



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 24 APRIL 2017

UMZ/2016-17/CS/MONITORING AND EVALUATION/006

SERVICE PROVIDER TO CONDUCT TRAINING ON MONITORING AND EVALUATION FOR 09 EXCO MEMBERS AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals/Quotations to conduct training on Monitoring and Evaluation for 9 Eco Members as per specification. Specifications are available at SCM office for free.

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 05 May 2017**, 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.4

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 Kubone/Monakali 039 255 8509 / Mr Mbukushe (SCM Manager) 039 255 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

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017

**MONITORING & EVALUATION FOR EXCO
MEMBERS**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EXCO MEMBERS ON MONITORING & EVALUATION

1. Background

Monitoring and Evaluation is increasingly recognized as the cornerstone for effective program management and is critical for organizational sustainability. A continuously increasing need for suitably skilled monitoring and evaluation leaders has been identified as a priority area by various stakeholders active in different sectors and industries.

The aim of this training intervention is to guide Umzimvubu Exco Members to apply monitoring and evaluation principles within the context of their unique working environment.

2. Target Group

Nine (9) Exco Members to be trained.

3. Goal and Content of the Training

To equip Exco Members across a variety of sectors with the knowledge and skills to successfully design and implement sound monitoring and evaluation systems from program/project initiation to close-out.

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

3.2.1 INTRODUCTION TO MONITORING & EVALUATION PRINCIPLES AND CONCEPTS

Content Topic

- Understand Monitoring & Evaluation basic principles
- Apply principles of results based management
- Use practical considerations and key steps in developing Monitoring & Evaluation systems

3.2.2 DESIGNING PROGRAM MONITORING SYSTEMS

Content Topic

- Deciding on key aspects of the program to monitor
- Identifying data sources

- Designing sound data collection and collation tools
- Developing standard operating procedures for managing data

3.2.3 DESIGNING EVALUATIONS FOR FIELD-BASED PROGRAMS

Content Topic

- Evaluation principles and approaches for field-based programs
- Identifying evaluation questions and developing a learning agenda
- Selecting an appropriate evaluation design
- Collecting evaluation data

3.2.4 ANALYSING AND REPORTING DATA FOR DECISION MAKING

Content Topic

- Developing a data analysis strategy
- Selecting data analysis methods
- Presenting analysed data
- Common pitfalls/errors in analysing data

3.2.4 PLANNING AND MANAGING EVALUATIONS

Content Topic

- Assess readiness for evaluation
- Budgeting for the evaluations
- Identifying and selecting the evaluation team
- Developing a comprehensive terms of reference
- Key considerations in managing consultants

3.2.5 DEVELOPING A DATA COMMUNICATION STRATEGY FOR STAKEHOLDERS

Content Topic

- Identifying program stakeholders and their information needs
- Selecting appropriate communication tools for different audiences

4. Duration

This training has to be done and completed within a maximum number of five (5) days.

5. Methodology

- 5.1 The course should be engaging and interactive.
- 5.2 To provide an Assessment Plan and assessment process during and after the training
- 5.3 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.4 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned –
- 5.5 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.6 All participants should also be given training material.
- 5.7 A detailed close-out report for the work done should be submitted at least one week after completion of the training.
- 5.8 The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

1. Understand key monitoring and evaluation processes and practices
2. Understand the evaluation types & tools
3. Describe various approaches and techniques for monitoring and evaluation
4. Understand the policy context of monitoring and evaluation
5. Understand and explain the steps to establishing and institutionalise a monitoring and evaluation system
6. Describe the requirements for cascading monitoring and evaluation practices and responsibility throughout the organisation
7. Understand the basic requirements for designing and conducting monitoring and evaluation.
8. How to set up Monitoring & Evaluation framework

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 (Business Plan)

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

7.1.5 Expertise Required:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

7.1.6 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. 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

- 7.1.7 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 7.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole
- 7.1.9 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.
- 7.1.10 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.
- 7.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 7.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 7.1.13 Successful bidder will be required to submit a detailed close-out report.
- 7.1.14 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7.2 Where to Submit:

- 7.2.1 All submissions must be clearly marked:

"TRAINING OF EXCO MEMBERS ON MONITORING & EVALUATION"

- 7.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.
- 7.2.3 **Due date for the submission of proposal is 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

8. INFORMATION AND QUERIES

8.1 TECHNICAL QUERIES

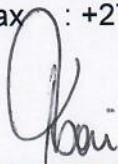
To the attention of Miss A Monakali -Human Resources Development office
and Mr T Mbukushe –Supply Chain Manager
Phone: +2739 255 8562/8556
Fax : +2739 255 0167

Email: Monakali.Amanda@umzinvubu.gov.za.

8.2 OTHER QUERIES

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
KwaBhaca
5090
Phone: +2739 255 8500
Fax : +2739 255 0167



MRS N KUBONE
MANAGER CORPORATE SEVIRCES