



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

CERTIFICATE: MUNICIPAL FINANCIAL MANAGEMENT

FINANCIAL YEAR 2021/2022

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
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Mount Ayliff
4735

CHIEF FINANCE OFFICER: MRS U.P.MAHLASELA
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1. INTRODUCTION OF THE PROJECT

To obtain service of an accredited service provider to provide/ conduct training in certificate, Municipal Financial Management at NQF level 6, for 2 Finance Management Interns for period of 12-18 months.

2. AIMS OF THE PROJECT

The Objectives of the project is to equip finance management interns with minimum competences as National Treasury guidelines.

3. SPECIFICATIONS

1. Deliver Certificate: Municipal Financial Management; for the period of 12-18 months.
2. Assess learners ability to perform theoretical, practical knowledge
3. Learners must obtain 166 credits (144 credits Core unit standards, 18 credits fundamental unit standards, 5 credits elective unit standards)
4. Uploading of learners on National Learner Record Database (NLRD) and issuing of LGSETA statement of results
5. Learners certificates and statements of results issued by LGSETA

4. SCOPE OF WORK

1. Deliver Certificate: Municipal Financial Management for the period 12-18 months
2. Clearly specify the specific outcomes for all unit standards
3. Engagement of all participants during the contact session, in class
4. Assess learners ability to perform theoretical, practical Knowledge
5. Competency certificates to be issued by LGSETA

5. KEY DELIVERABLES

1. Training to be conducted at an appropriate venue as arranged by the service provider.
2. The Training Provider must: Act as implementation agent for the programme
3. Ensure that each learner is trained, assessed, and certified competent against all

Specific outcomes.

4. Submit a project implementation plan, clearly indicating all project activities to be completed with target completion dates
5. Submit a programme implementation plan, clearly indicating all programme activities, credits to be obtained, and workplace training activities to be completed with target completion dates
6. Implement, coordinate and manage the entire programme in terms of the full scope of the certified programme,
7. Provide Learner guides /manuals for all learners
8. Specify assessment criteria for each specific outcome
10. Attendance registers must be provided during the sessions.
11. Evaluation forms at the end of the learning programme
13. Competency certificates issued by relevant ETQA body

6. EXPECTED OUTCOMES

The learners must be assessed against the following unit standards:

Core unit standards: 144 credits

- Apply the principles of budgeting within a municipality
- Apply approaches to managing municipal income and expenditure within a multi-year framework
- Apply costing principles to municipal operational and service-based costing
- Apply risk management in South African municipalities
- Apply techniques and South African statutes to cash and investment management in a municipal environment
- Apply the Inter-governmental Fiscal Relations Act to municipal financial management
- Contribute to capital planning and financing
- Contribute to the strategic planning process in a South African municipality
- Manage a municipality's assets and liabilities
- Participate in the design and implementation of municipal supply chain management
- Plan a municipal budgeting and reporting cycle
- Prepare and analyse municipal financial reports

Fundamental unit standards: 18 credits

- Apply the principles of ethics in a municipal environment
- Conduct stakeholder consultation around municipal finance programmes

Elective unit standards: 5 credits

- Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organization and/or programme performance in a

specific context

7. EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

| ITEM | Weight |
|--|------------|
| STAGE 1 OF EVALUATION – FUNCTIONALITY | 100 |
| • Previous Experience | 50 |
| • Capacity and Expertise | 50 |
| STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS | 100 |
| BBBEE POINTS | 20 |
| Price | 80 |

| | |
|--|-----------|
| <p>Previous Company Experience on completion of municipal finance management training</p> <p>Note: The scoring in this section is not cumulative</p> | 50 |
| Traceable record for successful implementation of 9 or more trainings in MFMP (certificate) | 50 |
| Traceable record for successful implementation of 6 to 8 trainings in MFMP (certificate) | 30 |
| Traceable record for successful implementation of 1 to 5 trainings in MFMP (certificate) | 20 |
| Total Scoring | 50 |
| <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying</p> | |

| | |
|---|--|
| <p>references for each project undertaken. If 5 Projects were done, 5 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order | |
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| <p>Capacity and Expertise to Undertake the Project</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</p> | |
| <p>A Project Team with the following areas of expertise:</p> | |
| <ul style="list-style-type: none"> - Valid Service provider accreditation from SETA | 30 |
| <ul style="list-style-type: none"> - Proof of qualified facilitators in conducting certificate in Municipal finance management training | 20 |
| Total Scoring | 50 |
| <p>NB: Attach proof of accreditation, facilitator's qualifications and experience, in order to claim the above points</p> | |
| Total Scoring | 50 |
| [30 + 20] | |

9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality, Finance management Interns Mentor as the designated Project Manager of this project. The Municipality reserves the right to make direct bookings for any service with the service provider of its choice without utilizing the services of the appointed agency.

For any queries regarding this Bid, please contact Mr A.Nqakwana; on (039) 254 5100 or; For SCM related queries please contact Mr V.Cita at telephone number 039-254-5134 during office hours.

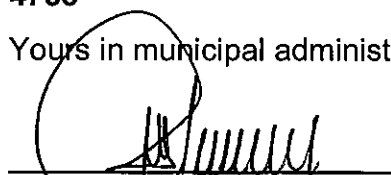
Alfred Nzo district Municipality 9

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,



U.Mahlasela

Chief Finance Officer

Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:
