NETWORK FACILITATOR GUIDELINES

BLACK BUSINESS SUPPLIER DEVELOPMENT PROGRAMME (BBSDP)
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1. **Overview**

1.1. The Black Business Supplier Development Programme (BBSDP) was introduced in 2002 in order to address the constraints that many black-owned small enterprises faced in participating in the mainstream economy. The usual constraints were that these enterprises had limited access to competitive markets, most of their products could not meet the required quality standards and that most lacked the management skills to operate growing enterprises.

1.2. The programme started as a pilot project under the auspices of the World Bank and was taken over by the Department of Trade and Industry (the dti) after its inception. the dti is re-launching the programme with an aim to reach more entrepreneurs, broaden the activities eligible for assistance and increase the level of funding support in order to achieve higher impact on targeted enterprises.

1.3. The BBSDP provides a matching grant to enterprises to assist them in improving their competiveness, through for instance upgrading managerial capabilities, market development and quality improvements projects.

1.4. There are already a variety of support measures available through the dti and its agencies that would complement the roll-out of the revised BBSDP. I encourage entrepreneurs to make use of this facility and grow their businesses to their full potential.

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Dr Rob Davies MP  
Minister of Trade and Industry  
Date: 12 / 06 / 2009
2. Definition of Network Facilitator

2.1 Network Facilitators (NF’s) are independent contractors who act as honest brokers between the dti and black enterprises seeking assistance under BBSDP.

2.2 By soliciting applications from these enterprises, NFs are privy to sensitive business information and are thus expected to abide by the principle of uberrima fides, or “the highest duty of good faith, integrity and honesty” towards the applicants.

2.3 NFs will be expected to register for training through the dti and will receive proof that training has been completed successfully.

2.4 NF’s will be rewarded for certain services rendered. This does not establish any relation of employment, agency or representation between the NF and the dti. The NF remains an independent entity, working for his or her own account.

3. Roles and responsibilities of a Network Facilitator

3.1 Assist Industrialists / Enterprises in completing BBSDP application.

3.2 Conduct Picking Sound Companies (PSC) and/or Company diagnostic (CD) before submitting an application.

3.3 Ensure that the applicant complies with mandatory requirement of BBSDP.

3.4 Assist and co-operate in the event of any investigation on which the NF may have information.

3.5 Immediately inform TEO of any corruption or fraud which comes to its knowledge, whether in connection within the NF, within TEO, with the industrialist/enterprise, or in connection with any other network facilitator or industrialist/enterprise.

3.6 Identify and recommend Service Providers to TEO that will assist industrialist/enterprise in implementing agreed approved interventions.
3.7 Ensure that the three quoting Service Providers are of same level in terms of quality services to be rendered.

4. **Network Facilitators’ eligibility and selection criteria**

4.1 The applicant should be a registered entity (PTY Ltd, Co Operative, CC or individuals etc), with business premises from which the business is operated.

4.2 The entity should provide a valid tax certificate.

4.3 The individuals assigned as facilitators must have a degree or equivalent professional qualification or diploma or at least 3 years relevant experience. **the dti reserves the right to verify these qualifications.**

4.4 Individuals must have basic office infrastructure including internet connectivity (1 gigabyte).

4.5 Applicants must possess intermediate level competency in MS OFFICE applications mainly Word, Excel & PowerPoint.

4.6 As a requirement for registration as a Network Facilitator, qualified individuals must attend a business assessment course (use of diagnostic tools) organised and approved by **the dti**, and be able to use the tool.

4.7 On successful completion of the training programme, a Network Facilitator will be required to enter into a agreement with **the dti**, after which his/her name will be logged in a register, and the individual will receive a card identifying him or her as BBSDP NF. This agreement, which is endorsed by **the dti**, is valid 12 months, after the last signature by **the dti** official and is renewable.

4.8 Any breach of the highest duty of good faith placed in an NF- as set out earlier in this document – or wilful or grossly negligent actions relating to his or her role as NF may result in the agreement and identification tag being recalled and this fact being published in the register of NF's.

5. **Network Facilitator Training**

**Essential foundation modules**

5.1 Ethics in consulting

5.2 Picking Sound companies

5.2 Company diagnostics tool

5.3 Business writing and presentation
5.4 Basic understanding of company accounts & financial decisions
5.5 Client & assignment management

6. Payment of Network Facilitators

6.1 A Network Facilitator will submit a claim for facilitation fee on approval of the project by adjudication Committee.

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<thead>
<tr>
<th>Facilitation Services</th>
<th>Fees</th>
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<tr>
<td>Rapid assessment / appraisal</td>
<td>R6000</td>
</tr>
<tr>
<td>Completing BBSDP application process (application form, TORs, quotations)</td>
<td>R4000</td>
</tr>
<tr>
<td>Company diagnostic &amp; financial projections</td>
<td>R 11 100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>R10 000 - R21 100</strong></td>
</tr>
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Facilitation fee payment guide

6.1.1 For projects less than R75 000, a facilitation fee of 10% of the cost of the project will be paid and only a PSC report.

6.1.2 A facilitation fee of R10 000 will be payable for all applications exceeding R75 000 but less than or equal to R125 000 plus 20% of the difference between R130 000 and R75 000 on condition that a company diagnostic tool has been performed. The maximum payment in this regard is R 21 100.

Formulae:

Facilitation fee = R10K + (20% * amount)

Important note: Amount is the difference between an incentive value greater than R70 000 but less than or equal to R125 000.
7. Submission of Applications

Applications should be submitted to the following address:

Attention: Programme Manager: BBSDP, The Enterprise Organisation

Physical Address:
the dti Campus
77 Meintjes Street
Sunnyside, Pretoria
0002

For further assistance, please contact the Applications Helpdesk:
Tel No: 012 394 1438 / 1426 / 1423
Fax No: 012 394 2438
Website: www.thedti.gov.za
Call Centre: 0861 843 384
Appendix A: Glossary of definitions

**Applicant**
Mean an enterprise applying for BBSDP grant.

**Network Facilitator (NF)**
Means an individual who assists enterprises in compiling BBSDP proposals and ensures that a successful claim of an approved project is submitted.

**Service Provider**
Means an individual or enterprise that renders a service (in terms of the approved projects and/or activities to an approved BBSDP beneficiary).

**Pro bono**
Means ‘for the public good’ and is used to describe professional work undertaken voluntarily and without payment as a public service, where the specific skills of network facilitators (NF’s) will be used to provide services to those who are unable to afford them.
Appendix B: Abbreviations and Acronyms

<table>
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<th>Acronym</th>
<th>Description</th>
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<td>BBSDP</td>
<td>Black Business Supplier Development Programme</td>
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<tr>
<td>NF's</td>
<td>Network Facilitators</td>
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<tr>
<td>TEO</td>
<td>The Enterprise Organisation</td>
</tr>
<tr>
<td>the dti</td>
<td>The Department of Trade and Industry</td>
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**the dti Customer Contact Centre**
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