

**SKILLS FRAMEWORK FOR SECURITY  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Business Management					
<b>TSC</b>	Contract Management					
<b>TSC Description</b>	Manage contract creation, evaluation, negotiation, and tendering to fulfil contractual requirements for the bidding organisation					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>SEC-LDR-3001-1.1</b>	<b>SEC-LDR-4001-1.1</b>		
			Collaborate with stakeholders to prepare contracts and tender documents	Review contracts and tender documents to ensure alignment to business requirements and negotiated terms		
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Procedures and guidelines for contract and tender document formulation and amendments</li> <li>Industry standards for service agreements</li> <li>Relevant stakeholders involved in contact creation</li> </ul>	<ul style="list-style-type: none"> <li>Definition of tender and tender specifications</li> <li>Tender process management</li> <li>Tender and quotation requirements</li> <li>Types of tenders</li> <li>Regulatory and organisational requirements for tenders</li> <li>Critical information in tender documents</li> <li>Stakeholders and their roles on assessment of organisational capabilities</li> <li>Types of components for computation of costs and to meet tender requirements</li> <li>Factors vitiating, terminating and breaching a contract</li> <li>Methods to assess stakeholders</li> </ul>		
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Analyse and document contractual and tender terms</li> <li>Collaborate with relevant stakeholders to ensure contract and tender formulation and amendments are compliant</li> <li>Report contract risks</li> </ul>	<ul style="list-style-type: none"> <li>Analyse and document contractual and tender terms</li> <li>Identify scope of work, resources and service deliverables accurately for tender specifications.</li> <li>Assess organisational capabilities and determine if scope of work can be accomplished</li> </ul>		

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				<ul style="list-style-type: none"><li>• Acquire relevant information or documents to guide in computation of costs</li><li>• Compute cost to cover resources and time required to accomplish the scope of work based on tender specifications</li><li>• Consolidate costs and prepare quotations accurately using prescribed formats and in accordance with instructions in tender specifications</li><li>• Collaborate and clarify with stakeholders to ensure contract and tender formulation and amendments are compliant</li><li>• Evaluate contract risks</li></ul>		
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