

1. Background

Dikuno Tsa Sechaba Trust “the Trust” is a community development-focused Trust established to administer and support programmes intended to deliver sustainable socio-economic benefits to communities and other identified beneficiaries. Effective governance is central to the Trust’s ability to discharge its fiduciary responsibilities, maintain stakeholder confidence, exercise appropriate oversight and ensure that community development resources are managed responsibly.

The Trust therefore intends to appoint a suitably qualified and experienced service provider to facilitate practical training on King V and its application to the governance of a community development trust. The training should be tailored to the Trust’s operating environment and Trust Deed rather than being limited to a generic governance presentation.

2. Purpose of the RFQ

The purpose of this RFQ is to obtain a quotation from suitably qualified training providers for the design and delivery of a King V governance training programme for the Trust’s Board of Trustees and administration/ operations team.

3. Objectives of the Training

- Develop a practical understanding of King V and its relevance to the Trust.
- Explain the principles, recommended practices and intended outcomes of King V in a manner appropriate to a community development trust.
- Clarify the roles and responsibilities of the Board, Chairperson, committees, trustees, and operations/ administration in promoting effective governance.
- Strengthening understanding of fiduciary duties, ethical leadership, accountability, transparency and responsible decision-making.
- Explain the relationship between governance, strategy, risk management, performance, stakeholder relationships and sustainability.
- Improve the Board’s ability to exercise effective oversight of community development programmes, funding, assets and stakeholder commitments.
- Identify governance gaps or improvement opportunities that may be addressed through Board and committee practices.
- Provide practical tools and recommendations that can be incorporated into the Trust’s governance arrangements.

4. Scope of Work

The appointed service provider will be expected to develop and deliver a structured training programme covering, at minimum, the following areas:

- Overview and evolution of King V and its key concepts.
- Application of King V principles and recommended practices to a community development trust.
- Board and trustee/director effectiveness, composition, independence, collective competence and succession.
- Leadership by the Chairperson and effective functioning of the Board.
- Board committees, delegated authority and reporting lines.
- Fiduciary responsibilities, duties of trustees/directors and governance accountability.
- Ethical and effective leadership, organisational culture and responsible decision-making.
- Strategy, performance and oversight, including alignment between purpose, strategy and community impact.
- Risk governance, internal controls, assurance and the role of the Board in oversight.
- Stakeholder inclusivity and responsible engagement with beneficiaries, communities, funders, regulators and other stakeholders.
- Sustainability, social impact and responsible stewardship of Trust resources.
- Transparency, disclosure, reporting and governance documentation.
- Conflicts of interest and management of related-party matters.
- Governance of community development projects, funding allocations, procurement and Trust assets.
- Practical application of King V through case studies, scenarios and Board-level exercises.
- Key governance actions and recommendations for the Trust following the training.

5. Expected Training Approach and Deliverables

The Trust prefers an interactive and practical training approach that enables participants to apply King V concepts to actual governance situations. The service provider should, where appropriate, use case studies, facilitated discussions, governance scenarios, self-assessment exercises and practical examples.

- Training programme/agenda and learning objectives.
- Participant materials, including presentation slides and relevant reference material.
- Facilitated King V training session(s) of the proposed duration.
- Practical exercises or case studies relevant to a community development trust.
- Attendance register and/or participant confirmation.
- Brief post-training report summarising the training delivered, key themes arising and recommended governance focus areas.
- Certificates of attendance/completion, where offered by the service provider.
- Electronic copies of all training materials supplied to the Trust.

6. Minimum Requirements

- Demonstrable expertise in corporate governance and King IV/King V-related governance frameworks and practices.
- Relevant experience delivering governance training to Boards, trustees, non-profit organisations, trusts, public-interest entities or community development organisations.
- Qualified and suitably experienced facilitator(s) with strong practical governance expertise.
- Ability to tailor the content to the legal, governance and operational context of the Trust.
- At least three relevant client references or examples of comparable assignments.
- Professional indemnity and/or other relevant insurance cover, where applicable.
- Valid business registration and applicable tax compliance documentation.
- Where applicable, evidence of relevant professional memberships, qualifications or accreditations.

7. Quotation requirements

- Company/service provider profile.
- Detailed understanding of the RFQ and proposed approach.
- Proposed training programme and agenda.
- Facilitator profile(s), qualifications and relevant experience.

- Description of comparable assignments and client references.
- Detailed fee proposal, clearly distinguishing professional fees, preparation, facilitation, materials, travel, accommodation, venue-related costs and applicable taxes/VAT.
- Any assumptions, exclusions or additional costs.
- Proposed training date(s) and quotation validity period.
- Banking details and supplier information, if required for onboarding.
- Relevant supporting compliance documents.

8. Confidentiality and Intellectual Property

The appointed service provider will be required to maintain the confidentiality of information obtained from the Trust during the assignment. Any Trust-specific information, documentation or records supplied to the service provider shall be used solely for purposes of the assignment. The ownership and permitted use of training materials should be clearly stated in the quotation.

9. General Conditions

- The Trust reserves the right to accept or reject any quotation, in whole or in part, without being obliged to provide reasons.
- Issuance of this RFQ does not constitute an offer or create any obligation on the part of the Trust to appoint a service provider.
- The Trust may request clarification or additional information from any bidder during the evaluation process.
- The Trust may negotiate the scope, methodology, timing and fees with the preferred service provider.
- All costs incurred by bidders in preparing and submitting quotations will be for their own account.
- The successful service provider will be required to comply with the Trust's applicable procurement, governance, confidentiality and administrative requirements.
- The quotation should remain valid for at least 30 calendar days from the closing date unless otherwise stated.

10. Submission of Quotations

Completed quotations and supporting documents should be submitted electronically to the contact person/email address stated in this RFQ by the closing date and time indicated.

Late submissions may be considered non-responsive, subject to the Trust's procurement requirements.

Subject line: RFQ – King V Governance Training – Client Name

Closing Date: **05 November 2026 at 14:00**

Submission Email: Procurement@dikuno.org.za

11. Declaration by Service Provider

By submitting a quotation, the service provider confirms that it has reviewed this RFQ, understands the requirements and has provided accurate information regarding its qualifications, experience, proposed personnel, methodology and pricing.

Service Provider Name	
Authorized Representative	
Designation	
Signature	
Date	