

**EDUMBE MUNICIPALITY**

**REQUEST FOR PROPOSAL**

**TERMS OF REFERENCE: WARD COMMITTEE GOVERNANCE SKILLS PROGRAMMES**

**DATE:** \_\_\_\_\_

**CONTRACT NO.:** \_\_\_\_\_

## **EDUMBE: THE ACTING MUNICIPAL MANAGER**

### **REQUEST FOR PROPSALS**

### **WARD COMMITTEE GOVERNANCE SKILLS PROGRAMMES**

**DATE** \_\_\_\_\_

**REFERENCE NO.:** \_\_\_\_\_

#### **1. PURPOSE**

The purpose of this Terms of References is to procure services of a legitimate fully accredited training provider that is accredited with the relevant ETQA to provide training to 80 nominated/elected Ward Committee members on identified Ward Committee Governance Skills programmes with Unit Standards NQF Level.

#### **2. BACKGROUND**

Ward Committees' were introduced in municipalities as community structures to play a critical role in linking and informing the municipalities about the needs, aspirations, potentials and problems of the communities. They were established to form the bridge between local municipalities and communities by facilitating proper communication between the Council and Citizens. Ward Committee's have an important role to play in actively taking part and determining core municipal business such as Integrated Developmental Planning, Budgeting processes, etc.

On this basis, a need to equip elected members in Ward Committee with the competencies required to function as Ward Committee Representatives is crucial. There will be 80 persons partaking in this training coming from all eDumbe Municipality (i.e. 10 persons per Ward), who have been nominated/elected by their community onto a Ward Committee to represent the needs of the community while achieving Municipal objectives.

#### **3. RATIONALE AND SCOPE**

The outcomes contained in the training are based on the competencies required to contribute to the effectiveness of municipal processes from a Ward Committee perspective. These competencies relate to:

- Conducting or participating in formal and informal meetings to achieve Ward Committee objectives
- Involvement in and giving advice on municipal projects
- Assisting in community-based planning processes
- Assisting in implementing municipal objectives and overall objectives of Local Government by displaying an understanding of core municipal functions as they relate to a Ward Committee context

- Facilitating relations between Local Government and citizens to effectively support the implementation of its objectives
- Facilitating service delivery in a Ward Committee context

The persons partaking in this training will come from various backgrounds and will be the persons who have been nominated by their community onto a Ward Committee to represent the needs of the community, while achieving municipal objectives. It will create an opportunity for the individual to be exposed to various municipal processes and activities/projects.

#### 4. SCOPE

Guided by COGTA approved accredited training, the training will be provided on the following unit standards:

| MODULE  | UNIT Standard | Credits | Days | NQF |
|---|---------------|---------|------|-----|
| Community based planning                            | US 14534      | 10      | 3    | 2   |
| Public Participation in Local Governance            | US 113955     | 4       | 4    | 3   |
|   | US 123436     | 7       |      | 3   |
|   | US 242893     | 6       |      | 2   |
| Core municipal processes                            | US 248895     | 10      | 5    | 2   |
|   | US 242890     | 8       |      | 3   |
| Project management                                  | US 123462     | 4       | 3    | 3   |
|   | US 123464     | 10      |      |     |
| Communication, facilitation and conflict management | US 242891     | 10      | 3    | 2   |
| Community Diversity                                 | US 242894     | 6       | 1    | 3   |
| Meeting Procedures and Reporting                    | US 13934      | 4       | 1    | 3   |

#### 5. SPECIFICATION MINIMUM REQUIREMENTS

The minimum requirement for bidders to be considered for adjudication assessment must submit up to date documentation of the following:

- Updated and fully accreditation certificate, preferable with Local Government SETA (LGSETA) to provide **ALL** abovementioned unit standards.
- Original and Updated Tax clearance certificate
- Updated BEE certificate
- Updated copies of assessors and moderators for the aforementioned unit standards
- Completion of the eDumbe Municipality's Certificate of Independent Bid Determination
- Completion of eDumbe Municipality's Declaration of Interest; Municipality Fees forms
- Completion of Preference Points Claim form

## **6. OTHER REQUIREMENTS**

Bidders must have:

- Relevant and updated resources and materials to conduct quality Ward Committee Governance Skills Programme that is NQF aligned;
- Adequate capacity to train 80 learners within the given time and do not exceeding the ratio of 1:30 per class for effective delivery and group manageability;
- Understanding of the Terms of References, specific deliverables, approach/methodology, expertise and experience in running Ward Committee Skills Programme and breakdown training plan and budget; and
- Profiles of Assessors, Moderator & facilitators with relevant experience and qualification to facilitate the abovementioned unit standards.

## **7. PERFORMANCE**

The successful training provider will be assessed in terms of performance against the indicators and/or targets set out in the Memorandum of Agreement aligned to successful completion of each module, learner performance, learner upload to the SETA database and learner competence.

**NB** it is crucial for the training provider to have Quality Management System in place with the policy and procedures regarding, facilitation, learner management systems, learner support and guide, administration and recording keeping, access to SETA learner uploading and assessments systems.

