



# UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 24 November 2016

## SERVICE PROVIDER TO CONDUCT TRAINING ON REPORT WRITING FOR 5 EMPLOYEES

Bidders are hereby invited to submit proposal on report writing training for 5 employees. 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 06 December 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

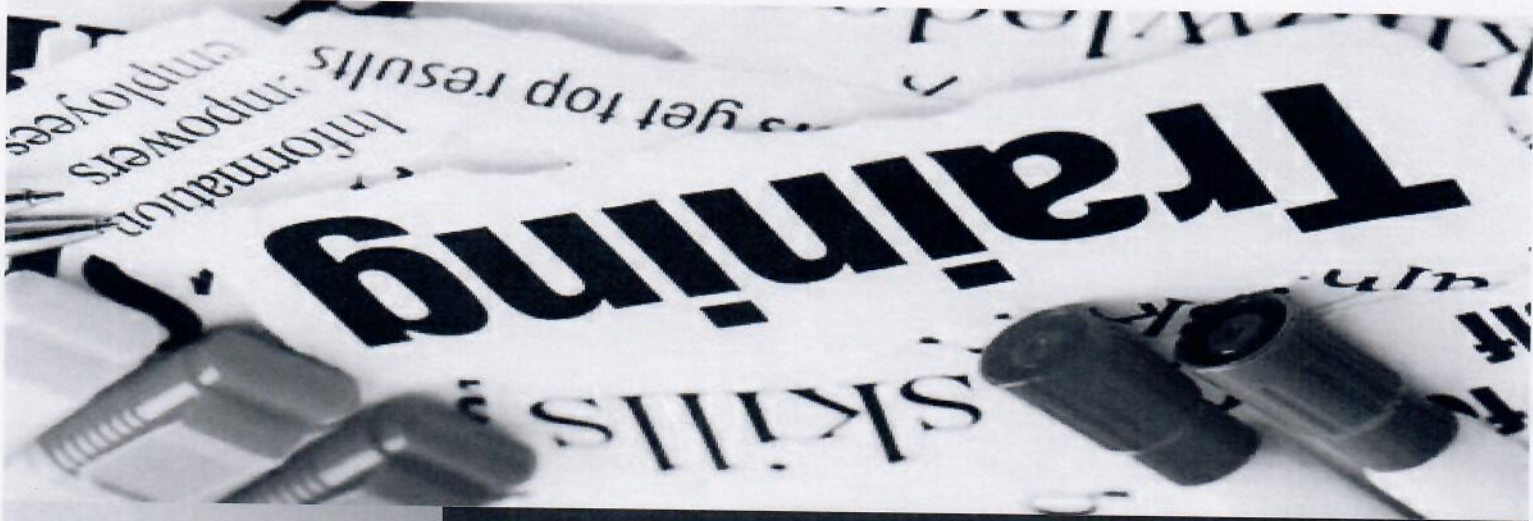
### Enquiries:

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**

**GPT NOTA**  
**MUNICIPAL MANAGER**



# REPORT WRITING TRAINING

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017 FY

UMZIMVUBU  
LOCAL MUNICIPALITY



**TERMS OF REFERENCE**

**TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON REPORT WRITING**

**PROGRAMME: REPORT WRITING TRAINING**

**1. BACKGROUND**

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue. The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

In an organisation contexts good report-writing skills have become essential for all employees including managers. Although report formats are partially determined by in-house styles analytical reports have a conventional format.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year and the aim is to equip umzimvubu employees with the knowledge and skills to write professional and scientific reports that conform to conventional formats, and communicate the main message effectively and efficiently.

**2. TARGET GROUP**

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

Corporate Services (5)

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

Each employee will be able to structure and organise clearly written, effective reports.

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

**3.1.1 REPORT TYPES**

*Content Topics*

- Overview of report types and their purposes
- Using a functional approach to report writing

**3.1.2 PLANNING THE REPORT**

*Content Topics*

- Studying the terms of reference
- Determining audience and purpose
- Gathering information
- Organising the facts
- Analysing and interpreting data
- Writing the report
- Formatting the report and inserting visuals
- Editing and revising the report

reports that require research.

1. Demonstrate an understanding of different report types, and in particular analytical

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

**6. LEARNING OUTCOMES**

logistics shall be done within the municipality

5.9. The training will be conducted in the municipal premises and arrangements related

(4) months after completion of training.

5.8. Competency certificates for participants be submitted to the HRD Officer within four

completion of the training.

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

5.6. To provide an Assessment Plan and assessment process during and after the training

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

participants and there is submission of POEs.

5.4. The service provider must ensure that the competency assessment is done to the

Framework (NQF) and Unit standard aligned

5.3. This training programme should be delivered at a specified National Qualification

participants.

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

5.1. The course should be engaging and interactive.

**5. METHODOLOGY**

working days.

This training has to be done and completed within a maximum number of five (03)

**4. DURATION**

- Checklists and rubrics for revision

**Content Topics**

**3.1.5 EDITING AND REVISING YOUR REPORT**

- Using space efficiently
- Using visually pleasing and readable typography
- Formatting tables and captions
- Choosing appropriate pictures, graphs and charts

**Content Topics**

**3.1.4 FORMATTING AND INSERTING VISUALS**

- Content
- Main sections and subsections
- Language and style (paragraphs, linking phrases, tense)

**Content Topics**

**3.1.3 WRITING AN EFFECTIVE REPORT**