



# UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 17 August 2016

## SERVICE PROVIDER TO CONDUCT TRAINING OF SUPERVISOR MANAGEMENT TRAINING FOR 5 ULM EMPLOYEES AS PER THE ATTACHED

Bidders are hereby invited to proposal on training of supervisor management training for 5 ULM employees, 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 29 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 .A. Monakali 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

  
G.P.T. NOTA  
MUNICIPAL MANAGER

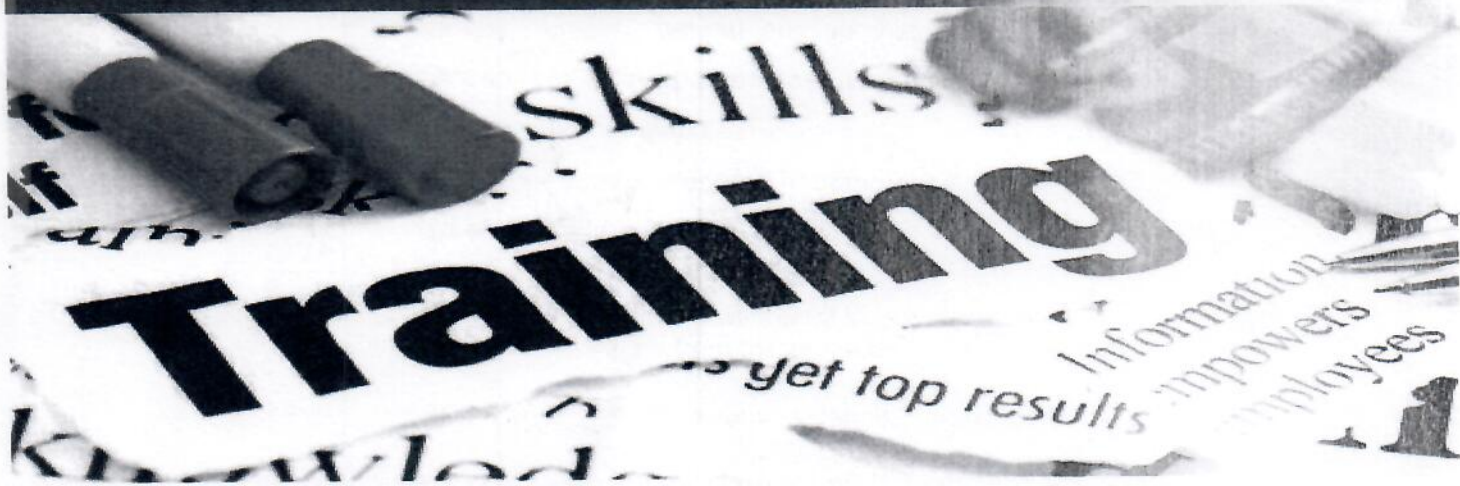


**UMZIMVUBU**  
LOCAL MUNICIPALITY

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017

**SUPERVISOR MANAGEMENT TRAINING**





## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON SUPERVISORY MANAGEMENT

#### *PROGRAMME: Supervisory Management Course*

#### 1. BACKGROUND

Supervisory management is the act of managing employees in a business. The supervisor should be able to ensure that their employees are as productive as possible. An ideal Supervisor should ensure that employees are motivated and have the right attitude. The municipality has a number of employees that are Supervisors and have to be constantly trained on supervisory management.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year and aims at focusing on teamwork, performance management, conflict management, prioritising and many other aspects of supervisory management. On completion, this course will give the supervisor the tools they need to ensure a team of star performers.

#### 2. TARGET GROUP

There are five (05) Municipal Employees who have requested the said training and are from the following departments:

Budget and Treasurer (x1)

Citizen & Community Services (x3)

Corporate Services (1)

#### 3. GOALS AND CONTENT OF THE TRAINING:

To set out clear guidelines for effective Supervisory Management, ensuring that all Supervisors are able to manage their staff by understanding key principles of the leadership and motivation.

It also seeks to ensure that our employees gain comprehensive knowledge of the skills and techniques required to be an effective supervisor.

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

##### 3.1.1 Basic Management Principles

##### *Content Topics*

- Introduction to management

- Self - management
- Time management
- Planning and Organising
- Leadership
- Decision-making
- Communication
- Meeting procedures
- Role Interpreters during a meeting
- Report writing
- Project management

### **3.1.2 Personnel Development and Communication**

#### ***Content Topics***

- Communication skills
- Effective communication
- Active listening skills
- Types of questioning
- Feedback
- Methods of communication
- Types of communication
- Assessing your communication skills

### **3.1.3 Human Resource Management**

#### ***Content Topics***

- Introduction to performance management
- Performance appraisal
- Performance feedback
- Performance development
- Financial management

### **3.1.4 Workplace Management**

#### ***Content Topics***

- Code of conduct
- Disciplinary guideline
- Maintaining Fairness
- Local Government: Collective Agreement: Disciplinary Code

### **3.1.5 Public Financial Management for Non-financial Managers**

#### ***Content Topics***

- Principles of sound public sector financial management
- Understanding the core components of the MFMA
- Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) - successfully linking the budget to the strategic and operational planning within the MTEF
- Prevent unauthorised, irregular and wasteful expenditure through sound expenditure management and financial management



#### **4. DURATION**

This training has to be done and completed within a maximum number of five (05) 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
- 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:

- 6.1 Understand the principles of supervisory management
- 6.2 Understand factors contributing to the successful management of people in the work environment
- 6.3 Know the core functions of financial management
- 6.4 Monitor performance of staff and exercise control through corrective strategies
- 6.5 Manage time and self-management

- 6.6 Solve problems, make decisions and implement solutions
- 6.7 Apply facilitation skills to overcome communication barriers and improve participation
- 6.8 Apply effective delegation, feedback and listening skills appropriately with different staff
- 6.9 Improve relationships with their team/s and the ability to develop a cooperative team

## **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 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.

#### **7.1.4 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 EMPLOYEES ON SUPERVISORY 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 5 August 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

## 9. INFORMATION AND ENQUIRIES

### 9.1 TECHNICAL ENQUIRIES

To the attention of Miss A Monakali -Human Resources Development office and  
Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : [Monakali.Amanda@umzimbvubu.gov.za](mailto:Monakali.Amanda@umzimbvubu.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.

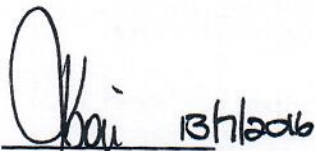
813 Main Street  
Private Bag X 9020

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5090

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**MRS N KUBONE**

**MANAGER: CORPORATE SEVICRES**