



**TERMS OF REFERENCE FOR THE APPOINTMENT**

**OF TRAINING PROVIDERS**

**FOR THE**

**RAYMOND MHLABA MUNICIPALITY**

**FOR THE PERIOD OF THREE YEARS**

**TENDER NUMBER: SCMU29/PSDP/23/24**

## **TERMS OF REFERENCE**

Raymond Mhlaba Municipality seeks to contract a panel of potential training consultants for a period of three (3) years to provide training of municipal officials and councilors in our locality when a need arises. The relevant training providers should assist in various skills needed. These service providers should be accredited and can be individual companies or institutions of higher learning.

**The service provider should submit a well-prepared proposal and attach the following documents:**

- A Certified Copy of Accreditation Certificate with relevant bodies.
- A Certified Copy of Accreditation letter from SETA specifying the areas of accreditation must be attached to the proposal.
- The training provider must have a valid tax clearance and SARS Pin from SARS
- The service provider must be able to provide a suitable training venue verified by the relevant SETA if necessary.
- Attach qualifications and CV of the Training Facilitator and project team showing at least three (3) year' experience in leading similar projects.
- Attach a detailed company profile with a minimum of at least four (4) proof of appointment letters for rendering such services, the submission must be on the relevant client's letterhead and signed. Landline telephone details of clients should be also provided on the reference letter.
- CV' and Certified Copies of personnel qualifications (Facilitators) who will render services to leaners.
- CV's and Certificates of Assessors and Moderators for the said SETA.
- In a case whereby the appointed training providers do not have required services, the municipality will solicit those services externally.

## **PROJECT DELIVERABLES**

A prospective training provider should develop a project plan that will specify the timeframes and costing for each programme a company is accredited for.

The course design/ course content/ curriculum of each programme that the prospective training provider is interested in should be aligned to a registered South African Qualifications Authority Unit Standard or Qualification.

The Municipality will request three quotations from different prospective providers for similar trainings.

The target audience for each training is defined on the attached list of training interventions needed by the municipality.

## IMPLEMENTATION

A prospective training provider should provide a participant learner guide, portfolio of Evidence (POEs) documents where applicable, handout and necessary stationary.

Wherein the training is expected to be held at the venue of the training provider, the training provider will be liable for training facilities, meals and other logistics applicable.

## PROJECT MANAGEMENT, COMMUNICATION AND REPORTING

The training provider will work closely with Raymond Mhlaba Local Municipality: Skills Development Facilitator during the course of the training. After completion of the training, the training provider should compile a close out report. All contracted training providers will be evaluated after each training they have rendered.

### Stage 1 Technical or Functionality Evaluation

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Criteria	Points
<p>Letter of Appointments and confirmation of project completion - Points will be allocated per project completed in the relevant field to a maximum of 4 projects completed.</p> <p>- Letters of appointment from the benefited Institution and project completion letter/ or Purchase order and project completion letter will serve as a proof.</p> <ul style="list-style-type: none"> <li>• 1 Appointment letter and Completion letter /Order and Completion letter =10 Points</li> <li>• 2 Appointment letters and Completion letter /Order and Completion letter = 20 Points</li> <li>• 3 Appointment letters and Completion letter /Order and Completion letter =30 Points</li> <li>• 4 Appointment letters and Completion letter /Order and Completion letter = 40 Points</li> </ul>	40
<p><b>Training Practitioners-</b> To provide Proof of accreditation (SETA) and experience in the Training the programme for at least 3 years.</p> <p>CV reflecting a minimum of 3 years in training programs = 5 Points</p> <p>Relevant Certified Qualifications = 5 Points</p> <p>Accreditation statement as facilitator = 10 Points</p> <p>Accreditation statement as Assessor = 5 Points</p> <p>Accreditation statement as Moderator = 5 Points</p>	30
<b>Methodology</b>	30

Confirmation letter/s by Education and Training Quality Assurance (ETQA) indicating number of trainings successfully completed.	
<ul style="list-style-type: none"> <li>• 5 quality trainings confirmed = 15 points</li> <li>• 4 quality trainings confirmed = 10 points</li> <li>• 3 quality trainings confirmed = 5 points</li> <li>• 2 and below quality trainings confirmed = 0 point</li> </ul>	
Step by step program of the implementation of the project	= 10 Points
Clear timelines of the project implementation with dates	= 05 Points
<b>Total</b>	<b>100</b>

## Stage 2: Price and Specific Goals

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Means of verification will be a full CSD report.**