ganelo	Member
Dr. Nthabiseng Kraai	Member
Ms. Lerato Dhlamini	Member

Suppliers who attended are on the separate Word document.

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	<p>Welcome and Apologies SCM opened the meeting and welcomed everybody present and thanked them for coming.</p> <p>The request was made for suppliers to write their company names on the chat boxes.</p> <p>The description of the tender was read to all the suppliers.</p> <p>NDA's Organizational Structure</p> <p>The tender closing date and time were also explained as per the terms of reference.</p> <p>The briefing session is compulsory.</p> <p>Section 19 (mandatory requirements) under the terms of reference was explained and how this section is important for suppliers to comply with as this is the first stage process after the closing date and time.</p>	Chairperson	

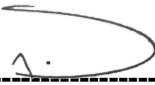
NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	<p>SCM also explained that bidders must be warned about scammers who need money to submit bidders. NDA will never request any m, money from any supplier for bids or any other service.</p>		
1.2	<p>Apologies</p> <p>No Apologies were captured</p>		
1.3		All	
1.4	<p>Chairperson</p> <p>The Chairperson has also welcomed the members and suppliers for joining the briefing session. She also explained the purpose of the briefing session and gave details of the organizational structure tender.</p> <p>Development of Terms of Reference - NDA's Organizational Structure</p> <p>One of the reasons why there's a need for the development NDA organizational structure</p> <p>The NDA while back the took decision to enter the process of developing a turnaround strategy and the reason behind that we several reasons why the organization decided to do a little introspection some of them being that they were poor stakeholders' perceptions and organization was viewed. Stakeholders lacked impact and that the NDA did not have a unique role within the government development sector.</p> <p>The chairperson also explained the technical part of the terms of reference to service providers.</p>	<p>Chairperson of the bid</p> <p>(Vuyelwa Hlangwana)</p>	
2.	DISCUSSION ITEMS		
2.1	<p style="text-align: center;">TERMS OF REFERENCE</p> <p>The appointment of a service provider to conduct an organizational structure review for the NDA to align to the turnaround strategy for fifteen (15) months to develop a new organizational structure aligned to the NDA business model approved and implemented for the national development agency (NDA)</p>	All	TOR

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	<p>Question:</p> <ul style="list-style-type: none"> • How many levels is it in the entire structure? <p>Answer: NDA has five departments</p> <ul style="list-style-type: none"> • Is there any number of structures within the NDA, how many employees? <p>The NDA has 180 employees, but the jobs, are 94 positions.</p> <ul style="list-style-type: none"> • Does the pay progression plan have pay progression and pay skills? <p>The service provider should be available there for the period to guide us in terms of the pay progression.</p> <ul style="list-style-type: none"> • Is it possible for the supplier to complete the service in less than 15 months? <p>NDA set aside 15 months for a service provider to be available to the NDA to and then as to assist us through the process. The NDA has allocated 15 months for the project to be concluded and we are anticipating the service provider that we're going to partner in would be available for NDA for that period to guide us and take us through the process for those 15. Allocation of 15 months for the project to be concluded in 15 months. The hope is for the appointed supplier to complete within the 15 months schedule, and a service provider to be available for the 15 months to assist NDA.</p> <ul style="list-style-type: none"> • NDA there only one office located in Parktown or are there multiple offices that the service provider will be expected to travel to? <p>NDA is the national organization that has offices in all 9 provinces including the head office which is based in Parktown. There will be physical meetings and online meetings, there will be a need to travel to other offices.</p> <ul style="list-style-type: none"> • How many processes for the business process reengineering are to be mapped? 		


NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	<p>The business processes will be all our business processes that would need to be mapped. NDA has a process so that the service provider looks at what we currently have, they would be processes that are currently mapped and they would then look at the ones that NDA currently have and see them given the structure.</p> <ul style="list-style-type: none"> • Are we mapping all the processes and if so, is there a document that will, you know, list the processes that need to be mapped? <p>The service provider must look at what we currently have would be processes that are currently mapped and they would then look at the ones that you currently have and see them given with the structure.</p> <ul style="list-style-type: none"> • Clarity in terms of the requirement to develop the microstructure and microstructure? <p>About the structure, the requirement is for the development of the entire structure, The supplier will advise which one is the correct structure to do.</p> <ul style="list-style-type: none"> • This potential redundancy is the service expected to lead that process or is that going to reside within the HR department to manage? <p>That would be an HR issue but HR will seek guidance from the service provider, that is why NDA had requested the duration of the service provider to be 15 months.</p> <ul style="list-style-type: none"> • How many sorts of levels are we expected to design? <p>Yes, it is the entire structure at all levels that we would require the service provider to design.</p>		

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
3.	GENERAL		
3.1	None		
4.	CLOSURE		

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Mr Muzi Matsenjwa
SCM
Date: 19th March 2024



Ms Vuyelwa Hlangwana
End User
Date: 19 March 2024