

TERMS OF REFERENCE

02 October 2015

Project Title

Facilitation of Training on Ethics, Integrity and Anti-corruption

Background

The UNDP has been working with the province of KwaZulu-Natal in a partnership to provide technical support in order to improve the skills profile of the public service in KwaZulu-Natal, at both provincial and local government levels. This is also in line with the Provincial Growth and Development Plan (PGDP). One area of intervention under Strategic Objective 6.2: Build Government Capacity, is: Develop an Integrated Public Sector HRD and Professional Support Programme. The key performance area for the Academy is to continually develop human resource capabilities and competencies to improve the performance of the KwaZulu-Natal Provincial Administration. One of the numerous priorities set for the Academy is the development and delivery of courses and programmes aimed at developing the capability of the human resources and creation of an efficient and effective administration. The Academy is accredited by the Public Sector Education and Training Authority (PSETA), as a delivery and assessment site. This means that the Academy meets the quality criteria set out by the South African Qualifications Authority (SAQA) and the relevant SETA, viz. the PSETA. In the period 2015 the UNDP is providing the academy technical support to realise its objectives of which are:

- To develop training material/curriculum on selected areas to enhance the capacity of the KZN Public Service Training Academy to improve the public sector human resource capabilities and competencies;
- To expand provincial public sector senior management knowledge base on selected and relevant public administration topics; and
- To develop an Integrated Human Resource Development Strategy and Professional support programme that is aligned to the National Development Plan and the Provincial Growth and Development Strategy (PGDS).

Project Description and Purpose

The purpose of this short-term consultancy is to develop training material/curriculum and facilitate two training of trainers sessions on Ethics, Integrity, Anti-Fraud and anti- Corruption for 40 Senior Managers in November 2015, and produce a comprehensive report for the Academy on how to rollout out the capacity building in this area. It is expected that that after the training the provincial and local government officials will be trained and exposed on upholding ethics, managing integrity and promoting accountability in their day to day functions, both at individual and organizational levels. The capacity building material will be for future use by the Academy.

Activities and Deliverables

- Produce training material/curriculum
- Facilitate 2 separate workshops on Ethics, Integrity & Anti-Fraud and Corruption for 50 senior managers
- Produce a comprehensive report on the training and sustainable use of the material developed

Required Competencies, Skills and Experience

Education and Experience:

- Master's degree (or equivalent) in political science, social science, economics and business, law, development studies, management or related field.
- Minimum 10 years of professional experience in the field of resource management, economic governance, integrity management, programme management and development of integrity management, anti-corruption and accountability frameworks
- Prior experience working with the public sector, regional and international organizations, and donors
- Demonstrated experience in designing curricula and capacity building material, and training of public officials at all levels of the public sector
- Fluent in written and spoken English.

Requirements:

- Displays cultural, gender, religion, race, and age sensitivity and adaptability
- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent communication and managerial skills
- Advanced writing skills;
- Ability to work and act under pressure and with discretion

Time Frames and Duration

12 days, between 26 October and 30 November 2015.

Project Management and Reporting Requirements

The consultant will report to the General Manager: Provincial Public Service Training Academy
Mr. Fazal Safla.

Submission of proposal

Consultant must submit proposals that that contains includes:

- Profile or individual resume (CV), clearly showing the details of the consultant and his/her qualifications and experience in capacity building and programme management, in the areas of economic governance, resource management, accountability and anti-corruption.

Criteria for Selection of Best Offer :

A contract will be awarded to the least costly most technically qualified individual.