



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 18 August 2020

UMZ/20-21/EMPLOYMENT EQUITY TRAINING(CORP)

SERVICE PROVIDER TO CONDUCT EMPLOYMENT EQUITY COMMITTEE TRAINING

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct employment equity committee training 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 28 August 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. N. Ndongeni Ndongeni.Nosisa@umzimvubu.gov.za & 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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2020 - 2021 FY

EMPLOYMENT EQUITY COMMITTEE TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYMENT EQUITY COMMITTEE.

1. BACKGROUND

Umzimvubu Local Municipality is committed to employing, empowering and developing competent people with the necessary potential, required in order to expand their careers and to become valuable participants in sustaining the Municipality's competitive advantage in the long term as the Employment Equity Plan is the integral part of the strategic business of the Municipality. Hence, world-class standards in terms of cost, quality, productivity and customer service will only be achieved once the competencies of every employee are effectively attached. This is to be achieved by implementing diversity management programmes and affirmative action initiatives in order to create a racially and culturally diverse team.

This training intervention will outline the roles and responsibilities of the EE Committee and at the same time allow the committee to develop a unique employment equity strategy for Umzimvubu organisation while also ensuring that it is legally compliant.

2. TARGET GROUP

There are twenty (20) Employment Equity members to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

This will help the training committee to set up and self-administer an employment equity plan and also cover the Employment Equity Act, and reviewing equity plans and diversity programmes and these will deliver a solid, practical advice to help them through the process

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

3.1.1 Overview of the Employment Equity Act

- Understanding the Employment Equity Act
- Purpose, interpretation and application of Employment Equity legislation

3.1.2 Prohibition of unfair discrimination

- Understanding unfair discrimination
- Differentiation
- Discrimination
- Unfair discrimination
- Direct and indirect discrimination
- Grounds of discrimination

- Employment applicants, work analysis and inherent requirements of the job/job descriptions
- Recruitment and selection
- How the Employment Equity Legislation attempts to eliminate and prohibit unfair discrimination
- Medical and Psychological assessments

3.1.3 Employment Equity and Affirmative action

- Understanding Affirmative Action
- The Equality Test (Section 9(2) of the Constitution)
- Understanding Black Empowerment
- The duties of designated employers and voluntary compliance
- The requirements of disclosure of information
- Employment Equity Plans and the requirements for keeping records

3.1.4 The Employment Equity Committee/Roles and functions

- Roles, responsibilities and functions of the Employment Equity Committee
- Monitoring Employment Policies, Procedures and Practices
- Monitoring/Evaluating Implementation of EE Plan
- Consultation
- Identification of EE Barriers
- Developing EE Measures
- Benchmarking Best Practices
- Frequency and content of Committee Meetings

3.1.5 Practical analysis of disciplinary codes, policies

- EE plans and EE reports
- Practical analysis of disciplinary codes, policies, EE plans and EE reports

4. DURATION

This training has to be done within three (3) working days.

5. METHODOLOGY

5.1 The training should be engaging and interactive.

5.2 Employment Equity committee to be trained on employment equity

5.3 The participants shall be given training materials by the service provider.

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

5.4 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.

5.5 The training will be conducted online and a specific venue be arranged for all participants.

6. LEARNING OUTCOMES

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

1. Understanding the relationship between Employment Equity Skills & Development
2. Understanding the EE & SD Act
3. Compilation and submission of Annual Training Report (ATR)
4. Interpretation & Application Skills Development Act
5. Documents related to EE Reports
6. The role of the SDF
7. Interpret and apply EE Legislation
8. Dispute resolution and powers of EE/SD committee
9. Online reporting of EE & regulated template
10. Understanding the role and responsibility of union representatives
11. Composition of EE/ SD Committee.

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.

7.1.3 Proposed Cost Structure

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

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 EMPLOYMENT EQUITY COMMITTEE”

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**

NO LATE SUBMISSIONS WILL BE CONSIDERED

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Ms N. Ndongeni -Human Resources office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Ndongeni.Nosisa@umzimvubu.gov.za.

9.2 OTHER ENQUIRIES

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 TT. MADOTYENI- NGCONGCA
MANAGER: CORPORATE SERVICES