



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 04 September 2019

UMZ/2019-20/EMOTIONAL INTELLIGENCE AND LEADERSHIP SKILL/01

SERVICE PROVIDER TO DO EMOTIONAL INTELLIGENCE AND LEADERSHIP SKILLS TRAINING

Bidders are hereby invited to submit proposals/Quotations for emotional intelligence training skills as per spec.

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 couriered, 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 17 September 2019.** 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 N Xangayi & Mr T. Mbukushe (SCM Manager) 039 255 8531/8555

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
LOCAL MUNICIPALITY

UMZIMVUBU LOCAL MUNICIPALITY

**EMOTIONAL INTELLIGENCE & LEADERSHIP
SKILLS**

2019-2020



TERMS OF REFERENCE

TRAINING FOR UMZIMVUBU COUNCILLORS & TRADITIONAL LEADERS ON EMOTIONAL INTELLIGENCE & LEADERSHIP SKILLS

1. Background

Emotional intelligence has recently become one of the key talking points when it comes to leadership.

Emotional intelligence is a collection of abilities used to identify, understand, control and assess the emotions of the self and others.

The aim of this training intervention is to equip Umzimvubu councillors to apply techniques for responding to situations in an emotionally intelligent manner and also understand people's feelings when interacting with them and become a trusted person in their network or service.

2. Target Group

There are 51 Councillors and 11 Traditional Leaders to be trained.

3. Goal and Content of the Training

The goal of this module is to make sure that councillors & traditional leaders are able to control and guide their emotions so they can achieve more, motivate themselves and increase their productivity and be able to analyse the relationship between emotional intelligence and self-awareness, self-management & social awareness in relation to leadership.

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

3.2.1 INTRODUCTION TO EMOTIONAL INTELLIGENCE

Content Topics

- How to take advantage of the power of optimism?
- How to manage your anger effectively?
- How to prevent 'flooding'?
- What are 'positive replacement' phrases and how can they help you?

3.2.2 THE ROLE OF EMOTIONAL INTELLIGENCE AND HOW IT IMPACTS ON LEADERSHIP.

Content Topics

- The concept of emotional intelligence
- The role and concept of self-esteem analysed in terms of its relationship to emotional intelligence.
- The concepts and roles of self-confidence and assertiveness analysed in relation to leadership.
- The concept locus of control in relation to its impact on leadership.
- Attitudes in relation to responses in various leadership situations.
- Relationship Management
- What are the "Human Needs"?
- How to recognise others' needs and desires?
- How to categorise people based on their needs to make useful conclusions on follow up actions?

3.2.3 ANALYSE THE RELATIONSHIP BETWEEN EMOTIONAL INTELLIGENCE AND SELF-MANAGEMENT IN RELATION TO LEADERSHIP.

Content Topics

- The role of self-management in leadership
- The role of self-management and techniques for enhancing self-management in order to enhance leadership ability.
- The concepts and role of emotions, moods, temperament and emotional disorders
- Self-Motivation

3.2.4 ANALYSE THE RELATIONSHIP BETWEEN EMOTIONAL INTELLIGENCE AND SELF-AWARENESS IN RELATION TO LEADERSHIP.

Content Topics

- The role of self-awareness in leadership
- The role of self-awareness and techniques for enhancing self-awareness are identified and applied in order to enhance leadership ability.
- The ability to deal constructively with reality is developed in order to enhance leadership potential.
- Self-Awareness

3.2.5 ANALYSE THE RELATIONSHIP BETWEEN EMOTIONAL INTELLIGENCE AND SOCIAL AWARENESS IN RELATION TO LEADERSHIP.

Content Topics

- The role of emotional intelligence in handling relationships with others from a leadership perspective.

- The importance of being sensitive in demonstrating social awareness
- The role of emotional intelligence in building and maintaining levels of trust
- Techniques for managing feedback to others in an emotionally intelligent manner
- The impact of emotional intelligence in dealing with varying social contexts
- The importance of overcoming preconceived notions when dealing with social issues and problems
- Social Awareness

3.2.6 TECHNIQUES FOR RESPONDING TO SITUATIONS IN AN EMOTIONALLY INTELLIGENT MANNER.

Content Topics

- Emotional skills for coping with varying situations
- The implications and consequences of applying emotional intelligence with reference to motivation, conflict management and creating a positive environment.
- Behavioural skills for coping with different scenarios in an emotionally intelligent manner applied to a leadership context.
- Self-analysis determining own emotional intelligence abilities.
- Self-analysis determining levels of emotional intelligence in given situations.
- Strengths, talents and weaknesses and necessary actions taken to minimise weaknesses and enhance strengths and talents
- Handling Reactions and Empathy

4. Duration

This training has to be done and completed within a maximum number of five days (05) working days.

5. METHODOLOGY

- 5.1 The course should be engaging interactive and practical.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) Aligned to Unit standard - **120305**
- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5 The participants shall be given training materials by the service provider.

- 5.6 To provide an Assessment Plan and assessment process during and after the training
- 5.7 A detailed close-out report for the work done should be submitted two (2) week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.9. The training will be conducted in the municipal premises and arrangements related to logistics shall be done within the municipality.

6. PROPOSAL/ SUBMISSION REQUIREMENTS

6.1 List of Contents

All proposals must cover the following aspects of importance:

6.1.1 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.

6.1.2 Proposed Methodology

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

6.1.3 Accreditation

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

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

6.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and contactable references

6.1.4 Proposed Cost Structure

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

6.2 Expertise Required:

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 four months after completion of training.

6.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 6.1.1 to 6.1.4 above. 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
- c) Tax Certificate

6.4 The consortium submitting the proposal must declare any conflict of interests that it may have.

6.5 The ULM reserve the rights, not to accept any proposals in part or in whole

6.6 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

6.7 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

6.8 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.10 Successful bidder will be required to submit a detailed close-out report.

6.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7. WHERE TO SUBMIT:

7.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL COUNCILLORS & TRADITIONAL LEADERS ON EMOTIONAL INTELLIGENCE & LEADERSHIP SKILLS”

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

7.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

7.3 **Due date for the submission of proposal is on the closing date of an advert at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

8. INFORMATION AND ENQUIRIES

8.1 TECHNICAL ENQUIRIES

To the attention of Mrs T.T Madotyeni-Ngcongca- Human Resource office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8564/8556

Fax : +2739 255 0167

Email : Ngcongca.Thozama@umzimvubu.gov.za.

8.2 OTHER ENQUERIES

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
MOUNT FRERE
5090

Phone : +2739 255 8563

Fax : +2739 255 0167

MRS MN ZEMBE
ACTING MANAGER: CORPORATE SEVIRCES