



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 03 DECEMBER 2019

UMZ/2019-20 /PUBLIC PARTICIPATION (CORPSERV)

SERVICE PROVIDER TO CONDUCT TRAINING ON PUBLIC PARTICIPATION.

Bidders are hereby invited to submit proposals/Quotations to conduct training on Public participation for 27 Councillors as per terms of reference.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management policy will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. 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. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 13 December 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: / all technical enquiries may be directed to Mrs T.Ngcongca & Mr Mbukushe (SCM Manager) 039 255 8561/8555

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2019 - 2020 FY

PUBLIC PARTICIPATION TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL WARD COUNCILLORS ON PUBLIC PARTICIPATION

1. BACKGROUND

The participation of the public in governance appears to have become an important issue in democratic societies. In South Africa, the new political order ushered in by the abolition of apartheid system of rule, seems to have brought about expectations of increased participation of ordinary people in governance.

This training intervention aim is to equip ULM Ward Councillors with a set of skills which will provide them with a comprehensive view of the discipline of Public Participation, together with the related skills required to implement a comprehensive Public Participations process which is focused on meeting the needs of all stakeholders.

2. TARGET GROUP

There are twenty seven (27) Municipal Ward Councillors to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To provide Umzimvubu Ward Councillors with knowledge and skills for facilitating appropriate public participation in development and service delivery to ensure that social capital of communities is invested to its full potential.

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

3.1.1 INTRODUCTION

Content Topics

- Statutory requirements

3.1.2 WHAT IS PUBLIC PARTICIPATION?

Content Topics

- The principles
- The process
- The cost

3.1.3 IDENTIFYING STAKEHOLDERS

Content Topics

- Interviews-move from the known to the unknown
- Asset mapping- a good brainstorming technique
- Organized stakeholders vs. grassroots stakeholders: both are important

3.1.4 GROUPS TO CONSIDER

Content Topic

- Youth
- Religious Community

- Formal Schools
- Political Community
- NGOs and other groups with specific interests
- Indigenous Peoples
- Private Sector
- Civil Society Community
- Professional Associations

3.1.4 PLANNING PUBLIC PARTICIPATION

Content Topics

- Levels of participation
- Setting objectives
- Developing a plan for participation
- Evaluate the effectiveness of participation

3.1.5 THE COMMUNICATION PROCESS

Content Topics

- Communication skills in public participation
- The communication model
- Communication skills, behaviours and tools in public participation

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 – **244300** and **115590**
- 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:

1. Conduct a stakeholder analysis and develop a framework for a community participation process
2. Identify key performance areas applicable to institutional strategies as required by the local government legislative framework
3. Formulate institutional strategies
4. Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation
5. Formulate programs and develop methods for monitoring the implementation of a strategic plan and related programmes
6. To build and enhance the governance system in order to enable sustainable development and service delivery
7. To monitor, evaluate and communicate the impact of government programmes in municipal areas in order to enhance performance, accountability and public confidence.

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.

7.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references.

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 WARD COUNCILLORS ON PUBLIC PARTICIPATION 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 the closing date of the advert at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Mrs T.T Madotyeni-Ngcongca -Human Resources Manager office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8564/8556

Fax : +2739 255 0167

Email : Ngcongca.Thozama@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



MR G.P.T NOTA
MUNICIPAL MANAGER