

## **SPECIFICATIONS**

### **THE PROVISION OF SRC ELECTIONS MANAGEMENT SERVICES, CAPACITY DEVELOPMENT, TRAINING, INDUCTION AND SRC MID TERM REVIEW FOR THE STUDENT REPRESENTATIVE COUNCIL VUSELELA TECHNICAL VOCATIONAL EDUCATION & TRAINING COLLEGE**

#### **1. Electoral Management Services**

The service provider must be capable and well equipped to manage SRC elections in accordance with the college SRC's constitution and carry out SRC elections in a procedurally free & fair manner, even beyond reproach.

#### **2. SRC Constitution induction**

- Induction of all recognized and registered formations
- Empowering student formations with the critical knowledge and understanding electoral policy prior the elections.
- Develop leadership and governance skills among class reps to prepare them for governance as Campus SRC members

#### **3. Management and Facilitation of SRC elections**

**The election activities, relevant documents and/or digitalised records will include but not limited to the following:**

- Appoint a Chief Electoral Officer who will be the liaison between the college and the Student Support Services Unit.
- Constituting the Electoral Commission within seven days of the appointment.
- Appointment of campus Election Presiding Officer for all College Campuses to coordinate and implement electoral processes
- The Presiding Officer will be in contact with interested students for the duration of the elections.
- Appointing an administrator to deal with the day to day activities relating to elections.
- Ensuring that elections are conducted within the required period or the within the first quarter of the year or whichever happens first.
- Work with the college in marketing the SRC Elections (Publishing Voters roll, Election Timetable, Voting dates, Nomination Process, preliminary and final nominations, manifesto presentations, preliminary and final results) through posters and other related media.
- Handling the nomination process.
- Handling of Canvassing and Campaigning
- The publication of list of candidates
- Handling all objections and appeals related to the election process.
- Consulting with the Electoral commission in decision making if the need arise and where applicable.
- Where necessary, provide the necessary documentation to the Election Appeals tribunal should a matter be referred to the Tribunal.

- Provide voting officials to manage the voting stations, which will be (1 Presiding officer, and other electoral staff).
- Electronic voting will be provided as required by the college.
- Ensuring a smooth voting process.
- The submission of results to the relevant college official
- Publication of results.
- Handling all objections from the nomination process to the publication of results.
- Declaring the results free and fair at the end of the process.
- Constitute the SRC in accordance with the SRC constitution
- Provide an election report within seven (7) working days of the completion of the process.

#### **TECHNICAL REQUIREMENTS**

- The online voting system must be secure, user-friendly, and accessible via desktop and mobile devices.
- Each voter should receive a unique email ballot link that prevents multiple voting attempts.
- The system must be encrypted and comply with data protection regulations.
- The platform should generate real-time reports and audit trails.
- System uptime and reliability should be ensured throughout the election period.

#### **SECURITY & CONFIDENTIALITY**

- The service provider must ensure strict confidentiality of voter data and election results.
- The system should include end-to-end encryption and multi-factor authentication.
- Voter identities and choices must remain anonymous.
- A contingency plan should be in place for system failures or cyber threats.

#### **4. SRC induction and Training**

- Inducting newly elected SRC members on College Policies
- Introducing SRC members to college leadership levels and structures
- Inducting SRC members on their roles and responsibilities.

**No. 4 above will be facilitated by the Student support Services officials**

#### **5. Capacity Development Programs**

- Legislations and Regulations applicable to the TVET sector
- Gender Equality
- Human Rights and Democracy
- Environment (Higher Education)
- Transformation
- Financial Management and Treasury Regulations
- Meeting Management
- Conflict Management and Organisational dynamics
- Leadership Roles and Responsibilities
- Diversity Management and Group Dynamics
- Committee Administration

- Communication Strategy
- Protest Management
- Negotiations strategies
- Arts and Culture
- Transformation
- And any other developmental programmes relevant to the TVET sector or as may be suggested by the college and or the Department of Higher Education, Training & Innovation.
- Training Certification will be required
- Service provider must conduct one day induction sessions with **i) Registered student Formations ii) Leadership weekend and team building for 3 days.**
- Accommodation and Catering for maximum of three (3) persons, provided by the College.

#### **6. Mid-term SRC review**

- SRC presentation of their programs
- Review of SRC activities and SRC code of conduct
- Assessment of current policies and procedures ( SRC Constitution and Policies)
- Facilitating the actual policy review
- Drafting policies for review
- Sourcing of policy development