



# UMZIMVUBU

LOCAL MUNICIPALITY

## ADVERT DATE: 29 September 2016 SERVICE PROVIDER TO CONDUCT TRAINING FOR 6 EMPLOYEES ON PROJECT MANAGEMENT

Bidders are hereby invited to submit proposals to conduct training for 6 employees on project management. Terms of Reference will be available on the website and scm office for free.

### 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 07<sup>th</sup> October 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 8569 SCM Mr T Mbukushu 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**

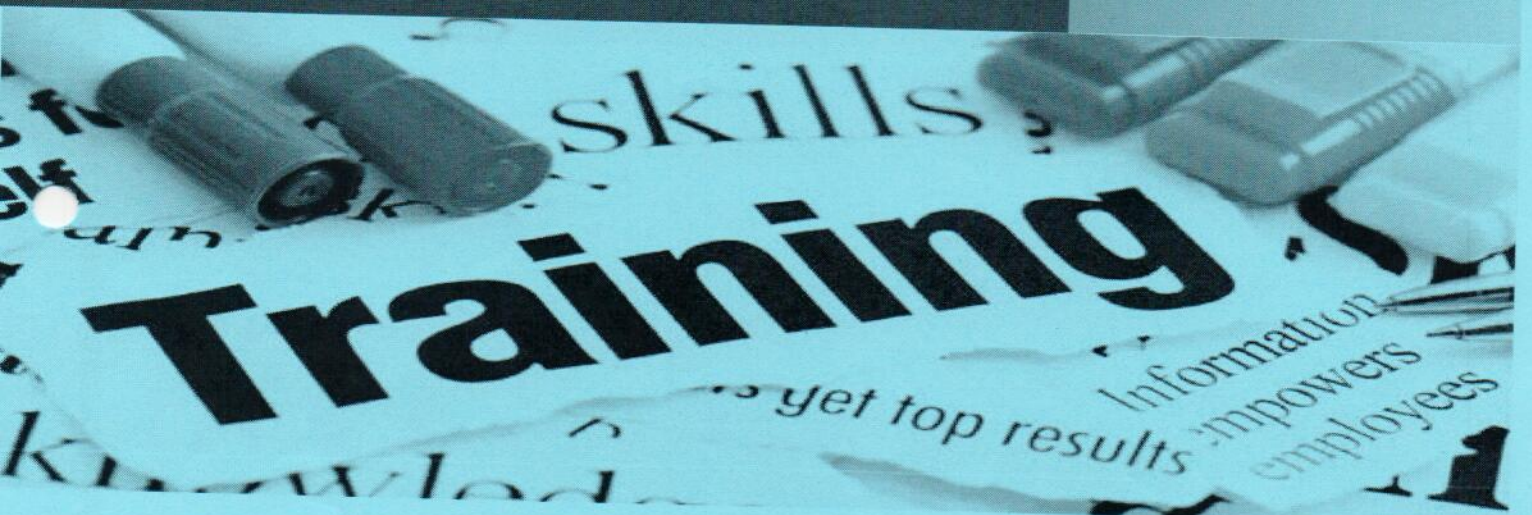


**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2016 - 2017 FY**

**PROJECT MANAGEMENT TRAINING**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON PROJECT MANAGEMENT

#### *PROGRAMME: PROJECT MANAGEMENT COURSE*

#### 1. BACKGROUND

Project management is the art of managing the project and its deliverables with a view to produce finished products or service. There are many ways in which a project can be carried out and the way in which it is executed is project management.

Project management includes: identifying requirements, establishing clear and achievable objectives, balancing the competing demands from the different stakeholders and ensuring that a commonality of purpose is achieved.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year and the aim is to change these employees beyond their foundational knowledge of project management and elevate their skills to handle more complex projects across a range of activities.

#### 2. TARGET GROUP

There are six (06) Municipal Employees who have requested the said training and are from the following departments:

Citizen & community services (2)

Budget & Treasury (1)

Special Programmes & Communications (2)

Infrastructure & Planning (1)

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

Each employee must be able to develop a project plan, which involves defining and confirming the project goals and objectives, how they will be achieved, identifying tasks and quantifying the resources needed, and determining budgets and timelines for completion.

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

##### 3.1.1 STRATEGIC PROJECT MANAGEMENT

###### *Content Topics*

- Describe how the traditional organisation structure is changing
- Identify the processes of project portfolio management
- Understand the processes and responsibilities of benefits realisation management

##### 3.1.2 MANAGING PROJECT INTEGRATION, STAKEHOLDERS AND INITIATION

### **Content Topics**

- Identify overall high-level project processes required to run a project
- Identify key stakeholders in a project and how to manage them
- Learn how to develop the project charter and define project objectives

### **3.1.3 MANAGING PROJECT SCOPE**

#### **Content Topics**

- Understand the processes, tools and techniques of project scope management
- Develop a high-level work breakdown structure
- Appreciate how to monitor and control scope creep

### **3.1.4 MANAGING PROJECT TIME**

#### **Content Topics**

- Understand the processes, tools and techniques of project time management
- Develop a schedule using relevant estimating techniques
- Understand how to monitor and control a project schedule

### **3.1.5 MANAGING PROJECT COST**

#### **Content Topics**

- Understand the processes, tools and techniques of project cost management
- Determine a project budget
- Understand how to use Earned Value Management to control project costs

### **3.1.6 MANAGING PROJECT RISK**

#### **Content Topics**

- Understand the processes, tools and techniques of project risk management
- Complete a risk analysis
- Understand how to monitor and control project risk

### **3.1.7 MANAGING PROJECT QUALITY**

#### **Content Topics**

- Understand the processes, tools and techniques of project quality management
- Differentiate between quality management, quality assurance and quality control
- Understand the different stakeholders who are responsible for quality outcomes

### **3.1.8 MANAGING TALENT IN PROJECTS**

#### **Content Topics**

- Understand the processes, tools and techniques of project HR management
- Learn how to create a conducive work environment
- Identify factors required to create a high performing team

### **3.1.9 PROJECT DELIVERY AND CLOSURE**

#### **Content Topics**

- Understand what makes people resistant to change
- Develop a strategy to implement the project deliverables
- Understand how to run a Post Implementation Review

### **3.1.10 GANTT CHART**

#### **Content Topics**

- Developing a Gantt Chart
- Monitoring a Gantt Chart

#### **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 able to:

- 6.1 Plan and complete all projects in the shortest possible time.
- 6.2 Restraint project costs within project budgets.
- 6.3 Meet the project quality specifications.
- 6.4 Co-ordinate and control all project activities necessary for the completion of projects.

#### **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 PROJECT MANAGEMENT COURSE"**

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 September 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@umzimvubu.gov.za](mailto:Monakali.Amanda@umzimvubu.gov.za).

**9.2 OTHER ENQUERIES**

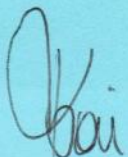
Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

813 Main Street  
Private Bag X 9020

**MOUNT FRERE**

5090

Phone : +2739 255 8563



MRS N. KUBONE  
MANAGER, CORPORATE SERVICES