**Facilitation of the Strategic Planning Session Using the Scenario Planning Approach**

The Student Services division at Durban University of Technology (DUT) will be hosting its Strategic Planning Session for 2019 from 4-6 October 2018. The first day is dedicated to team building, while the last two days are set aside for the actual planning.

Student Services at DUT comprises of the following functions:

* Student Housing and Residence Life
* Financial Aid
* Sports
* HIV/AIDS and Counselling Services
* Student Governance.

The traditional approach to planning often focuses narrowly on the review of actual performance against the set targets, without an in-depth analysis of critical uncertainties and key drivers, from which organisations can be able to plot various plausible scenarios, ranging from the high road to low road. While the session will certainly start with the presentations from sub-divisional Heads of Departments on previous and/or current performance, we also hope to explore various situations that are likely to occur in the future which may affect our own desired goals.

It is against this background that DUT is inviting expert practitioners in the field of Scenario Planning to submit quotations for facilitation of the 2-day (5-6 October 2018) planning session. The successful service provider will also be expected to produce a professional report within 4 weeks after the session, with recommendations on Monitoring and Evaluation mechanisms. No payment will be done until the report is submitted, and the leadership of the Student Services Division will have satisfied itself about the quality of the report.

Queries can be sent to [dmohale@dut.ac.za](mailto:dmohale@dut.ac.za) and/or [dumathul@dut.ac.za](mailto:dumathul@dut.ac.za).

RFQ submissions must be dropped off, in sealed envelopes, into the Closed quotation box located at the Procurement Department, Ground Floor, opposite security, 41 – 43 M.L. Sultan road, Durban, 4001 by no later than 10am, 25 September 2018.

**Required compulsory documentation:**

1. Tax clearance with pin number
2. Valid BBBEE certificate
3. Company registration documents
4. Letters of references from three customers
5. Company profile