



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 29 September 2016

SERVICE PROVIDER TO CONDUCT TRAINING FOR 8 EMPLOYEES ON TRAIN THE TRAINER

Bidders are hereby invited to submit proposals to conduct training for 8 employees on train the trainer. 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 11th 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 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

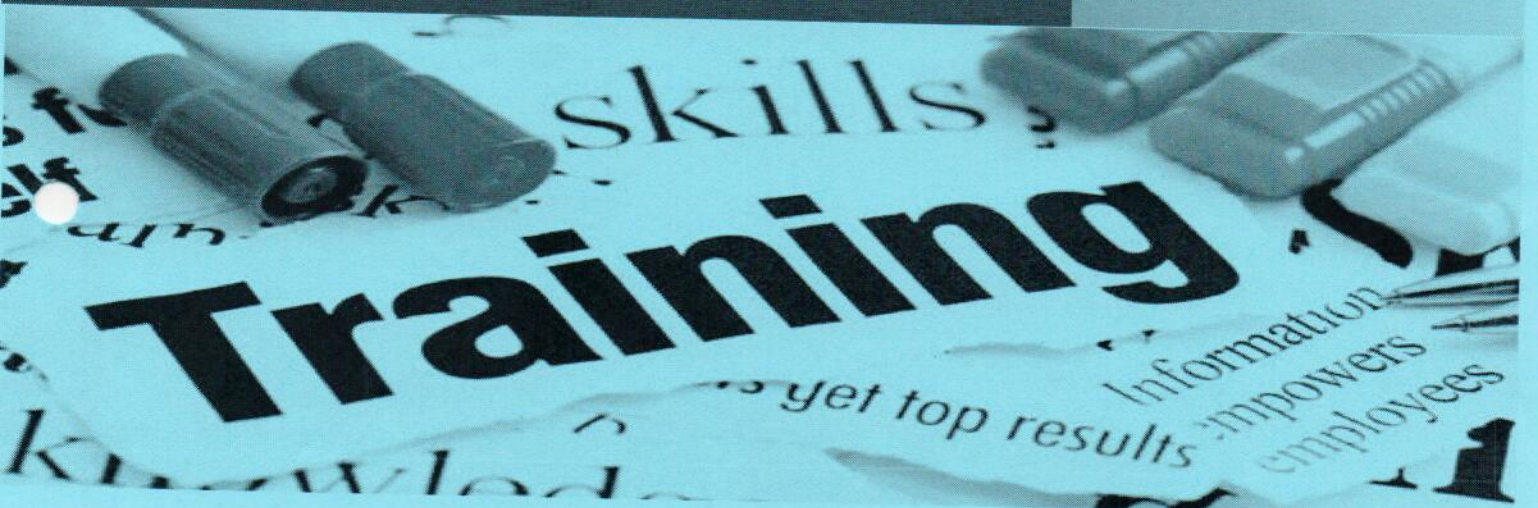


UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017 FY

TRAIN THE TRAINER TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON TRAIN THE TRAINER

PROGRAMME: TRAIN THE TRAINER COURSE

1. BACKGROUND

Train the trainer course equip trainers of all disciplines to effectively communicate and develop positive Human Relation Skills with the delegates. Where they are shown ways of motivating and growing delegates into their full potential.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year and the aim is to enable our in-house trainers to be better equipped to deal with any situation in a training environment as they will have a better understanding of coaching and motivating their delegates to achieve a greater retention rate with each training.

2. TARGET GROUP

There are eight (08) Municipal Employees who have requested the said training and are from the following department:

Corporate Services (8)

3. GOALS AND CONTENT OF THE TRAINING:

To provide them a core competency in training practices and with a mechanism for bridging current competency gaps, and to facilitate access to further training and development as trainers in the workplace. The course intends to establish, develop and enhance the contextual understanding, functional knowledge and practical skills of trainers in the workplace regardless of the occupational area in which they are working.

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

3.1.1 Introduction to the world of a Trainer

Content Topics

- Making good first impression
- How to capture attention
- Increasing your credibility
- Knowing when and how to adapt your style
- Non-verbal signs to pay attention to
- Getting people back in to the room after breaks
- Dealing with nerves & fear of speaking
- Planning your time correctly
- How to get rave reviews from participants
- Understanding & developing your own natural style
- Assessing your strengths & weaknesses as an instructor

3.1.2 Powerful Training Methods

Content Topics

- Activities to bring your training to life
- Interactive learning experiences
- Tools & techniques for adult learning
- Increasing learner retention
- Making the training fun and lively
- Instructional methods
- Effective demonstrations
- Using audio visual techniques

3.1.3 Developing Exciting Training Content

Content Topics

- Creating slides that capture attention
- Creating a dynamic programme
- Performing a needs assessment
- How to write and structure a training
- Making dull material spring to life

3.1.4 Getting the best out of your training group

Content Topics

- Ways to improve group participation
- Getting the most from a discussion while still keeping it relevant
- Ensuring that they don't start yawning
- Effective Icebreakers
- Building rapport
- Managing training dynamics
- Strategies to handle negative participation characteristics
- Motivating the group to learn and participate

4. DURATION

This training has to be done and completed within a maximum number of four (04) 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 Prepare appropriate learning environments.
- 6.2 Select, adapt or develop training materials and learning benefits.
- 6.3 Develop enabling activities to achieve intended outcomes.
- 6.4 Identify learner needs.
- 6.5 Establish mentoring relations.
- 6.6 Identify behaviours that contribute to confident presentations/facilitations.
- 6.7 Apply curriculum "shaping" methods to improve participation and comprehension.
- 6.8 Compile learner support devices.

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 TRAIN THE TRAINER 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.

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 KUBONE
MANAGER: CORPORATE SEVIRCES