



Accelerating the development of sustainable human settlements through land assembly, building and property acquisitions, and project management and support services



**STRATEGIC PLANNING & TEAM
DEVELOPMENT PROJECT:
Briefing Session - September 2016**



Outline

- Rationale for Exercise
- Benefit of Exercise
- Scope of Project
- Project Deliverables
- Experience, Skills, Costing & Project Duration
- Procurement Process



RATIONALE FOR PROJECT



Background to the Project

- In 2014, the national Minister of Human Settlements pronounced that the Ministry would like to see the HDA become *a fully-fledged property development agency*.
- This the focus goes beyond acquiring and preparing land, to be developing and project managing to assist municipalities and any other sphere that might need support.
- Since that date the HDA has undertaken extensive work to re-position itself in a manner that will best fulfil this role.
- This work has included a revised strategic, operational and organisational framework and arrangements that are now fully incorporated into the Business Case: Developer Role.



Rationale for the Project: Team Development

- As part of activating the Developer Role, the HDA developed and approved a new organisational structure. A number of senior positions were developed and filled through a recruitment drive.
- It has now become necessary for the new senior managers to start working as a team and thus the team development initiative.
- This exercise will be cascaded throughout the organisation and this may take the form of reviewing and embedding HDA values.



Rationale for the Project: Strategic Planning

- The Business Case: Developer Role has been translated into a draft medium term Strategic Plan.
- Senior management has to test whether the draft Strategic Plan is aligned to and responds to the imperatives in the Business Case.
- The HDA may require the facilitation of other strategic planning sessions during the duration of this engagement.



BENEFITS



Benefits of Team Development

- Fostering openness and trust
- Providing a neutral and affirmative language with which to discuss differences
- Understanding the value of diversity
- Teaching team members to value and leverage on each other's strengths
- Helping increase productivity by aligning an individual's preferences to team tasks
- Identifying team assets and blind spots



Benefits of Strategic Planning

- Testing alignment between the the draft Strategic Plan, Annual Performance Plan and the Business Case.
- Ensuring alignment between the draft Strategic Plan, Annual Performance Plan and the Business Case.
- Ensuring alignment between the Strategic Plan and future Annual Performance Plans as well as Departmental Plans.



SCOPE OF THE PROJECT



Team Development: *Senior Management*

- Determining the characteristics of the Team required to activate the Developer Role.
- Assessing proficiency levels of Team members against the agreed Team characteristics.
- Determine specific roles for Team members within the Team.
- Developing Action Plans for Individual Team members and the collective with set targets on Team development.
- Developing processes and instruments to assess progress against agreed Action Plans.
- *Employees*
- Facilitate team development and values review sessions.
- Compile Session Reports capturing deliberations at the team development and values review sessions.



Team Development: *Employees*

- Facilitate team development and values review sessions.
- Compile Session Reports capturing deliberations at the team development and values review sessions.



Strategic Planning

Alignment: Strategic Plan to Business Case

- Align the draft Strategic Plan, Annual Performance Plan and the Business Case.
- Compile a Strategic Planning Report capturing deliberations at the strategic planning session.

Facilitation of Strategic Planning

- Facilitation of strategic planning sessions.
- Compile Strategic Planning Reports capturing deliberations at the strategic planning sessions.



PROJECT DELIVERABLES



Team Development

Senior Management

- Team Development Report.
- Action Plans for the Team and Individual Team Members.
- Processes and instruments to assess progress against agreed Action Plans.

Employees

- Session Reports.



Strategic Planning

- Strategic Planning Session Reports.



EXPERIENCE, SKILLS, COSTING & PROJECT DURATION



Skills & Experience

- Exceptional analytical and facilitation skills for strategic planning.
- Exceptional assessment, conflict resolution and facilitation skills for team development.
- Exceptional verbal and written communication skills.
- A total of eight years team development and strategic planning experience.



Costing

- The prospective tenders responding to the TOR must indicate the hourly and daily rates of resources that will be used for team development and strategic planning for the duration of the project.
- The costs must detail professional fees (rates) and any disbursements foreseen by the service provider in the execution of the project (This should include travel by air and vehicle and accommodation for sessions in provincial Offices).
- The rates quoted must be inclusive of VAT at 14%.
- In your pricing kindly indicate escalation costs, if any, for services for the second year.
- All services procured over the two (2) year period, are subject to availability of budget.



