

TERMS OF REFERENCE FOR THE APPOINTMENT OF CHAIRPERSONS FOR THE CBE BUILT ENVIRONMENT STAKEHOLDER ENGAGEMENT FORUMS

1. Background to the CBE

- 1.1. The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an entity of the National Department of Public Works and Infrastructure. The CBE is responsible for regulating the following Councils for the Built Environment Professions in South Africa:
- i. South African Council for the Architectural Profession (SACAP)
 - ii. South African Council for the Landscape Architectural Profession (SACLAP)
 - iii. Engineering Council of South Africa (ECSA)
 - iv. South African Council for the Property Valuers Profession (SACPVP)
 - v. South African Council for the Project and Construction Management Professions (SACPCMP)
 - vi. South African Council for the Quantity Surveying Profession (SACQSP)
- 1.2. The objectives of the CBE as per section 3 of the CBE Act are to:
- a) promote and protect the interest of the public in the built environment;
 - b) promote and maintain a sustainable built environment and natural environment;
 - c) promote ongoing human resources development in the built environment.
 - d) facilitate participation by the built environment professions in integrated development in the context of national goals;
 - e) promote appropriate standards of health, safety and environmental protection within the built environment;
 - f) promote sound governance of the built environment professions;
 - g) promote liaison in the field of training in the Republic and elsewhere and to promote the standards of such training in the Republic;
 - h) serve as a forum where the built environment professions may discuss the relevant.

2. Background to the Assignment

- 2.1. The CBE Act mandates the CBE to advise Government on any matter that falls within the Built Environment, as well as to create platforms for engagements. Following the 2019 Transformation Indaba, the Transformation Collaborative Forums (TCF) were established in 2020 by the CBE in collaboration with the Department of Public Works and Infrastructure (DPWI) to take charge of and drive specific topical issues relating to transformation.

- 2.2. In 2024, the 6th Term Council reconfigured the TCF into Built Environment Stakeholder Engagement Forums (BESEF). This change was aimed at enhancing alignment with the CBE Act, optimizing efficiency, fostering innovative integration, and adapting to change. The BESEF, with support from the Minister and the Deputy Minister of DPWI, are commissioned to engage with all relevant departments and industry role players to resolve key priority challenges identified by stakeholders. The BESEF will then further engage the sector on key issues by means of annual webinars rolled out on the CBEs online knowledge sharing and sector consultation platform. The following BESEF sub-Forums have respectively been established:
- 2.2.1. **Transformation Forum:** This Forum will address key deliverables from the previous Transformation Collaborative Forums (TCF) within specific focus on policy reform, procurement, socio-economic development, the Built Environment Women’s Network, the empowerment of persons with disabilities, and youth development.
- 2.2.2. **Built Environment Matters Forum:** This Forum will focus on engaging with and discussing key issues relevant to the built environment, including public protection and safety, legislative frameworks, environmental sustainability, and human resource development.
- 2.3. BESEF must convene at least once annual, however more frequent engagements will be required through working groups/streams depending on the task at hand. Each respective BESEF is guided by their own Terms of Reference containing topic specific objectives, deliverables and associated timelines. Deliverables of each BESEF is to be achieved through cooperation and sharing of responsibilities by government, private sector and all built environment sector players.

3. Purpose of the Assignment

- 3.1. The CBE seeks to appoint two BESEF Chairpersons for the **Transformation Forum** and the **Built Environment Matters Forum** respectively for a period of the two years. The CBE will rely on the various Voluntary Associations to nominate individuals who will be willing and capable to assume the role and responsibilities of BESEF Chairpersons. These individuals should ideally hold a Masters degree with extensive experience in the built environment and associated disciplines and should specialise in one or more of the below subject areas relating to the BESEF:
- Women Empowerment
 - Youth Development
 - The empowerment of Persons with Disabilities
 - Policy Reform

- Procurement
- Public Protection
- Universal Access
- Health and Safety
- Environmental Sustainability
- Human Resource Development

3.2. A motivation letter should be submitted indicating the BESEF which they are being nominated for, as well as specifying their unique expertise in relation to the specific BESEF subject areas. This should be accompanied by a completed and signed of nomination form and a detailed Curriculum Vitae (CV) of the nominated individual.