## **8. METHODOLOGY**

The successful training provider must indicate clear approaches and methods aligned to the objectives to be followed in delivering the deliverables of this project. This must be accompanied by a proposed work plan, including but not limited to the following:

- Stakeholder engagement.
- Practical Intervention and process plan.
- Learning processes.
- Reporting and feedback processes.
- Project Managing.
- Facilitating learning.
- Training Evaluation of the learning.
- Administration.
- Assessment and Moderation.

## **9. SKILLS REQUIRED**

Service provider must have the following skills and knowledge but not limited:

- Skills Development related legislation such SDA and NSDS
- Understanding of Local Government Legal Framework
- Understanding of Ward Committee

- Managing and administering a learning programme
- Quality management system: managing learner database and tracking

## 10. ACCOUNTABILITY

The appointed service provider will be accountable to the Municipal Manager.

## 11. REPORTING

- The appointed service provider is required to where applicable provide hard coloured copies as well as electronic documents.
- Present a written progress and final report at the end of training.
- Attend all meetings with the client unless indicated otherwise.
- All reports are to be submitted with supporting documents where applicable.
- All reports must be evidence based meaning that the providers must produce proof that the milestone has been achieved or certain action has taken place.

## 12. TIME FRAME

It is anticipated that the training will take **six (6) months** period tender and the requirements and/or specifications contained therein are required by the Municipality. **Note should be taken that the certification of the training programme should be delivered within four months from the date of training completion.**

## 13. EVALUATION & ADJUDICATION PROCESS

The adjudication of this “contract” will be in terms of the eDumbe Municipality’s Procurement Policy and Guidelines.

| <b>(Evaluation Process)</b>  |                  |              |
|--|------------------|--------------|
| <b>Criteria</b>  | <b>Max Score</b> | <b>PSP 1</b> |
| <b>• Training Provider Experience &amp; Expertise to undertake the work</b>  | <b>30</b>        |              |
| <ul style="list-style-type: none"> <li>• Training provider demonstrates relevant experience, training in the local government environment, especially in Ward Committee Governance.<br/><br/><i>Poor (0-4); Satisfactory (5-8); Good (9-15) and Very Good (16-20)</i></li> </ul>                                   | 20               |              |
| <ul style="list-style-type: none"> <li>• Training Provider has key personnel with relevant training experience and qualifications in training at local government environment, especially in Ward Committee Governance.<br/><br/><i>Poor (0-3); Satisfactory (4-5); Good (6-7) and Very Good (8-10)</i></li> </ul> | 10               |              |
| <b>• Understanding the purpose of existence of Ward Committees &amp; Methodology to carry out training</b>   | <b>50</b>        |              |
| <ul style="list-style-type: none"> <li>• The proposal clearly demonstrates an understanding of the Ward Committees purpose of existence, functionality and the importance of skilling them.<br/><br/><i>Poor (0-3); Satisfactory (4-6); Good : (7-9); Very Good: (8-15)</i></li> </ul>                             | 15               |              |

|   |            |  |
|---|------------|--|
| <ul style="list-style-type: none"> <li>• Training provider methodology meets the programme’s requirements, i.e. the methodology is in line with standard practice, covers the key elements of the delivery of the skills programme.</li> </ul> <p><i>Poor (0-8); Satisfactory (9-15); Good (16-25); Very Good (26-35)</i></p> | 35         |  |
| <ul style="list-style-type: none"> <li>• <b>Capacity &amp; Capability</b></li> </ul>  | 20         |  |
| <ul style="list-style-type: none"> <li>• Training provider has presented detailed operational plan with relevant resources that meets programme’s requirements.</li> </ul> <p><i>Poor (0-4); Satisfactory (5-8); Good (9-15) ; Very Good (16-20)</i></p>  | 20         |  |
| <b>TOTAL</b>  | <b>100</b> |  |
| Cost of Proposal  | <b>80</b>  |  |
| BEE (Empowerment Status)  | <b>20</b>  |  |
| <b>GRAND TOTAL (100)</b>  | <b>100</b> |  |

#### 14. PRICE AND PAYMENT

The bidder shall state the amount of value added tax (VAT) separately and the total price must be inclusive of all Disbursements (i.e. facilitation of learning, assessments, training materials, catering and certification).

Payments will be staggered according to deliverables and milestones successfully achieved to the satisfaction of eDumbe Municipality.

#### 15. MEMORUNDUM OF AGREEMENT

A Memorandum of Agreement will be entered into between the Municipality and a successful service provider.

The service provider is responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget.

#### 16. CLOSING DATE & TIME

The **closing date** for the submission of proposals shall be \_\_\_\_\_.  
No late submissions will be considered. The proposal should be sealed in an envelope and be deposited into:

***The Black Tender Box (in)***

***The Reception Area***

***éDumbe Municipality***

***10 Hoog Street***

***Paulpietersburg***

***3180***