



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 14 FEBRUARY 2018

UMZ/2017-18/Training -001 C&S

Bidders are hereby invited to submit proposals/Quotations for the following trainings.

Training	Closing date
Councillors attending computer literacy	23 February 2018
Leadership and Ethics training for 9 EXCO members	23 February 2018
Advanced driving for three employees	23 February 2018
Animal Health Programme for 6 people	24 February 2018
Computer Literacy training for 27 ward councillors	28 February 2018
Ethics and Fraud Prevention for 64 municipal council	28 February 2018
Training on Plumbing for 6 employees	28 February 2018

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 7813 Main Street, Mt Frere** not later than **12h00 noon**, 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 Ms. A. Monakali/ 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





UMZIMVUBU

— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2017 - 2018 FY

LEADERSHIP AND ETHICS TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU EXCO MEMBERS ON LEADERSHIP AND ETHICS TRAINING

1. BACKGROUND

Government derives its powers from the people. Ethics in government are the foundation on which the structure of government rests.

State officials and employees of government hold a public trust that obligates them honestly and integrity in filling the responsibility to which they are elected and appointed

The citizens expect all state officials and employees to perform their public responsibilities in accordance with the highest of the state in a manner that advances the public interest.

The aim of this training intervention is to equip ULM EXCO members on legislation, leadership, monitoring, guiding and ethics on leadership.

2. TARGET GROUP

There are nine (9) Municipal Councillors to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To ensure that Umzimvubu Exco Members conduct themselves in a manner befitting their position as the people's representatives.

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

3.1.1 Introduction to the South African Constitution

- The role and spheres of government and the relevant legislation
- Intergovernmental relations and cooperative governance
- The legal structure of local government
- Legal powers and roles of executive committee /mayoral committees
- Legal aspects of decision-making in council
- Basic functional activities of local government and municipal service delivery
- The structure of municipalities in terms of legislation
- The legal aspects of integrated development planning
- Legislation regulating municipal finance and fiscal management
- The legal aspects of performance management and public participation in local government.

3.1.2 EFFECTIVE ETHICS REGIME

- Ethics Regime in Public Sector

3.1.3 LEGISLATIVE CODES OF CONDUCT

3.1.4 EFFECTIVENESS OF CODES OF CONDUCT

- Attitudes, Culture and Successful Conduct Codes
- Institutionalisation
- Ethics Reforms, Codes of Conduct, Codes of Ethics

3.1.5 ETHICAL ISSUES IN THE WORKPLACE

- Transparency
- Health & Safety
- Fair working conditions
- Expectations

3.1.6 KING THREE REPORT

- Audit committees
- Risk management
- Internal audit
- Integrated sustainability reporting
- Compliance with laws
- Regulations
- Managing stakeholder relationships

3.1.7 STRATEGIC PLANNING & IMPLEMENTATION

- Develop Strategic Initiatives
- Assign accountability
- Strategic Project charters
- Monitor & communicate progress

3.1.8 LEADERSHIP

- Roles of leadership versus management
- Communicating clearly and effectively as the leader
- Motivate in a leadership position
- Exploring your inner world as a leader
- Dealing with conflict management
- Tackling problem solving

3.1.9 PERFORMANCE MANAGEMENT

- Purpose of Performance Management
- Performance Management Systems
- Approaches and Uses of Performance Management

- Implementing and Improving Performance Management System
- Conducting a Performance Review/Appraisal

3.1.10 FINANCE MANAGEMENT

- Integrated development plan (IDP)
- Budget
- In-year reports
- Annual financial statements
- Annual report
- Oversight report

4. DURATION

This training has to be done and completed within a maximum number of three (3) 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)
- 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. Analyse the strengths and weaknesses in the constitutional and legal framework governing electoral, administrative and fiscal aspects of local government
2. Identify the legal aspects of local government budgeting and planning processes and the legal implications of non-compliance with the applicable legal framework
3. Identifying ways in which misconduct can be eliminated

4. Discussing governance structures that support anti-corruption initiatives.
5. Analysing the anti-corruption strategy and procedures.
6. Involve employees in the joint fight against fraud and other acts of dishonesty
7. Identify existing codes of ethical conducts and evaluating them for efficiency and sustainability
8. Identify the way in which public sector ethics can be strengthened
9. Deal with issues and provide strategic leadership at various levels including community.
10. Build consensus amongst diverse groupings of people with various interests.
11. Apply innovative, creative and flexible strategies and thinking when dealing with community issues and needs.
12. Build trust between the councillors, officials, community and various competing interest groups while maintaining personal integrity.
13. Demonstrate the commitment and tenacity to achieve set objectives.
14. Communicate with conviction, confidence and integrity at all levels and constituencies.

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 EXCO MEMEBRS ON LEADERSHIPS AND ETHICS TRAINING"

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. **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.

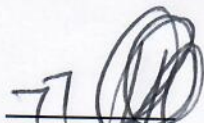
9.2 OTHER ENQUERIES

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
MOUNT FRERE
5090

Phone : +2739 255 8563

Fax : +2739 255 0167



MRS N. KUBONE

MANAGER: CORPORATE SEVIRCES