



# UMZIMVUBU

— LOCAL MUNICIPALITY —

**RE-ADVERT DATE: 17 OCTOBER 2018**

## **UMZ/2018-19/FARMERS MENTORSHIP PROGRAMME**

SERVICE PROVIDER TO CONDUCT FARMER MENTORSHIP PROGRAMME.

Bidders are hereby invited to submit proposals/Quotations to conduct a farmer mentorship programme of ULM farmers on livestock and crop production per the attached specification.

### **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, certified 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.** A compulsory briefing session will be held on **27 July 2018** at Mount Frere Town hall at 10:00 am 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 26 October 2018**. 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 Mr T Matola/ Mr Mbukushe (SCM Manager) 039 255 8500

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**

**GPT NOTA (MUNICIPAL MANAGER)**



**UMZIMVUBU**  
LOCAL MUNICIPALITY

## **UMZIMVUBU LOCAL MUNICIPALITY**

### **TERMS OF REFERENCE**

It is the intention of the Umzimvubu Local Municipality to enter into a formal contract with a service provider that will carry out the services described hereunder. These specifications and the service provider's proposal will form the basis of the contract.

#### **SECTION 1: PROJECT TITLE**

**Province** : **Eastern Cape**  
**Municipality** : **Umzimvubu Local Municipality**  
**Project Name** : **Farmer Mentorship program**  
**Ref number** : **ULM/11/07/2018/LED/02**

#### **SECTION 2: SUMMARY OF BRIEF**

Proposals are being requested, from service providers who have experience and qualifications in Agriculture, Animal production, Animal Health, crop production or experience on farm management systems on how best can mentor Umzimvubu farmers. The service provider will assist in running of the projects which are situated at Mount Frere and Mount Ayliff villages respectively. The Service Provider will be responsible with the following: Mentoring of 20 Umzimvubu farmers, 10 farmers from Mount Frere and 10 farmers from Mount Ayliff from the following wards, 01, 02, 03, 05, 06, 07, 08, 09, 11, 12, 13, 14, 15, 19, 21, 22, 23, 24, 26 and 27. The service provider will be responsible to conduct skills transfer to the beneficiaries and draft monthly reports, as part of the ULM exit strategy. The service provider is expected to put clear recommendations on how to improve the skills of these farmers.

## SECTION 3: PROJECT DESCRIPTION

### INTRODUCTION

Umzimvubu Local Municipality which falls under Alfred Nzo District Municipality has been identified as a rural node through the Integrated Sustainable Rural Development Programme (ISRDP) in 2001 which means that the area is poverty stricken characteristic of low levels of education, skill and therefore high levels of unemployment.

The municipality has identified 20 farmers with a potential to produce quality crops and livestock which will enable these farmers to produce commercially. The aim is to utilize locally available resources in achieving these aims. The locally available marketing opportunities for these products, will also help in boosting the production capacity of local Agricultural Co-operatives and contribute to the projects sustainability.

### BACKGROUND

Umzimvubu area of jurisdiction has a great potential in agricultural produce weather is for crop production or the livestock.

The emerging Farmers at Mt Frere and Mt Ayliff have been practising a subsistence farming for so many years. The situation currently is not yet changed but the municipality is putting an effort to change the situation.

In order to reinvent the wheel, the emerging farmers need mentorship and business coaching. Linking them with the commercial farmers and markets will assist a great deal.

The wool production farmers need to be introduced to BKB and appropriate wool management skills are needed with proper market linkages.

### 3.1 PROJECT PURPOSE:

- To recommend / appoint a Service Provider who will enter in a lease agreement with the Municipality to mentor the identified farmers, do the skills transfer to the beneficiaries and link them with the relevant markets.

### 3.2 PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

The following outcomes and deliverables are required:

- Giving technical support to the emerging farmers.
- To improve the quality of livestock.
- To improve the wool production/ quality for the Farmers.
- Empowerment of rural communities on animal keeping.
- Keeping livestock in good health even in winter.
- To link the wool Farmers with BKB and other relevant Institutions so as to optimize profits/ sales.

- Improving the crop production of the Farmers and be able to link farmers with relevant market or Umzimvubu Local Municipality fresh produce Market.
- Development of the vaccination programme for the farmers.
- The monthly report shall entail the following documents: Letter of intents from the local markets, attendance registers and report with pictures and video clips.

### **3.3 SCOPE OF WORKS.**

The appointed service provider is expected to develop and submit the proposal. The proposal should include but not limited to the following:

- The livestock improvement programme (Sheep, goat and cattle).
- Wool management and production
- Vegetable production programme
- Poultry production programme
- Pig production

The mentorship programme is as follows:

1. All the programmes are done on weekly basis and a full mentoring programme is put in place.
2. The farmers are visited as and when required but more and above that the visit programme is done on weekly basis.
3. Visit schedule must be attached in every report, pictures of current scenario and after video clips and attendance registers.

The successful service provider is expected to assist the farmers to find the relevant markets to sell their products. Therefore the letter of intents from the shops are expected to be submitted with the reports.

### **3.4 COMPETENCY / EXPERTISE REQUIREMENTS**

In order to complete this task the following expertise and competencies deemed necessary.

1. The service provider must have a proven record of functionality in the field of Animal production, crop production or experience on farm management systems.
2. Experience on working with the local farmers.
3. Knowledge of the Umzimvubu area of jurisdiction.
4. Facilitation / co-ordination skills
5. Report writing and presentation skills as an added advantage.
6. Experience and knowledge in undertaking and completing similar assignments
7. Be able to work in partnership with the Municipality
8. Able to use participatory learning approach.

9. Ability to start immediately after the appointment and carry out the process on a sustained basis until completion within the stipulated time.

#### **SECTION 4: REPORTING REQUIREMENTS & CONSULTATION**

- For project management purposes the service provider will report to the LED/Agriculture Development Officer, Umzimvubu LM. For substantive issues. Instructions to the service provider can only be given through or by the LED Manager and the LED Officer as the project manager.

#### **SECTION 5: TIMESCALE & SCHEDULE**

The successful bidder is expected to enter into a year contract Agreement with Umzimvubu Local Municipality. The recommended bidder is expected to report on monthly basis.

#### **SECTION 6: RENUMERATION**

The project will be having project milestones and the payment will be done as the claims of those milestones. It is recommended that the invoice submitted must be signed by the project manager and the LED Manager according to the project milestones. A split payment method is applicable in this project.

#### **SECTION 7: SUBMISSION**

- A comprehensive proposal inclusive of the methodology and time frames for achieving the scope of work set above.
- An All-inclusive Quotation.
- Activity schedule.

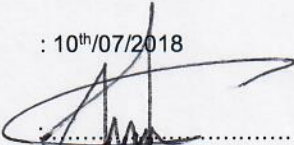
- Previous work experience and track record on mentorship of farmers.
- Company profile with a traceable track record and references should also be submitted.
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.
- A BBBEE certificate.

**Closing date and enquiries:**

**Mr Matam (039 255 8500) LED Assistant Manager**

The proposals should be dropped at the Supply Chain Management Offices, Umzimvubu Local Municipality Mount Frere on before ..../07/2018 at 12h00

The ULM reserves the right to short list candidates, notify and invite those candidates to present their proposals to the ULM. The compulsory briefing will be on the .... /07/2018 @ 10h00, Mount Frere Town hall (ward 18).

1. PREPARED BY : T MATOLA  
DATE : 10<sup>th</sup>/07/2018  
SIGNATURE : 

2. APPROVED BY : M MATAM  
DATE : 10<sup>th</sup>/07/2018  
SIGNATURE : 