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**TERMS OF REFERENCE FOR THE CHDA POLICIES REVIEW, AMENDMENTS AND ALIGNMENT SERVICES**

The Chris Hani Development Agency (CHDA) hereby seeks services of a suitable and professional Consultant for the provision of CHDA Policies Review, Amendments and Alignment Services according to the following terms of reference:

* Review, amendment and alignment of thirty Policies which are listed on the Policy Register.
* Assessment and alignment of three new Policies which are listed on the Policy Register.
* The review will be conducted in line with recommendations from the CHDA Officials and from the Board of Directors.
* The review and or amendment of Performance Management Systems, procedures, draft performance agreement template, with aligned score card, personal development plan as part or annexure to the Performance Agreement, Performance assessment systems and reporting framework.
* The Policy Register must also be reviewed and updated.
* The services must be done in consultation with the responsible Managers.
* The services must be completed within a period of seven calendar days.
* The draft report will be presented to the CHDA Management Team and Staff members in sessions that must not be more than two days.
* The final report must be submitted within a period of five calendar days after the draft report had been presented and discussed.
* The consultation and the presentations must be conducted in CHDA offices at number 15 Warner Street in Komani.
* The Project Manager will be the ACEO and assisted by the Executive Manager: Operations.

# POLICY REGISTER

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Category** | **Policy Name** | **Status** | **Structure Responsible** | **Status** | **Responsible Office** | **Priority Number** | **Year of Approval** |
|  | **Risk and Audit Policies** | Internal Audit Activity Charter | Final | Audit and Risk Committee | Approved | CEO Office |  | Year 2022 |
|  | Audit & Risk Committee Charter | Final | Audit and Risk Committee | Approved | CEO Office |  |  |
|  | Risk Management Policy | Not reviewed | Audit and Risk Committee | Not approved | CEO Office |  | Year 2017 |
|  | Risk Management Framework | No draft | Audit and Risk Committee |  | CEO Office |  |  |
|  | Fraud and Prevention Policy | Not reviewed | Audit and Risk Committee | Not approved | CEO Office | 1 | Year 2017 |
|  | Performance Management Policy | Not reviewed | Audit and Risk Committee | Not approved | CEO Office | 1 | Year 2019 |
|  | Compliance Register framework | Reviewed | Audit and Risk Committee | Approved | CEO Office |  | Year 2022 |
|  | **Governance Policies** | Board Charter | Final | Governance Committee | Approved | CEO Office | 1 | Year 2022 |
|  | HRRE Committee Charter | Not reviewed | Governance Committee | Not approved | CEO Office |  |  |
|  | Audit and Risk Committee Charter |  | Governance Committee |  | CEO Office |  |  |
|  | Project and Investment Committee Charter | Not approved | Governance Committee | Not approved | CEO Office |  |  |
|  | Governance Committee Charter | Not approved | Governance Committee | Not approved | CEO Office |  |  |
|  | Delegations Framework | Not approved | Governance Committee | Not approved | CEO Office | 1 |  |
|  | **Fleet and Supply Chain Management Policies** | Supply Chain Management Policy | Reviewed | PFI Committee | Not Approved | Finance Office | 1 | Year 2020 |
|  | Contracts Management Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2019 |
|  | Cost Management Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2020 |
|  | Fleet Management Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2017 |
|  | **Finance and Budget Management Policies** | Budget Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2020 |
|  | Petty Cash Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2020 |
|  | Asset Management Policy | Reviewed | PFI Committee |  | Finance Office | 1 | Year 2020 |
|  | Investment and Reserve Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2020 |
|  | Credit Management Policy | Reviewed | PFI Committee | Not approved | Finance Office | 1 | Year 2020 |
|  | **Administration Policies** | Substance and Travel Policy | Reviewed | HRRE Committee | Not approved | Corporate Service | 1 | Year 2017 |
|  | Telephone and Cell phone Policy | Reviewed | HRRE Committee | Not approved | Corporate Service | 1 | Year 2017 |
|  | ICT Policy | Reviewed | HRRE Committee | To be reworked | Corporate Services | 1 | Year 2019 |
|  | ICT Charter | Reviewed | HRRE Committee | Submitted | Corporate Services | 1 | Year 2019 |
|  | Code of Business Ethics Policy |  | HRRE Committee | Not approved | Corporate Service | 1 |  |
|  | **Human Resource Policies** | Recruitment Policy | Reviewed | HRRE Committee | Not approved | Corporate Service | 1 | Year 2015 |
|  | Employee Termination of Service Policy | Reviewed | HRRE Committee |  | Corporate Service | 1 | Year 2017 |
|  | Employee Code of Conduct | Reviewed | HRRE Committee | Not approved | Corporate Services | 1 | Year 2017 |
|  | Material Terms and Conditions of Employment | Reviewed | HRRE Committee | Not approved | Corporate Services | 1 | Year 2019 |
|  | Attendance and Leave Policy | Reviewed | HRRE Committee | Not approved | Corporate Services | 1 | Year 2019 |
| 1. S | Staff and Training Development Policy | Reviewed | HRRE Committee | Not approved | Corporate Services | 1 | Year 2017 |
|  | Study Bursary Assistance Policy | Reviewed | HRRE Committee |  | Corporate Services |  |  |
|  | Disciplinary Policy and Procedure | Reviewed | HRRE Committee |  | Corporate Services | 1 | Year 2017 |
|  | Employee Grievance Policy and Procedure | Reviewed | HRRE Committee |  | Corporate Services | 1 |  |
|  | Employment Equity Policy | First draft | HRRE Committee | First draft | Corporate Service |  |  |
|  | Remuneration Policy | First draft | HRRE Committee |  | Corporate Services |  |  |
|  | Succession, Attraction and Retention Policy | First draft | HRRE Committee |  | Corporate Services |  |  |