



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 13 JUNE 2018

UMZ/2017-18/COMPETENCY ASSESSMENTS

SERVICE PROVIDER TO CONDUCT COMPETENCY ASSESSMENT FOR 3 SENIOR MANAGERS POSITIONS

Bidders are hereby invited to submit proposals/Quotations to conduct competency assessments for Senior Managers positions 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 will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified 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 21 JUNE 2018**, where they will be opened in public. 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 8556

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

GPT NOTA (MUNICIPAL MANAGER)

Attention: Mr G.P.T Nota

813 Main Street or P/Bag

MT FRERE

5090



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2017 - 2018 FY

**CONDUCTING COMPETENCY ASSESSMENTS FOR 3 SENIOR
MANAGERS POSITIONS**



TERMS OF REFERENCE

CONDUCTING COMPETENCY ASSESSMENTS FOR 3 SENIOR MANAGERS POSITIONS

1. BACKGROUND

The municipality is in the process of filling three positions of Senior Managers, but the recruitment process requires the municipality to conduct the competency assessment, of Thirteen (13) shortlisted candidates.

The competency assessments must be undertaken within the specified time after shortlisting took place by an accredited service provider as per the Local Government Regulations on appointment and conditions of employment of Senior Managers.

2. AIM OF THE COMPETENCY ASSESSMENTS

The aim of the competency assessment process is to assist Umzimvubu Local Municipality to identify the suitable candidates for appointment that will contribute to the Municipality's ability to achieve its strategic objectives, and to comply with the Local Government Regulations on appointment and conditions of employment of Senior Managers.

3. SCOPE OF WORK

COCGTA- SENIOR MANAGEMENT COMPETENCY BASED EXERCISE includes the following:

Assessment Instrument	Competencies Measured
Cognitive Process Profile (CPP)	<ul style="list-style-type: none">• Strategic Thinking• Analytical Ability• Judgement and Decision Making• Problem Solving• Conceptual Thinking

<p>Fifteen Factor Personality Questionnaire (15FQ+)</p>	<ul style="list-style-type: none"> • Leadership Style • Interpersonal Style • Thinking Style • Engagement/Communication • Impact and Drive • Team Work • Independence • Innovation • Initiative • Flexibility/Adaptability • Resilience/Coping Style
<p>Giotto</p>	<ul style="list-style-type: none"> • Integrity • Prudence • Fortitude • Temperance • Justice • Faith • Charity • Hope
<p>CoGTA-Senior Management Competency Based Exercise specifically design for Local Government</p>	<p>A Competency-Based Assessment Battery for Senior Managers in Local Government. The assessment should entail the following: written exercises; presentation exercise and a role play exercise.</p> <p>The following competencies are assessed:</p> <ul style="list-style-type: none"> • Leading Competencies <ul style="list-style-type: none"> -Strategic Capability & Leadership -People Management -Project and Program Management -Financial Management -Change Leadership -Governance Leadership • Core Competencies <ul style="list-style-type: none"> -Moral Competence -Planning and Organizing, -Analysis and Innovation - Knowledge and Information Management -Communication -Results and Quality Focus

5. METHODOLOGY

- 5.1 COGTA -Senior competency assessments to be done for 13 people for 3 Senior Positions for a period of 2 days.
- 5.2 The Competency Assessments must be in relation to their employment reference check and qualification check

- 5.3 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.4. The report must include an integrated discussion of the candidate's results. The results should be based on the candidates completing a series of tools and exercises that have been designed to assess the competencies in the Competency Framework, designed exclusively for local government in South Africa

6. PROPOSAL/ SUBMISSION REQUIREMENTS

6.1 List of Contents

All proposals must cover the following aspects of importance:

6.1.1 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

6.1.2.1 A list of recently completed projects or previous experience similar to the project be included in the proposal

6.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

6.1.3 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

6.2. Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 6.1.1 to 6.1.3 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

6.3 The consortium submitting the proposal must declare any conflict of interests that it may have.

6.4 The ULM reserve the rights, not to accept any proposals in part or in whole

6.5 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.

6.6 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 equitably.

6.7 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.8 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.9 Successful bidder will be required to submit a detailed close-out report.

6.10 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7. WHERE TO SUBMIT:

7.1 All submissions must be clearly marked:

“CONDUCTING COMPETENCY ASSESSMENTS FOR 3 SENIOR MANAGERS POSITIONS”

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

7.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

7.3 **Due date for the submission of proposal is 22 June 2018 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

8. INFORMATION AND ENQUIRIES

8.1 TECHNICAL ENQUIRIES

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

Phone : +2739 255 8564/8555

Fax : +2739 255 0167

Email : Ngcongca.Thozama@umzimvubu.gov.za.

8.2 OTHER ENQUERIES

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

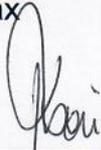
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MRS N KUBONE

MANAGER: CORPORATE SEVIRCES