



the cpsi

Government Component:  
Centre for Public Service Innovation  
REPUBLIC OF SOUTH AFRICA



Empowered lives.  
Resilient nations.

## TERMS OF REFERENCE

### Facilitation of Public Sector Innovation Workshops

#### 1. Background

The Centre for Public Service Innovation (CPSI) is an initiative of the Minister for the Public Service and Administration, established to identify, support and nurture innovation in the public service, with a view to improve service delivery. The role of the CPSI is primarily to function as an enabler, facilitator and champion for innovative ideas. This will require creating an **enabling environment** for the generation and rewarding of new ideas; **facilitating engagement** between public, private and non-governmental entities, with a view to establishing sustainable and mutually beneficial partnerships and **championing** the value of and need for innovation within the public service. The mission of the CPSI is to promote and support innovation by demonstrating practice, facilitating partnerships, rewarding initiatives, and sharing knowledge.

The UNDP has established a partnership with the CPSI to mainstream and institutionalize innovation as part of strengthening the public sector and modernize governance systems and processes. The purpose of the proposed sector specific training workshop to assist hospital CEOs and Health District managers to create an enabling environment for innovation in their health establishment, and for the CPSI to provide support and facilitate possible replication.

#### 2. Project Description

Four 2-day innovation workshops for hospitals and health district offices in the provinces of KwaZulu-Natal, Mpumalanga and Limpopo, to build innovation capacity and encourage the sharing of innovative solutions with the health sector in South Africa. The approach will be to invite project implementers, the hospital CEOs, and district managers and other officials involved in innovation in these departments and facilities. The key beneficiaries of this initiative will be the Departments of Health, the hospitals and district health offices in the three provinces, and the citizens (health users).

#### 3. Scope of Work and Specifications

This consultancy entails:

- Facilitation (class training and develop experiential and replication tools) of 2-day **innovation workshops** for all hospitals and health district offices targeting CEOs and District managers in three provinces (KwaZulu Natal (2), Mpumalanga and Limpopo), for groups of not more than 30 delegates per workshop.
- Together with the identified health innovation ambassadors and the CPSI, assist and provide guidance with **developing replication and mainstreaming activities** for the innovative solutions shared at the workshops, including possible testing and piloting of selected solutions.
- **Facilitate possible replication** of the health sector innovations unearthed by the (CPSI).

- Write a **report** on the health sector workshops and knowledge sharing sessions.

The venues will be decided in consultation with the respective provincial health departments and the CPSI.

#### **4. Expected Outputs and Deliverables**

The consultant will deliver the following outputs:

- Workshop material
- Four x 2 day workshops in three provinces
- Tools and methodologies for possible replication
- Workshops reports

#### **5. Qualifications and Competencies**

The facilitator or service provider must demonstrate experience in facilitating public sector innovation and knowledge exchange interventions. He/She must possess the following qualifications:

- University degree in a relevant field (social sciences, information and knowledge management; international relations, development, etc)
- At least 8 years of relevant work experience in the innovation field in the public sector
- Good and demonstrable training, learning and facilitation skills
- Experience and ability to work with public officials at all levels
- Demonstrable experience in performing a similar assignment at least twice in the last three years
- Fluency in oral and written English

#### **6. Time Frames and Duration**

This contract will run from the period 13 June 2016 to 30 November 2017. The UNDP, in consultation with the CPSI, reserves the right to terminate the contract where there is dissatisfaction in terms of the supplier's performance.

#### **7. Project Management and Reporting Arrangements**

The consultant will work closely and report to the Chief Director: Enabling Environment at the CPSI (or any other person designated by the CPSI).

#### **8. Submission of proposal**

Service provider must submit proposals that includes:

- Three examples and references of similar work done.
- Profile or individual resume (CV), clearly showing the details of the consultant project and his/her qualifications and experience in facilitating innovation workshops and other knowledge exchanges
- Full cost proposal – professional fees; travel and accommodation; workshop venue costs and refreshments; and printing and publications costs, must be included in the proposal/submission.
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**9. Criteria for Selection of Best Offer**

<b>CRITERIA</b>	<b>GUIDELINES FOR CRITERIA APPLICATION</b>	<b>WEIGHT</b>
<b>COMPETENCE AND EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Understanding Public Sector Innovation, including support to innovation initiatives in government</li> </ul>	30
	<ul style="list-style-type: none"> <li>• Experience in facilitating training and learning workshops and other forms of learning and knowledge exchange</li> </ul>	40
	<ul style="list-style-type: none"> <li>• References of previous workshops (at least three examples)</li> </ul>	30
<b>TOTAL POINTS</b>		<b>100</b>