



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 17 August 2016

SERVICE PROVIDER TO CONDUCT FACILITATION FOR COUNCILLOR INDUCTION PROGRAMME

Bidders are hereby invited to submit proposal for facilitation of councillor induction programme, Terms of Reference will be available on the website and scm office for free. proposals

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

Umzimvubu Local Municipality with 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 Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 23 August 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

Enquiries:

All technical enquiries may be directed to Ms.P. Nkanke 039 255 8500 SCM Mr T Mbukushe 0392558555

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
Tel: (039) 255-8500
Fax: (039) 255-01673

GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU
LOCAL MUNICIPALITY

UMZIMVUBU LOCAL MUNICIPALITY

**FACILITATION AND COACHING: COUNCILLOR
INDUCTION PROGRAMME**

2016 - 2017



TERMS OF REFERENCE

FACILITATION AND COACHING: COUNCILLOR INDUCTION PROGRAMME

1. BACKGROUND

As Local Government approaches municipal elections it is critical for the municipality to ensure smooth transformational changes that will unfold after the 3rd of August municipal elections. The Municipality fully understands that knowledge enhancement will be a need to the new Councillors that will commence the Council Office after elections hence the preparation for the Municipal Induction Programme.

2. TARGET GROUP

The Induction Programme is for sixty - two (62) Councillors of Umzimvubu Local Municipality that will be sworn in after the 19th of August 2016.

3. GOALS AND CONTENT OF THE INDUCTION:

To equip councillors with the knowledge and skills that will enable them to carry out their work and understand their role as the Council of Umzimvubu Local Municipality.

To equip councillors with information that will best allow them to fully play their monitoring and evaluation role as Councillors.

3.1 The content of facilitation and coaching should cover but not limited the following aspects:-

LOCAL GOVERNMENT LEGISLATION

- 3.1.1 The concept behind legislation development
- 3.1.2 Policy Development
- 3.1.3 Labour Relations
- 3.1.4 Developmental Local Government
- 3.1.5 The Constitution and development and functioning of municipalities
- 3.1.6 Financial Management
- 3.1.7 Performance Management
- 3.1.8 Legislation applicable in all government spheres

ROLE OF COUNCILLORS

- 3.1.9 Representation
- 3.1.10 Accountability, Transparency
- 3.1.11 Councillors and Community

- 3.1.12 Leading and Learning
- 3.1.13 Oversight
- 3.1.14 Code of Conduct
- 3.1.15 Delegation of power
- 3.1.16 Decision Making in the Council

LEADERSHIP SKILLS

- 3.1.17 Establish a value base
- 3.1.18 Public Service Values
- 3.1.19 Collective responsibility and accountability
- 3.1.20 Leadership Skills
- 3.1.21 Communication
- 3.1.22 Managing and resolving conflicts

4. SPECIFICATIONS AND METHODOLOGY

- 4.1 To meet with Corporate Services Department for the development, presentation and finalization of project plan.
- 4.2 Develop an Induction Programme Manual for all Councillors
- 4.3 Facilitate a 2 - day Induction Programme for Councillors.
- 4.4 The workshop/ Induction should be engaging and interactive.
- 4.5 The use of constructive feedback and tips for improvement should be given to the participants.
- 4.6 The participants shall be given Induction material by the service provider (except legislation which will be provided for by the municipality)
- 4.7 The Induction will be conducted in a venue determined by the municipality which may not necessarily be in the municipal premises and arrangements related logistics shall be done within the municipality

5. DURATION

This is a project that shall be co-ordinated and planned for before its implemented and its duration shall be for a maximum of two (2) days for **Council Induction Programme**.

6. LEARNING OUTCOMES

After this Induction the expected learning outcomes are that the participants will:

- 6.1 Understand factors contributing towards development of an effective policy
- 6.2 Understand municipal legislation and its effects
- 6.3 Understand the role of Councillors and how they fit in a municipal environment
- 6.4 Learn problem solving skills, decision making and monitor implementation of decisions
- 6.5 Understanding the importance of communication
- 6.6 Understand the relations between a Councillor and the Community
- 6.7 Learning how to be an effective and efficient leader
- 6.8 Understand and applying leadership values and ethos

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 or workshops especially Councillor Induction and facilitation with at least three (3) years and proven tracking record of such, where the main office is based as well as any other offices and a list of recently completed projects.

A detailed list of contactable references should be attached to the proposal/quotation.

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.

7.2 Expertise Required:

Service provider shall provide only experts within the field of Facilitation and conducting extensive workshops in order to supply sound professional services

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 to 7.4. 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 Service Provider will be required to submit a detailed close-out report after completion.

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:

“FACILITATION AND COACHING: COUNCILLOR INDUCTION PROGRAMME”

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 23 August 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss P. Nkake – Sound Governance office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Nkake.pulane@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.

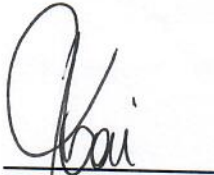
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MRS N KUBONE

MANAGER: CORPORATE SEVIRCES