RFQ Training Specification

1. Course Title:

Financial Management and Budgeting Course

2. Course Overview:

SALGA seeks to source a qualified training provider to deliver a Financial Management and Budgeting course targeted at unemployed individuals who are running informal small businesses in East London, Eastern Cape. These individuals are not yet skilled in financial management practices but are looking to improve their financial literacy and business operations.

The course will be classroom-based and delivered over the course of one or two days. The facilitator should be able to communicate in Xhosa to ensure effective understanding and engagement with the delegates.

3. Scope of Work:

3.1 **Course Content:** The training provider must ensure that the course content is relevant, practical, and tailored to the needs of individuals running informal small businesses. The content should include:

- Basics of financial management
- Importance of budgeting and financial planning
- Introduction to bookkeeping and financial statements (basic concepts)
- Cost management and pricing strategies
- Introduction to taxes and compliance for small businesses
- Tools and techniques for managing cash flow
- Budgeting techniques for small-scale operations

3.2 **Training Duration**

- The course should be one day in duration.

3.3 **Delivery Method**

- Classroom-based training, with interactive discussions, practical exercises, and real-life examples to ensure participants understand and can apply the skills learned.
- At the end of the programme, delegates should receive a certificate of attendance.

3.4 **Facilitator Requirements**

- The facilitator should have a proven track record of delivering financial management and budgeting training to informal business owners or unemployed individuals.
- Ability to converse fluently in Xhosa to cater to the target audience.
- The facilitator should possess the necessary qualifications in financial management, accounting, or a related field.
- Proven experience in training unemployed individuals or small business owners.
- Ability to tailor training methods to suit individuals with low levels of financial literacy.

3.5 **Target Audience**

- o 30 x Unemployed individuals, primarily Xhosa-speaking, who run informal small businesses or are interested in starting one.
- o The course should cater to individuals with little to no prior knowledge of financial management.