



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 20 October 2020

UMZ/20-21/WARD COMMITTEES(SPU)

SERVICE PROVIDER TO CONDUCT WARD COMMITTEE TRAINING

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct ward committee training on ward committee roles in municipal processes and service delivery as per ToRs.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 29 October 2020**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms Z Ndevu & Mr Mbukushe (SCM Manager) 039 255 8500 Mbukushe.Themba@umzumvubu.gov.za

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

.....
GP/NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

**WARD COMMITTEE TRAINING ON WARD COMMITTEE
ROLES IN MUNICIPAL PROCESSES AND SERVICE
DELIVERY**

TERMS OF REFERENCE

TRAINING OF UMZIMVUBU WARD COMMITTEES ON WARD COMMITTEE ROLES IN MUNICIPAL PROCESSES AND SERVICE DELIVERY

1. Target Group

Forty (40) Ward Committees to be trained.

2. Goals and Learning Outcomes of the Training

The purpose of this training is to enable the newly elected Ward Committees to apply relevant competencies required for proactive participation as Ward Committee Members so that they can be able to achieve municipal objectives. To develop and empower ward committees with the relevant knowledge and skills to effectively fulfil their roles and responsibilities.

The learning outcomes contained in this qualification are based on the competencies required to contribute to the effectiveness of municipal processes from a Ward Committee perspective. These relate to:

- Conducting or participating in formal and informal meetings to achieve Ward Committee objectives.
- Involvement in and giving advice on municipal processes.
- Assisting in implementing municipal objectives and overall objectives of Local Government by displaying an understanding of core municipal functions as they relate to Ward Committee context.
- Facilitating relations between Local Government and citizens to effectively support the implementation of service delivery programmes/projects.

3. Training Content

The training content should cover but not limited to the following aspects:-

- Demonstrate an understanding and apply the broad principles of Ward Committee functioning and participation in municipal processes (community based planning, IDP and Budget).
- Development and implementation of ward operation plans.
- The involvement of communities in all municipal and government programmes.
- Application of communication, interpersonal and conflict management principles in Ward Committee functions.
- Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members.

- Support the facilitation of developmental project's monitoring in a Ward Committee context.
- Display an understanding of the policy and legal framework guiding the Ward Committee System and functioning.
- Application of Batho Pele principles to their own work role and context.
- Display an understanding of core municipal processes and Ward Committee participation in all developmental processes.
- Advocate and lobby for community issues.
- Planning, convening and preparations for meetings.
- Demonstrate knowledge of gender, equity and diversity issues in development projects.

4. Duration

The training should be conducted and completed within a maximum number of five (05) days.

5. Methodology

5.1 The course should be engaging and interactive.

5.2 The service provider must ensure that assessment is done to all participants.

5.3 The use of constructive feedback and tips for improvement should be given to the participants.

5.4 All participants should be given training material.

5.5 To provide an Assessment Plan and assessment process during and after the training.

5.6 A detailed close-out report for the work done should be submitted at least one week after completion of the training.

5.7 Certificates of attendance for participants should be submitted to the Project Manager within a month after completion of training.

5.8 The training may be conducted in or out of the municipal premises and arrangements related logistics shall be done within the municipality

6. Accreditation

6.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

6.2 A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

7. PROPOSAL SUBMISSION REQUIREMENTS

7.1 List of Contents

All proposals must cover the following aspects of importance:

7.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

7.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above expectations.

7.1.3 Proposed Cost Structure (Business Plan)

Detailed Breakdown of Proposed Fee Structure, and should be clearly stated whether it's inclusive of VAT or not.

7.1.4 Expertise Required:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least a month after completion of training.

7.1.5 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests

8.2 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

813 Main Street
Private Bag X 9020
KwaBhaca
5090
Phone: +2739 255 8500
Fax : +2739 255 0167

APPROVED BY



MRS. N. ZEMBE
MANAGER: SP AND COMMUNICATIONS