

REQUEST FOR PROPOSAL

RFP 102/09/2021

APPOINTMENT OF A PANEL OF ACCREDITED TRAINING PROVIDERS TO SOURCE FUNDING FROM PRIVATE AND PUBLIC FUNDERS ON BEHALF OF LEJWELEPUTSWA DISTRICT MUNICIPALITY AND DELIVER ACCREDITED TRAINING TO UNEMPLOYED YOUTH, SMME'S, CO-OPERATIVES, NPO'S AND MUNICIPAL EMPLOYEES ON VARIOUS TRAINING PROGRAMMES FOR A PERIOD OF THREE (3) YEARS.

BACKGROUND

LEJWELEPUTSWA DISTRICT MUNICIPALITY is a Category C Municipality (DC18) established in terms of the Free State Provincial Notice 113 of 28 September 2000 with its head office at Lejweleputswa District Municipality, Corner Jan Hofmeyer and Tempest Road, WELKOM.

Training and development are crucial to the continuity, growth and transformation of Lejweleputswa District Municipality as an institution and its communities. Lejweleputswa District Municipality is fully committed to promoting an environment of structured and systematic training, learning and continuing professional development of all employees, Councillors, unemployed youth, SMME's, co-operatives, NPO's and Lejweleputswa community at large to enable them to perform their duties effectively and efficiently in their respective fields of trade or occupation.

It is against this background that Lejweleputswa District Municipality requires a panel of accredited training providers to source funding from private and public funders on behalf of Lejweleputswa District Municipality to ensure that all of its employees, councillors and community are appropriately trained and developed.

TERMS OF REFERENCE

Lejweleputswa District Municipality seeks to acquire services from duly qualifying and appropriately accredited training providers to source funding from private and public funders on behalf of Lejweleputswa District Municipality and provide training services for all employees, councillors including unemployed youth, SMME's, co-operatives, NPO's and Lejweleputswa community at a district level. It against this background that Lejweleputswa District Municipality intends to implement training interventions through the utilisation of accredited training providers. All accredited training providers are invited to submit proposals to offer training in the district.

The scope of the proposed interventions to be offered by the prospective providers, shall be on the basis of responding to a wide range of skills development needs and training interventions of employees, councillors and community on a district level. All providers should be able to produce accreditation documents from a relevant Sector Education and Training Authority (SETA). These documents should also demonstrate the capacity for providers to assess, moderate and award accredited competence certificates or credits.

Essentially the providers will be expected to source funding, design and implement training interventions for employees, councillors, unemployed youth, SMME's, co-operatives, NPO's and community by providing the following services: Training; Guide and Support Learners; Assessments; Moderation; Accredited Certification.

DELIVERABLES

Training providers should provide both online and e-learning training interventions and face to face training. For training interventions that requires physical contact, strict COVID 19 regulations should be followed and declarations of adherence to COVID 19 regulations should be submitted with the proposals. Below is a list indicating the expected deliverables:

- Training (where necessary conduct pre-assessment of learners)
- Reports and records of participants
- Assessments, Moderation and Certification

EXPECTATIONS FROM SERVICE PROVIDERS

Before appointment expectations

- A brief description of the company's methodology to providing training services as per listed categories, including a proposed work plan
- A brief description of the company's outline of recent experience on assignments of a similar nature.
- CVs of the trainers/facilitators/personnel and the authorised representative submitting the proposal.

After appointment expectations

- Submission of Training proposals with funding commitment.
- Design and implement training events as per agreed training areas and conditions.
- Develop and supply professionally and well bound reference notes or study materials to learners per training area offered.
- Report on training interventions undertaken within the given time frame.

ACCREDITATION

- The service provider must be accredited as a trainer with the relevant Sector Education and Training Authority (SETA).
- The service provider must offer training interventions/courses that are accredited.
- Proof of service provider and course/s accreditation and registration must be submitted with the proposal.

SPECIFICATIONS

Training interventions listed below should be tailored to the needs and functionalities of the employees, councillors, unemployed youth, SMME's, co-operatives, NPO's and community for each training speciality category. It should be noted that the training interventions identified below are not an exhausted list but serves as an example of the type of training intervention required per each training speciality.

- Information and Technology skills.
- Financial management and Auditing skills.
- Soft skills.
- Technical skills.
- Engineering and Technology skills.
- Leadership and Management skills.
- Entrepreneurship and Business management skills.

SPECIFIC APPLICABLE TERMS

- Service providers must be able to source funding from private and public funders on behalf of Lejweleputswa District Municipality.
- Lejweleputswa District Municipality will under no circumstances be held liable for any costs or counter funding.
- Service providers will be appointed on risk.