

REQUEST FOR QUOTATIONS

(RFQ Reference Number- FACILFSTC2026/01)

Request for Quotation (RFQ): Facilitator Services for FS Code Review

OPENING DATE: TUESDAY, 14 JULY 2026

CLOSING DATE: WEDNESDAY, 22 JULY 2026

TIME: 16h00

Terms of Reference (ToR) for the Appointment of an External Facilitator

1. Background

The Financial Sector Transformation Council (FSTC) is a non-profit organisation mandated in accordance with the Financial Sector Code (FS Code), gazetted under Section 9 (1) of the Broad-Based Black Empowerment (B-BBEE) Act 46 of 2013, to drive and measure transformation within the financial services sector of South Africa. The FSTC executes its transformational pursuits through its constituencies, which are Trade Associations, Government, Nedlac Organised Labour (Labour), Nedlac Organised Community (Community), and the Association of Black Securities and Investment Professionals (ABSIP).

In line with its fiduciary responsibilities, the FSTC is responsible for developing and updating the FS Code to contribute to South Africa's transformation imperatives. The FSTC is currently in the process of reviewing its sector-specific code and requires the services of an independent, senior external facilitator who will lead and guide the stakeholder engagements during this process.

This individual will serve as the primary interface between the organization and its direct stakeholders involved in the review process and is expected to build strong working relationships with constituency representatives. This individual will help bring members to a decision and a way forward that manages corporate reputation and mitigates regulatory and policy risks.

2. Objective of the Assignment

The primary objective of this RFQ is to appoint a qualified facilitator with a proven track record in facilitating multi-stakeholder engagements. The successful candidate must possess strong communication, interpersonal, and stakeholder engagement skills, with the ability to manage a diverse group of participants efficiently. The facilitator will lead stakeholder engagements in a structured, impartial, professional, and productive manner. The facilitator will also support effective dialogue to surface areas of agreement and contestation, foster collaboration, facilitate discussions surrounding decision-making, and help build consensus among participants.

3. Scope of Work

The scope of the facilitator shall include, but not be limited to:

3.1 Facilitation Preparation

The facilitator shall:

- Lead the facilitation of stakeholder engagement sessions, manage communications, conflict, and collaboration in order to make effective decisions on the review of the FS Code;
- Review meeting agendas and supporting documentation provided by the FSTC;
- Be involved in pre-engagement meetings with the FSTC representatives and drafting team where necessary;
- Familiarise themselves with meeting goals and expected outcomes;
- Guide appropriate engagement approaches and facilitation methods, where required;
- Will work with the FSTC internal team and drafters in preparation for the engagements;
- The candidate will also work with FS Code drafting team, sharing insights and outcomes of the review sessions.

3.2. Facilitation of Multi-Stakeholder Engagements

The facilitator shall:

- Chair and facilitate stakeholder engagement sessions in a professional, impartial and inclusive manner;
- Introduce meeting objectives of each engagement.
- Guide discussions in accordance with the approved agendas;
- Manage stakeholder interactions effectively and fairly;
- Ensure all viewpoints are heard, appropriately acknowledged and documented;
- Address conflicts that may arise during engagements, de-escalate any tension, and encourage cooperative problem-solving;
- Translate or clarify any misunderstood point raised within the engagement;
- Facilitate discussion around decision-making;
- Always maintain neutrality, impartiality, and objectivity throughout all stakeholder engagements.

4. Deliverables

- Successfully facilitate all scheduled stakeholder workshops, seminars, consultations, and review sessions in accordance with the approved agenda and objectives;
- Provide a summary report or outcome document after each session capturing key discussions, stakeholder inputs, decisions, recommendations, action items, and agreed next steps;
- Maintain a record of agreed decisions, action items, responsible parties, and timelines arising from each engagement;
- Submit a final consolidated report summarizing the stakeholder engagements conducted at the end of the project.

5. Duration

- The review process of the FS Code is for a period of 6 months, which includes the drafting of the actual amended FS Code for gazetting. The facilitator is to consider this when proposing their approach for the deliberations;
- Ensure delivery milestones, quality standards, and client expectations are consistently met.

6. Eligibility and Qualification Requirements

Interested individuals must demonstrate:

- A postgraduate degree (NQF 8) in Stakeholder Relations / Communications, Management or Leadership;
- At least 8 years relevant experience, including a minimum of 5 years in a senior management level with extensive experience in facilitating stakeholder engagements (preferably within the finance sector, corporate environment, government, or NGOs);
- Proven track record in identifying, designing and implementing appropriate stakeholder engagement techniques and approaches to facilitate workshops, seminars and/or consultations for diverse groups of approximately 20 participants or more;
- Strong mediation, facilitation, communication, and active listening skills to enable productive stakeholder engagements;
- The ability to manage discussions objectively and impartially, demonstrating proficiency in risk and conflict management;

- Experience delivering projects within public sector, state government, or highly regulated environments;
- Experience in producing meeting reports, summaries, or outcome documents;
- The facilitator must be independent from the FSTC and its direct members (no conflict of interest);
- Capacity to deliver within the stipulated timeframe.

7. Submission Requirements

- Comprehensive CV (Qualifications, certifications, and professional memberships);
- Facilitation proposal outlining approach and methodology
- Facilitation portfolio and references from previous organisations or employers.
- Facilitation quotation
- Must be based in Gauteng (Johannesburg/ Pretoria)

9. Submission Details

- Submission documents must be submitted electronically to: boselet@fstc.org.za
- Closing Date: 22 July 2026 (Information Session will be held on the **16th of July 2026, 2pm- Please register for session via the following link:** <https://forms.office.com/r/F0dkz7xKvB>)
- Late submissions will not be considered.
- Only short-listed candidates will be contacted.

10. Inquiries

All inquiries must be submitted in writing to Bosele Tladi at boselet@fstc.org.za

Disclaimer

This RFQ does not constitute an offer by the FSTC, but an invitation to eligible and interested service providers to submit proposals.

- No contractual obligation shall arise from this process until a formal contract is signed;
 - The FSTC reserves the right to withdraw, amend, or foreclose the RFQ at any stage;
 - Non-compliance with submission instructions will result in automatic disqualification;
 - The service provider shall bear all costs of preparation and submission;
 - By submitting information, the service provider consents to the processing of personal information in terms of the Protection of Personal Information Act (POPIA), No. 4 of 2013, and indemnifies the FSTC against any claims arising from non-compliance.
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