



UMZIMVUBU
LOCAL MUNICIPALITY

ADVERTISING DATE: 10 SEPTEMBER 2019

UMZ/2019-20/ PMS TRAINING (CORSERV)

SERVICE PROVIDER TODO TRAINING ON PERFORMANCE MANAGEMENT.

Bidders are hereby invited to submit proposals/Quotations to do Performance Management training for 28 managers as per terms of reference.

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 19 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 Mrs TT.Ngcongca & Mr T. Mbukushe (SCM Manager) 039 255 8564/8555

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

2019- 2020 FY

PERFORMANCE MANAGEMENT



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MANAGEMENT COMMITTEE & SUPERVISORS ON PERFORMANCE MANAGEMENT

1. BACKGROUND

Performance management includes activities which ensure that goals are consistently being met in an effective and efficient manner. Performance management can focus on the performance of an organization, a department, employee, or even the processes to build a product of service, as well as many other areas.

Performance Management is also known as a process by which organizations align their resources, systems and employees to strategic objectives and priorities

Umzimvubu Local Municipality therefore recognises that Performance Management creates both competence and growth for employees. Effective Performance Management incorporates a series of on-going assessments, processes and activities that encourage growth and measure progress in attaining objectives.

This training will provide delegates with a thorough understanding of their role and responsibilities in managing their unit staff members or team members against performance standards

2. TARGET GROUP

There are twenty eight (28) management committee members to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To capacitate the Municipality's management committee and supervisors, to implement high performance work systems through the utilisation and effective performance management of teams.

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

3.1.1 THE PRINCIPLES OF PERFORMANCE MANAGEMENT

Content Topics

- Core elements, principles and benefits of an effective performance management framework
- Performance management cycle and purpose of the annual performance review
- Organisations' performance appraisal process

3.1.2 FORMULATING PERFORMANCE STANDARDS FOR TEAM MEMBERS

Content Topics

- Formulating performance standards to be achieved by team members (employees) in relation to the unit's goals, objectives and deliverables

- Ensuring clear and concise performance standards and specify the activities to be performed and the standards to which they are to be performed
- Incorporate feedback from team members (employees) into the performance standards to promote the buy-in of team members in a unit
- Record and document performance standards according to the entity's policies and procedures

3.1.3 ESTABLISHING SYSTEMS FOR MONITORING PERFORMANCE

Content Topics

- Identify and review a variety of performance monitoring systems for possible use in your unit
- Ensure the performance monitoring system selected is in line with the entity's policies and procedures for performance assessment
- Communicate the performance monitoring system to employees
- Set up the system for monitoring performance against standards in accordance with the entity's policy and procedures

3.1.4 PREPARING FOR A PERFORMANCE REVIEW OF A TEAM MEMBER

Content Topics

- Agree the arrangements for the performance review with the team member, including the time, place and nature of the review
- Conduct the preliminary assessment of performance against the agreed standards using monitoring systems
- Document information gathered during the preliminary assessment to be available for future reference
- Identify methods for giving constructive feedback that make provision for reporting positive and negative findings
- Prepare documents to be used during the review in accordance with the entity's policies and procedures

3.1.5 CONDUCTING A PERFORMANCE REVIEW INTERVIEW

Content Topics

- Conduct the review in accordance with the arrangements previously agreed with the employee
- Ensure the feedback provided to the employee is relevant and fair and communicated in a constructive and supportive manner
- Record findings on positive and negative aspects of the employee's performance accurately, fairly and honestly for report back and follow-up
- Agree upon an action plan to address performance gaps and build on positive performance with the employee
- Document agreed actions and sign it

4. DURATION

This training has to be done and completed within a maximum number of Three (03) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive.

- 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) and Unit standard aligned- **252034**
- 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 one (1) 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 logistics shall be done within the municipality

6. LEARNING OUTCOMES

After this training the expected learning outcomes are that the participants will able to:

1. Shared a common understanding on how performance management systems can be effectively utilised to raise the performance of individuals and teams
2. Enhanced their skills in setting clear expectations and objectively measuring individual performance using objectives and competencies as key measures
3. Identified and practised some performance management strategies and techniques to enhance the performance and motivation in under-performing and high performing team members.

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, similar to the one required in this document.

7.1.2 Proposed Methodology

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

7.1.3 Accreditation

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

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

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

7.1.4 Proposed Cost Structure

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

7.2 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.

7.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 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

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

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

7.6 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.

7.7 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.

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

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

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

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

8. WHERE TO SUBMIT:

8.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL MANAGEMENT COMMITTEE ON PERFORMANCE MANAGEMENT”

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

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

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

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

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

Phone : +2739 255 8564/8556

Fax : +2739 255 0167

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

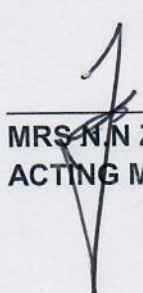
9.2 OTHER ENQUERIES

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 N.N ZEMBE
ACTING MANAGER: CORPORATE SEVIRCES