



**PROJECT NO: CORP/HRD-01/22-23:**

**THE APPOINTMENT OF PANEL OF SERVICE/TRAINING PROVIDERS FOR SKILLS PROGRAMMES, TRAINING & DEVELOPMENT, AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS.**

**SCOPE OF WORK**

**Background**

Dr JS Moroka Local Municipality is constituted with approximately and an estimation of five hundred and forty (540) employees and exact sixty-two (62) councillors. It is therefore the responsibility of the Department: Admin & Corporate Services: Human Resource Development to empower these employees, councilors and community members with skills and knowledge to improve service delivery, the standard of living and minimize illiteracy within the communities of this municipality.

It is the strategy of the municipality to create and develop a conducive and learning environment to our target market to be competent, satisfied and skilled to achieve an effective and successful municipality in the province and nationwide.

**Terms of Reference/Specifications:**

The successful bidder/s will be required to deliver the following services to the Municipality in a once off terms of contract:

- 4.1 Assist in developing and reviewing the Workplace Skills Plan and the compilation of the yearly Annual Training Report;
- 4.2 Implement the workplace skills plan, by coordinating "certain" training services as per the workplace skills plan,
- 4.3 Directing trainings and arranging for outside trainers (institutions of learning) as per the recommendations of the Municipal Manager or his delegate such as the Executive Manager Admin & Corporate Services. Serve as the implementing agent between the municipality and the institution of higher learning.
- 4.4 Source funding from relevant SETA's for the implementation of learnerships, Internships, apprenticeship, bursaries and other skills programmes which will be beneficial to employees, councilors and communities members.
- 4.5 Develop skills transfer plan for recommendations by Executive Manager: Admin & Corporate Services and approval by the Municipal Manager.
- 4.6 Conduct training for identified mentors and coaches to assist in the implementation of learnership, internship and any skills programmes.
- 4.7 Identify relevant learnerships, internships, bursaries and any skills programmes to address the training gaps and needs of the municipality in efforts to address service delivery needs

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 4.8 Provide support in training and conducting relevant workshops for employees, councilors, community programme participants such as EPWP, Ward committees and members of community within the Municipality.
- 4.9 Ensure establishment of all relevant structures and committees within the Municipality responsible for training and guidelines.

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*