



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE [WORK READINESS PROGRAMME] 2022/23 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
P/Bag x 511
Mount Ayliff
4735

Municipal Manager: Zamile H. Sikhundla
Contact Person: Z. Mazwi
Tel: 039 254 5012
Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	3
1.1 INTRODUCTION	3
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 Overall objective.....	3
1.2.2 Specific Objectives.....	3
2. SCOPE & extent of work.....	3
3. PROJECT TIME FRAME	5
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	5
5. STAKEHOLDERS CONSULTATION	6
6. PROJECT MANAGEMENT	6
7. REPORTING MECHANISM	6
8. SUBMISSION OF BIDS	7
9. EVALUATION CRITERIA.....	Error! Bookmark not defined.



BACKGROUND AND OVERVIEW OF THE PROJECT

Bank SETA which is in partnership with Alfred Nzo District Municipality has 42 learners based across Sector Departments, Local Municipalities and Alfred Nzo District Municipality and 20 learners in Mixed farming programme. The internship programme is meant to provide work based integrated learning for the unemployed youth. The municipality, as the main point of interface between the citizenry and government services aimed at addressing the multi-pronged nature of youth development.

1.1 INTRODUCTION

Alfred Nzo District Municipality through SPU has plans to address challenges faced by unemployed youth which includes skills development. The Bank SETA partnership is also another strategy employed in the process of addressing the high rate of youth unemployment. As part of work based integrated learning, learners will be provided with work based integrated learning.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

The objective of the Work Readiness Programme (WRP) is to provide learners with additional support to acquire knowledge and skills to bridge the gap from further and higher education to the workplace. Bank SETA seeks the services of two service providers to Implement the Work Readiness Programme.

1.2.1 Overall objective

To provide a credit bearing work readiness programme to empower Bank SETA interns.

1.2.2 Specific Objectives

- Engage relevant stakeholders for support of the programme TVET/HET/CATHSSETA Industry Employers.
- Provide and implement a WRP awareness strategy with relevant stakeholders.



- Execute the Work Readiness Programme by conducting a 6 week facilitation and assessment of WRP on specific learning programme material, including site visits and mentorship per province; The implementation of the WRP must consist of the following elements:

- Duration:** the length of the course to train learners.
- Facilitation:** provide facilitators for the WRP course where 70% self-directed learning which will include online digital learning where additional learning content must be made available for the learners;
- Venue:** the venue(s) where the learning will take place, including catering;
- Learning material:** learning material will be provided therefore service provider is expected to print the learning material;
- Learning method:** the tuition method that should be applied to optimise learning will be covered in the learning material and guides;
- Learner competency assessment:** the assessment of learning outcomes;
- Mentorship & Site Visit:** Provide the mentorship through site visit to Industry and Facilitate industry talks with learners during the WRP.

- Deliver the programme based on developed material (Programme guide, Facilitator guide and Learner guide) and learning method which includes 70% action learning, 20% group work and 10% lecturing of NQF friendly content which includes 5 modules (Business Communication, Workplace Integration thinking, Personal Development, Team work and Industry Awareness)
- Provide learners with certificates and host graduation of learners
- Service provider (s) must also be able to provide training material and equipment, venue and catering during the duration of the courses in each province.
- Class capacity will remain between 20 and 30 delegates per session.
- Safety of attendees is the sole responsibility of the appointed service provider.

- Transporting learners to industry sites.
- Preference will be given to accredited training

SCOPE & EXTENT OF WORK

The Service Provider will provide all project management inputs.

- Provide developed material (Programme guide, Facilitator guide and Learner guide)
- Oversee the implementation of the project.
- Monitoring and evaluation of the project.
- Make payment as per contract deliverables.

2. PROJECT TIME FRAME

The project time frame will be 1 week, (5 days) from the date of appointment of the service provider.

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

Bank SETA in partnership with Alfred Nzo District municipality aims to facilitate skills development through strategic partnerships to contribute to Economic growth. Section 29 of the Constitution provides all South Africans with the right to education. Working towards this constitutional imperative, Bank SETA is required to develop a credible Sector Skills Plan (SSP) supported by skills development programmes.



4. STAKEHOLDERS CONSULTATION

Not applicable

5. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC daily. The Project Manager has the right to change the frequency of reporting as and when necessary.



7. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Work Readiness Programme" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the _____

CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Quotation;

The quotation will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

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

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	50
• Capacity and Expertise	50
Total Scoring	100

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,

TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781



Price and Preference

Bids or Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Rural	Attach Proof of Residence of the Business or Lease Agreement	4
Disabled	Attach a Signed Letter from Health Practitioner	4
Total Scoring		100

Previous Company Experience		
Note: The scoring in this section is not cumulative		
Traceable record for successful completion of a minimum of 03 or more Skills Development training to the value of R50 000,00 each		50
Traceable record for successful completion of a minimum of 02 Skills Development training to the value of R50 000,00 each		40
Traceable record for successful completion of a minimum of 01 Skills Development training to the value of R50 000,00		30
	Total Scoring	50
Note COMPULSORY attachments for verifying work done:		

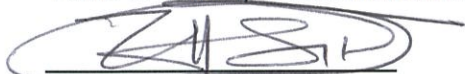
<p>1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated based on:</p> <p>- An Appointment Letter or Official Purchase Order</p>	
---	--

<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>	
<p>Team Leader or team member must be qualified Skills Development Provider with proof of ETDP SETA statement of result or equivalent</p>	30
<p>One or more personnel must have a minimum of 6 months certificate in Project Management / Communication Skills including sign language</p>	20
<p>Total Scoring (30 + 20)</p> <p>NB: Attach CV and certified copies not older than 3 months for all qualifications</p>	50

For any queries regarding this tender, please contact Z. Mazwi for project related queries;
on (039) 254 5012 or,
Supply Chain Management contact for SCM related queries at telephone number 039-
254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



Z. H. SIKHUNDLA
MUNICIPAL MANAGER

Approved/Not Approved



Mr. L. Mdutyana
BSC Chairperson

Comments by Chairperson:

Work Readiness Programme
