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Request for Quotations

RFQ: ERM2026/0428

Appointment of a Service Provider to Undertake a Special Review of Schools' Governance Documents, within Mahlabathini and Bergville CMCs, and Provide Value-Adding Recommendations (DUT2026/ERM0428)

Contact person	Ms Nonhle Ngubane (NgubaneSN@dut.ac.za)
Closing date and time for Submission	May 04 th , 2026, at 24H00
NB: No Late Bids, Telegraphic, faxed submissions will be accepted.	
Enquiries relating to the bid may be addressed to the DUT contact persons listed below:	
Enterprise Risk Management (ERM)	Technical Enquiries
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1.1 Purpose of the RFQ

To frame and introduce a professionally qualified professional service provider to carry out a special governance review of sampled public schools within the Mahlabathini and Bergville Circuit Management Centres (CMCs) with particular consideration to the design, integrity, alignment, and implementation of three important governance documents, that is:

- School Improvement Plan (SIP)
- School Self-Evaluation (SSE)
- Annual Academic Performance Report (AAPR)

The review aims to evaluate the effectiveness of governance, the correspondence of the stakeholder point of views and risks that might occur due to the weaknesses in documentation or misalignment of the processes.

1.2 Background and Objective

- 1.2.1 The University, via its Enterprise Risk Management (ERM) role and in partnership with other stakeholders, has been co-facilitating risk management workshops with the Department of Education in the Mahlabathini and Bergville CMCs.
- 1.2.2 To enhance governance practice in participating schools, it is necessary to assess the strength, credibility, and actual implementation of core governance documents provided by the participating schools.
- 1.2.3 Identify potential governance risks arising from misalignment, poor design, weak implementation, or inadequate reporting practices.
- 1.2.4 Provide actionable and value-adding recommendations to enhance governance maturity and reporting quality within the schools.

1.3 Scope of Work

The appointed service provider will be required to undertake the following:

1.3.1 Population Determination

- Extract and compile a complete population of all schools within the Mahlabathini and Bergville CMCs.
- Determine which schools participated in the risk management workshops co-facilitated by the Department of Education and DUT.
- Use this population as the basis for developing a defensible sampling methodology.

1.3.2 Stakeholder Engagement

1.3.2.1 Engage with the two Chief Education Specialists (CESs) responsible for Mahlabathini and Bergville CMCs to:

- Understand their expectations of schools.
- Identify key areas of improvement.
- Determine perceived hurdles to full adherence to governance requirements.

1.3.2.2 Engage with KwaZulu-Natal Department of Education officials within the Internal Audit Function (IAF) and the Risk Management Function to similarly obtain insights into their governance related expectations, the recurring weaknesses, and any systemic risks pertaining to the schools.

1.3.2.3 Solicit the perspectives of selected school principals through:

- Structured telephonic interviews; and/or
- A brief survey questionnaire

1.3.2.4 Analyse and compare perspectives across stakeholders to determine:

- Alignment or divergence of views
- Governance risks arising from such misalignment
- Impact on reporting processes and institutional compliance

1.3.3 Sampling and Document Review

I.3.3.1 Select a sample of schools using a defensible, fit-for-purpose sampling methodology (e.g. risk-based, stratified, or random sampling) – in consultation with the KZN DOE and the CMC Chief Education Specialists (CESs) .

I.3.3.2 Obtain and review the following three governance documents for each selected school:

- School Improvement Plan (SIP)
- School Self-Evaluation (SSE)
- Annual Academic Performance Report (AAPR)

I.3.4 Governance Document Evaluation

For each of the three governance documents, the service provider must:

I.3.4.1 Review the design of the document:

- Structure and logical flow
- Clarity of objectives
- Measurability of indicators
- Internal consistency

I.3.4.2 Review the content quality:

- Adequacy and completeness of information
- Substantive evidence supporting reported outcomes
- Consistency between reported performance and underlying data (where applicable)
- Alignment between SSE findings and SIP interventions

I.3.4.3 Evaluate the integrity of information provided:

- Accuracy and reliability
- Existence of supporting portfolio of evidence
- Timeliness of submission
- Adherence to reporting guidelines

I.3.4.4 Assess the timing and reporting cycle:

- Alignment between SSE completion and SIP development
- Quarterly reporting practices
- Responsiveness to identified weaknesses

I.3.4.5 Identify governance risks arising from:

- Weak document design
- Inadequate implementation
- Misalignment between stakeholders
- Insufficient monitoring and oversight

I.3.5 Comparative and Risk Analysis

I.3.5.1 Analyse trends, recurring weaknesses, and systemic governance gaps across the sampled schools.

I.3.5.2 Identify areas of good practice that may be shared as exemplars.

I.3.5.3 Provide recommendations aimed at strengthening:

- Governance maturity
- Reporting accuracy
- Stakeholder alignment
- Accountability mechanisms

I.4 Deliverables

The appointed service provider shall provide:

I.4.1 A detailed governance review report containing:

- Executive summary
- Methodology used
- Key findings per governance document
- Identified risks
- Areas of divergence in stakeholder perspectives
- Strengths and commendations
- Practical, actionable recommendations

I.4.2 Supporting documentation outlining:

- Sampling methodology
- Stakeholder engagement approach
- Analytical tools used

I.4.3 A presentation of findings to ERM and relevant stakeholders (if required).

I.5 Duration of the Project

The appointed service provider is expected to complete the review within 6 weeks from date of appointment.

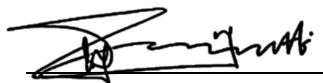
Weekly progress updates may be required.

Both turnaround time and cost-effectiveness will be key considerations in awarding the project.

I.6 Conclusion

In light of the above, your firm is invited to submit a quotation in accordance with the Scope of Work contained in Section 1.3 above.

Sign-off:



Sikhuthali Nyangintsimbi

Chief Risk Officer

Date: April 28th, 2026