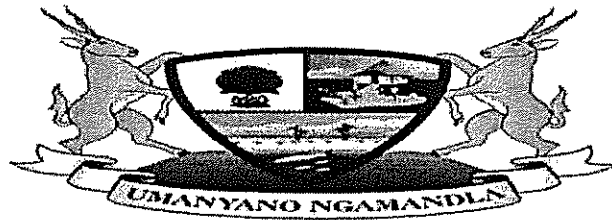


MBIZANA LOCAL MUNICIPALITY



TERMS OF REFERENCE FOR BUSINESS MANAGEMENT TRAINING

ISSUED BY:

Local Economic Development
Mbizana Local Municipality
51 Winnie Madikizela Mandela Street
Bizana
4800

Municipal Manager: Mr. L. Mahlaka
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**NAME OF THE PROJECT: BUSINESS MANAGEMENT TRAINING
TERMS OF REFERENCE**

1. INTRODUCTION OF THE PROJECT

Small, Medium and Micro Enterprises (SMMEs) have been identified as a key component to advancing growth and development in South Africa. SMMEs in South Africa are an important source of job creation. The national development plan also predicts that 90% of the aimed 11 million jobs to be created will come from SMMEs.

One of the constraints on growth, performance and sustainability of SMMEs is lack of skills. SMMEs can identify an opportunity in the market and exploit it but without necessary skills for business they are likely to fail, hence the need for government to come up with programmes that will capacitate SMMEs.

The training is intended for Phambili Mampondo trust which is responsible for development in Mthamvuna. The second group is the Red hub board which is responsible for overseeing of the red hub and the last group is Ibhongo le Mbizana arts and craft which is responsible for arts and craft.

2. REQUEST

Mbizana local municipality therefore, seeks to procure services of a suitable and experienced service provider to plan and provide NQF level 4 accredited training on business management for the Phambili Mampondo trust, red hub board and iBhongo leMbizana arts and craft. These three organizations will be capacitated separately and training should be for a period of 3 days per organization.

3. OBJECTIVES

- To ensure capacity development of SMMEs
- Improve business management and technical skills of SMMEs
- Improve management skills of these organization.
- Ensure that these organizations are educated on their role and responsibility in developmental goals of their areas.

4. THE TRAINING COURSE SHOULD MEET THE FOLLOWING MINIMUM CRITERIA

- Engage participants in simulating relevant and realistic challenges for practicing and applying the material in their areas.
- Encourage participants to use brief presentations, demonstrations, engage them in innovative and interactive practical sessions.
- Provide feed-back and training on the relevant skills and processes.
- Offer discussion exercises and application of acquired tools.

The service provider is expected to develop training materials for all participants and this includes guide book with practical exercises, handouts, power point presentations, writing pads, pens, and files for all participants. The service provider should also utilize own projector and flip chart.

5. SCOPE OF WORK

The service provider commits to perform the services with the highest standards of professional and ethical competence and integrity. The service provider is required to meet all objectives. All documents and course material should be developed in English. The sessions should be conducted in English and IsiXhosa. The municipality will provide training venue.

6. RESULTS & KEY DELIVERABLES

- Detailed methodology of the training and draft agenda for the duration of the training.
- Final training report (soft and hardcopy), report should include a thorough evaluation of the training and should have clear recommendations to the municipality. Report to be submitted within two weeks of completion of the training.
- Services SETA accredited certificates within a minimum of 7 days and maximum of 3 months.

7. INPUTS OF THE MUNICIPALITY

The municipality will provide technical comments and feedback on the outputs of the training, logistical support for convening the training course and general oversight in the roll out of the training.

8. ACCOUNTABILITY AND REPORTING STRUCTURE

The service provider will account to Mbizana Local Municipality. The municipality will monitor the training procedure. A service provider should submit a report supported by a daily signed attendance register on completion of the training.

9. PAYMENT

Payment will be done upon submission of training report and accredited certificates.

10. REQUIREMENTS

- A service provider must be registered in the central supplier database (CSD)

- A service provider must have a proven track record and references regarding the provision of the required training
- The service must have a minimum of 5 years in the training sector
- A service provider must develop a proposal with clear methodology and processes of providing training and quote for work to be done.
- Company profile to prove experience in the field should also be submitted.
- Service provider must attach references for training undertaken.
- Proof of accreditation with services SETA.

Evaluation criteria of the tenders

The bids will be evaluated in two stages, namely:

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

Only Bidders who score 60% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience	30
• Capacity and Expertise	30
• Methodology	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

30 Points for Capacity and Expertise are spread as follows:

- Accreditation as a training facilitator in business management
 - Attach certificates
- Traceable record of experience in conducting business management related training programmes

- Traceable references must be included

30 Points for previous experience are spread as follows:

- Traceable record of experience in conducting a minimum of 4 business management related training programmes, 30 points may be awarded.
- Traceable record of experience in conducting a minimum of 3 business management related training programmes, 20 points may be awarded.
- Traceable record of experience in conducting a minimum of 1 - 2 business management related training programmes, 10 points may be awarded

40 Points for Methodology are spread as follows:

- Clear proposal containing the implementation plan

For any enquiries regarding this training, please contact Mr. B. Hlangabezo (LED Manager) 0392510230 ext 2097 or hlangabezob@mbizana.gov.za .

Approved by



Ms. N. Mafumbatha
Senior Development Planning