

UMZIMVUBU
LOCAL MUNICIPALITY



Person dealing with this matter: Mr. N. Zibi

Date: 29/09/2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation to do TRAINING OF 30 WARD COMMITTEES ON LEGAL FRAMEWORK AS PER SPECIFICATION.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 07/10/2014 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPANY(IES) NOT REGISTERED IN THE ULM SUPPLIER DATABASE. THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

MR GPT NOTA

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UPHULISO KUMNTU WONKE

TERMS OF REFERENCE FOR THE TRAINING OF WARD COMMITTEES

NAME OF THE TRAINING: Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning

PURPOSE OF THE TRAINING

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required for proactive participation as a Ward Committee member so that they achieve municipal objectives.

The learning outcomes contained in this qualification are based on the competencies required to contribute to the effectiveness of municipal processes from a Ward Committee perspective. These competences 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 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.

OBJECTIVES

The qualifying learner must be capable of:
Describing and explaining notion of participatory governance at local level.

Displaying an understanding of the constitutional provisions relating to local government and public participation in South Africa.
Displaying an understanding of the policy and legal framework that underpins local government in South Africa.

Displaying an understanding of the policy and legislative framework guiding ward committee system and its functioning.

Specific Outcomes and Assessment Criteria:

Describe and explain notion of participatory governance at a local level.

The importance of public participation and different models of public participation in effective and accountable governance at local level is described and explained with examples.

Criteria for successful lasting participation models are identified and explained in the context of ward committee functioning.

Causes of failure of institutional models are identified and discussed with examples.

Preconditions of ward committee system are identified and applied in overall functioning of ward committee in order to achieve objectives.

Display an understanding of the constitutional provisions relating to local government and public participation in South Africa.

The relevant chapters of the Constitution of South Africa are identified and explained with examples.

The objectives of local government are understood and explained in relation to Constitution.

Public participation relevant to the objectives of local government is described and explained in relation to the Constitution.

Display an understanding of the policy and legal framework that underpins local government in South Africa.

The aims of the Batho Pele principles are understood and explained with examples.

The service delivery principles set out in the Batho Pele White Paper, 1997 are listed and described in the context of ward committee functioning.

The principle provisions of the White Paper on Local Government, 1998 are identified and explained with examples.

The ward committee system is explained with examples.

Display an understanding of the policy and legislative framework guiding ward committee systems.

Legislation includes, but is not limited to - Local Government: Municipal Demarcation Act, 1998; Local Government: Municipal Structures Act, 1998; Local Government: Municipal Systems Act, 2000; Promotion of Access to Information Act, 2000; Municipal Planning and Performance Management Regulations, 2001; Local Government: Municipal Finance Management Act, 2003; The Guidelines for the Establishment and Operation of Municipal Ward Committees 2005, Standard rules and regulations, Property Rates Act.

The principle provisions of the legislation relating to the establishment, powers and functioning of ward committees are identified, described and explained with examples.

The principle provisions of the legislation are identified and explained in the context of municipal planning and performance.

The principle provisions relating to the financial management and standard rules and regulations of municipalities are identified and explained with examples.

The principle provisions relating to purpose, establishment and function of ward committees is explained with examples.

The relevance of the legislative framework for ward committees is understood and explained with examples.

SPECIFICATIONS

Submission of proof of accreditation with the SAQA.

Thirty people are expected to attend this training programme.

The training will be conducted at the venue identified by the

Municipality and which will be in the premises of the municipality or within the Umzimvubu District area.

The training will be conducted over a period of not more than two

working days upon appointment of the service provider.

All training materials must be provided by an appointed training

service provider.

NQF LEVEL 2 Certificates of the said training by the training provider

KEY DELIVERABLES

- ✚ Conducting a training programme for thirty participants of the Municipality.

- ✚ Provision of thirty training manuals for all participants.
- ✚ Provision of all the customer care equipment including flip charts and markers and data projectors as well as any others that might be needed during the training process.
- ✚ Preparation and delivery of an evaluation report to the Municipality within a week after the completion of the training.

KEY COMPETENCES

Service provider appointed to undertake this training should demonstrate the following key competences;

- ✚ proven track record of conducting accredited and non-accredited trainings for Municipalities
- ✚ Technical ability to interpret the requirements in the terms of reference.
- ✚ Availability, accessibility and dedication of expertise.
- ✚ Sound understanding of service delivery imperatives in South Africa.
- ✚ Understanding of South African political history and current political landscape.
- ✚ A proof of accreditation from SAQA stating the areas of accreditation.