Work Assignment

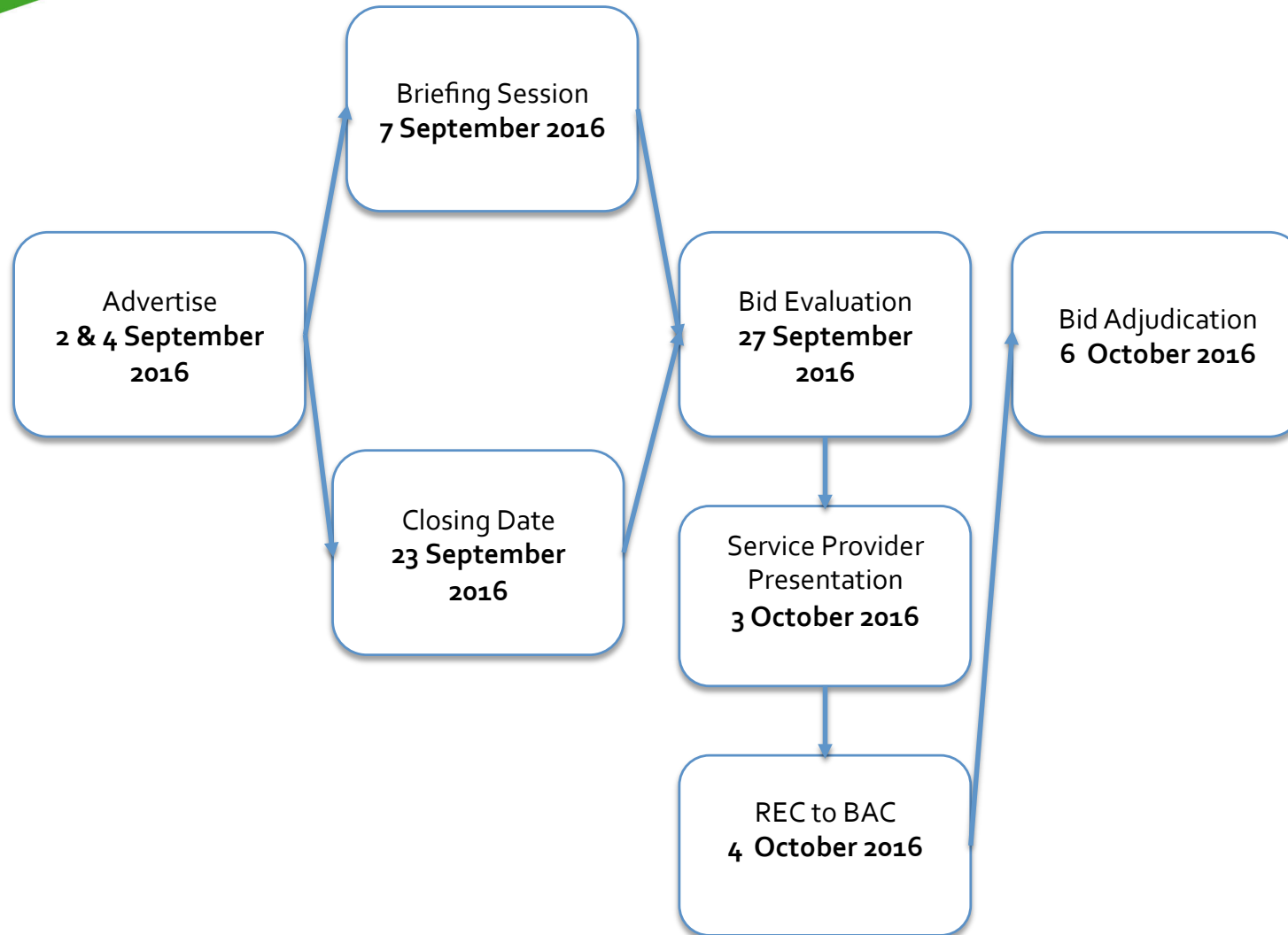
- The Service Provider/s appointed will be provided with the scope of work for each assignment and requested to provide a quotation.
- A purchase order will be issued upon the acceptance of the quotation by the HDA.



PROCUREMENT PROCESS



Project Timelines





KHANIMAMBA