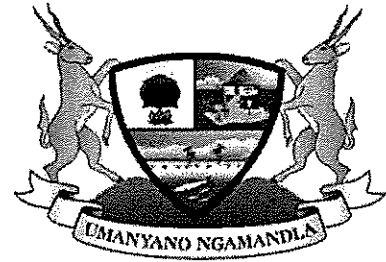


Mbizana Local Municipality



From : Senior Manager Corporate Service

To : Prospective Bidders for Teambuilding Facilitation

Subject: Terms of Reference for Teambuilding Facilitation

Date : 28 February 2019

The above subject bears reference

Background

Mbizana Municipality employees have no exception to the phenomenon that any organisation grows, shrinks or teething challenges in different structures and/ or sections. Systems thinking tell us that an organisation is a combination of number of variables constantly interacting with each other. Anything that affects one variable will have an effect on the entire system. It is therefore imperative that constituent members understand that their individual behaviours have effect on the group behaviour and the organisation system. It is in light of the aforesaid that the Municipality has been running continuous team building events as part of its employee wellness programs.

Purpose

This document is compiled for the attention of all prospective bidders for the facilitation of teambuilding session for the municipality.



Scope of Services

To facilitate and moderate a team building retreat team building process that will improve staff motivation and communication, and enhance knowledge sharing for 60 employees; for a two days programme.

Expectations

The team building exercise should be creatively organized to include strategic brainstorming sessions aimed at helping the staff to develop and articulate corporate and individual work plans to ensure optimal delivery of the programme outputs. More time shall be given to outdoor /interactive / participatory activities

NB: Prospective bidders are expected to design a methodology for a two days programme for the event and to assign time frames to it. This should include:

- Preparation/planning of the team building retreat workshop:
- A customized training and team building plan clearly articulating the objectives of the team building exercise;
- Interactive and flexible facilitation tools and material aids for brainstorming prepared prior to the workshop

Methodology must be implemented to ensure the following:

1. Ensuring that the personnel develop clear working arrangements for the effective delivery of the work plans and or duties and responsibilities outlined in their job descriptions/terms of references;
2. Initiating the discussion on the most suitable institutional operational structure and sharing the best communication practices;
3. Supporting the team in clarifying their respective goals and objectives with respect to the ideology of the organization;
4. Facilitating sessions that would help identify those issues which have the potential to inhibit the team from reaching its goals;

5. Addressing those issues, removing the inhibitors and enabling the goals of peace building and conflict transformation interventions to be achieved;
6. Improving the communication between line managers and their direct and/or indirect subordinates.
7. Identifying strengths and capacity needs of members and providing appropriate recommendations;
8. Satisfying the expectations of all staff for the team building exercise.

Process Plan must Cater For:

- Interdepartmental interactions - knowledge sharing session between the programmes activities underway within the different projects;
- Brain storming sessions aimed at identifying the mandates and harmonization of the project activities;
- Brain storming sessions resulting in a suggested operational structure and communication skills/strategy within/by the organization;
- A team building component to enhance team work;

Requirements

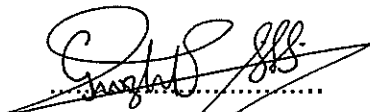
The service provider should take note of the following:

1. The facilitator must be accredited with **CETA/SETA** to be considered.
2. The facilitator must also attach unit standard accreditation document listing the unit standards accredited for.

3. The facilitator must be in possession of a **Degree or Diploma in Social Science or any Profession within Organisational Behaviour**
4. Service Provider must have at least **5 years training** experience.
5. Service Provider to provide letter of previous work done (minimum 3, not older than 18 months)
6. Material for training of both theory and practical (if applicable) must be provided by the service provider
7. Attach COIDA letter (not older than 12 months)
8. Service providers should give a detailed breakdown of costing
9. The successful bidder will be paid for the number of people that had attended the training
10. The invoice should be in line with the attendance register
11. Close-out report is required after Completion of the session.

We are looking forward to have a quality delivery from you.

Regards



Mr Z Gwala

**Senior Manager:
Corporate Service.**