



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 24 APRIL 2017

UMZ/2016-17/CS/WOMEN IN LEADERSHIP/009

SERVICE PROVIDER TO CONDUCT TRAINING ON WOMEN IN LEADERSHIP /MANAGEMENT ROLES FOR 20 PEOPLE AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals/Quotations to conduct training on Change Management for 07 nerve centre 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.

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 FY

**LEADERSHIP DEVELOPMENT FOR WOMEN IN
LEADERSHIP/ MANAGEMENT ROLES**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS AND OFFICIALS ON LEADERSHIP DEVELOPMENT FOR WOMEN IN LEADERSHIP/ MANAGEMENT ROLES

PROGRAMME: LEADERSHIP DEVELOPMENT FOR WOMEN IN LEADERSHIP/ MANAGEMENT ROLES

1. BACKGROUND

One of the main challenges of being a working woman is managing a career move ahead in the workplace than the male counterparts. There are real or perceived obstacles that usually hinders women which have become hurdles that have to be overcome in one way or another. Reality is that in the 21st century the role of women in society and within the organisational life is constantly expanding

2. TARGET GROUP

There are four (4) Councillors and thirteen (16) Managers and Supervisors who are females that have to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To develop and empower women with the relevant knowledge and skills to effectively fulfil their roles as managers and leaders.

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

3.1.1 WOMEN IN MANAGEMENT

Content Topics

- Personal mastery
- Perceptions and realities faced by women in management

3.1.2 SELF MOTIVATION

Content Topics

- Self esteem
- Motivation
- assertiveness

3.1.3 SELF MANAGEMENT

Content Topics

- Time and stress management
- Self -coaching

4. DURATION

This training has to be done and completed within a maximum number of two (2) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive;
- 5.2 The use of inter-active training exercises, case studies, role play and group work;
- 5.3 The use of tools in order for participants to be able to internalise knowledge with regards to various leadership approaches
- 5.4 Improved approach in ensuring leadership and management roles are understood.
- 5.5 Specific emphasis on personal development and growth through learning experiences,
- 5.6 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.7 This training programme should be delivered at a specified National Qualification Framework (NQF) and be Unit standard aligned
- 5.8 The participants shall be given training materials by the service provider.
- 5.9 To provide an Assessment Plan and assessment process during and after the training
- 5.10 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.11 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.12 The training may be conducted in or out of 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 be able to:

- 1. Reinvent the role of the women - being seen and heard
- 2. Know Mental models and stereotypes – breaking the glass ceiling
- 3. Develop competencies for career management
- 4. Think creatively in the work environment
- 5. Develop competencies to achieve objectives
- 6. Understand how to get the best out of teams
- 7. Develop ways to deal with conflicts and diversity

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

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 COUNCILLORS AND OFFICIALS ON LEADERSHIP DEVELOPMENT FOR WOMEN IN LEADERSHIP/ MANAGEMENT ROLES"

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 1 March 2017 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss A Monakali -Human Resources Development office and Mr T Mbukushe -Supply Chain Management office

Phone : +2739 255 8563/8556

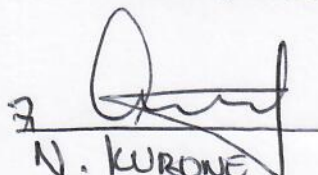
Fax : +2739 255 0167

Email : Monakali.Amanda@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


N. KURONE
MANAGER CORPORATE

MOUNT FRERE

5090

Phone : +2739 255 8563

Fax : +2739 255 0167