4. Scope of work

The appointed Chairpersons will be responsible for the following main areas:

4.1. To provide leadership.

The overarching role of the chairperson is to provide leadership. These individuals must be effective strategists and great networkers who is committed to driving transformation actions and plans. Consequently, the Forum chair(s) have a strategic role to play in representing the vision and purpose of a Forum(s).

4.2. To ensure the management Forum functions properly.

The Forum chair(s) are responsible for making sure that each meeting is planned with clear directives. The meetings must be conducted according to the BESEF Terms of Reference and should deal with matters in an orderly and efficient manner.

4.2.1. The Forum chair(s) must ensure that his/her Forum members provide essential skills and expertise to create a collaborative effort in order to build and lead the team.

4.2.2. To keep track of the progress of the Forum a regularly review on the Forum's performance to identify and manage the Forum's shortcomings. In that case Forum chair(s) should make evaluations on whether a Forum functions properly and that there is full participation at meetings, that all relevant matters are discussed so that effective decisions are carried out.

4.3. Internal Staff

The Forum chair(s) will liaise with the Chief Executive Officer, Chief Transformation Officer, Specialists responsible for the sub-forum working streams/groups through the TCF Secretariat.

4.4. **To represent the organisation as its figurehead.**

The Forum chair(s) may from time to time be called upon to represent the organisation and sometimes be its spokesperson at, for example, functions or meetings. Therefore, the Forum chair(s) should be able to communicate effectively the vision and purpose of the organisation

4.5. **Other responsibilities overseen by committee chair(s) include:**

- 4.5.1. To determine, attend and run committee meetings
- 4.5.2. Carry out agreed actions set by the committee
- 4.5.3. To ensure matters are dealt with in an orderly, efficient manner.
- 4.5.4. To bring impartiality and objectivity to meetings and decision-making.

5. **Timeframes**

The Chairpersons are expected to serve for a period of three years as and when required for a specific project or assignment.

6. **Required Expertise**

Interested applicant should possess the following:

Qualifications and Professional experience: A minimum of a Masters degree in one of qualifications in the disciplines within built environment or related fields, with demonstrated experience in any of the following fields in the context of the built environment:

- Women Empowerment
- Youth Development
- The empowerment of Persons with Disabilities
- Policy Reform
- Procurement
- Public Protection
- Universal Access
- Health and Safety
- Environmental Sustainability
- Human Resource Development

7. Remuneration

- 7.1. The appointed chairpersons will receive remuneration within set time frames based on the CBE Council approved hourly fee rate for chairpersons, kindly note that employees of government will not qualify for remuneration.
- 7.2. Travel and accommodation could be required and will be reimbursed. The CBE could also request Chairpersons to participate in stakeholder engagements under the CBE umbrella. The CBE will approve the travel and accommodation requests for each respectively.
- 7.3. The following incidental costs will be covered by the contract: local travel expenses (km) required to execute the assignment – must be accompanied by a signed claim form detailing the make and model of vehicle used as well as the extent, purpose, and date of travel – in line with the Department of Transport approved rates.

8. Reporting

The Built Environment Stakeholder Engagement Forums (BESEF) report directly to the Built Environment Transformation Committee (BETC) which is a formal committee of the Accounting Authority. Reports will be submitted through the CBE Secretariat Specialist.

9. Monitoring and Evaluation

The Chairpersons will be expected to meet timelines set out by the BESEF Terms of Reference. Indicators and targets will be determined at BESEF and Council level. The CBE will be responsible for quality control of the process and the quality assurance outputs produced by the respective BESEF.