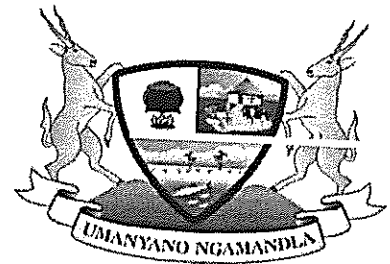


# Mbizana Local Municipality



## TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS AUDIT REPORT FOR MBIZANA LOCAL MUNICIPALITY

### 1. BACKGROUND

1.1 The Municipality acknowledges the importance of skilled human resource within various Departments across the Municipality. The municipality identified a need to conduct a skills audit and subsequently a comprehensive skills audit report to address the identified skills gap. The municipality would like to appoint the external Service Provider to conduct a skills audit and develop a comprehensive skills plan for the municipality.

### 2. OBJECTIVES

- 2.1. The objectives for the skills audit are as follows:
- Ascertain the skills base of employees;
  - Develop a 5 year Skills Development Strategy/audit plan
  - Develop informed skills profile for each individual employee
  - Assist in the future development of an organizational development plan;
  - Establish the collective and individual academic achievements;
  - Determine the competency levels of staff; and
  - Identify the skills gaps.

### 3. SCOPE OF WORK

- 3.1. The successful service provider will be expected to perform the following functions:
- Conduct competency assessment through intensive consultations
  - Identify competency profile for each employee
  - Identify competency gaps for each employee
  - Develop informed skills profile for the municipality and recommendations.
- 3.2. Upon appointment the successful service provider shall produce the following:
- Project plan with milestones
  - An assessment plan;
  - Submit a bi-weekly progress report to the Project Leader

d) Prepare presentations for the reporting to the Management Committee as and when required.

#### 4. KEY FOCUS AREAS

1. Perform skills audit for approximately 240 employees within the municipality
3. Perform a competency / suitability assessment for officials that were promoted or placed between 2019 & 2020.
4. Submit a comprehensive report to Management based on the scope of work within the agreed timeframe.

#### 5. METHODOLOGY

- 5.1. It is required of the service provider to follow the below mentioned method in executing the project;
- a) Engage all employees in all work stations
  - b) engage all stakeholders on the process to be followed
  - c) Present draft findings
  - d) Validate the data with key stakeholders

#### 6. PROJECT DELIVERABLES

- 6.1. Service provider will be expected to deliver a comprehensive skills audit report clearly articulating the gaps as well as the skills profile for all employees.

#### 7. COMPETENCIES AND EXPERTISE REQUIREMENTS

- 7.1. The service provider should possess the following competencies and requirements;
- a) Extensive knowledge and experience in the Human Resource Development field;
  - b) Required analytical and technical skills;
  - c) Knowledge of the public sector legislation and processes;
  - d) Successful completion of similar projects; and
  - e) Ability to meet time frames in terms of the identified milestones.

#### 8. PROPOSED TIME FRAME

- 8.1. The appointed service provider is expected to have completed the project within an allocated period.

  
Mr. Z Gwala  
Snr. Manager: Corporate Services

DATE 06/08/19.