



## **TERMS OF REFERENCE**

### **CLUSTER: OFFICE OF THE SPEAKER**

### **DESCRIPTION: ASSESSMENT OF COUNCILLORS ACCUMMULATED KNOWLEDGE FROM TRAINING PROGRAMMES**

#### **1. PURPOSE**

These terms of reference seeks to give background information regarding the compilation of various training certificates the individual councillors participated in over the last three political terms of local government with the intention of evaluating and ascribing certain NQF levels (points) as informed by SAQA and related regulations.

#### **2. BACKGROUND**

Over time the roles and responsibilities of the three components of local government (the Legislature executive and administration) have been gradually evolving and becoming clearer informed by the various enacted legislation governing the functioning of this sphere of government.

Councillors in particular, serving as representatives of both constituencies and government depending on their capacity and engagement, have had to quickly adapt to the ever changing political landscape and the maturing democracy as citizens become more aware of the role the state ought to be playing in the general improvement of social life. The various challenges confronting these political representatives in government were put into context through an array of documents published by the various organs of state which sought to identify key characteristics of an effective public representative.

Informed by these findings councillors began participating in various training programs which aimed at improving their performance in line with the objectives of a developmental local government. Throughout this period the educational environment was experiencing its own changes, especially with regard to the national qualifications framework.

#### **3. CONTRACT OBJECTIVES, ASSUMPTIONS AND RISK**

Informed by the above mentioned factors whilst acknowledging that yet another political term is drawing to a close, the afore-mentioned office seeks to conduct a proper audit of all the accumulated certificates which councillors have received from all their training since the inception of the local government structure in 1996.

This exercise should result in councillors being awarded a certain NQF level points based on their training and competency as public representatives which will afford them an opportunity to pursue further private training beyond their time in political office.

It should as well be possible that from this exercise the return on investment for training programs attended could be determined in line with targeted outcomes per course which could in future assist with the categorization and prioritization of the whole range of training programmes aimed at councillors.

At the core of this exercise is a conviction that some politicians may want to continue with their studies regardless of either they're deployed back into government or not by their respective political parties, whilst

others will want to count their personal educational achievements with the aim of venturing into other exciting careers beyond the political life or still to record these on the basis of impending retirement.

Lastly this exercise and its report thereafter should contribute to the capacity building strategy that should guide the training and development programmes of the office in future to maximize on the rand/ value ratio.

#### **4. TRANSFERRING OF KNOWLEDGE**

Though this project requires specialized skills that could only be possessed through formal training and experience it should nonetheless still be possible that some of its components could be transferred to some members of this office for future purposes. These could among others include the administrative preparations for this exercise by the office; the prior assessment of various training programmes according to the generally accepted norms and standards; or introduction to the methodology of conducting such an assessment.

Simply put this project should be a collaborative effort between the service provider and the commissioning office (Office of the Speaker). A service provider has to prove the willingness to go an extra mile in transferring some of the key skills in preparing and conducting this project.

#### **5. SCOPE OF THE WORK**

This project entails the assessment of all councillors' (Executive Mayor, Speaker and Chief-whip of Council incl.) skills, knowledge and competency acquired through participation in the various training programmes enrolled in while serving as political representatives.

An assessment of their various certificates received from various training programmes should be according to the professional standards used to measure and accredit people a certain NQF level as a tool of recognition of prior learning.

To this end one-on-one interviews, assessment of certificates and tests of acquired knowledge could be used in combination to get a more reliable measure of competency from individual candidate. However, the project has to be completed at most within two months from the start date.

At the end of the project all councilor should have been issued with national certificates indicating their NQF Level which they can use in future to enroll in further formal training programmes, or could use these to apply for positions relevant to their proven competencies.

On the other hand a detailed report will also be presented to the office outlining the whole exercise and its findings as well recommendations which could enhance the capacity building programmes of the office will roll-out for councilors. However, this report will be presented through a workshop which will allow for an adequate discussion between the service provider and the management of the office to allow a thorough understanding.

#### **6. EXPECTED OUTPUTS AND OUTCOMES**

Key amongst other outputs of this project it has to be the generation of NQF level for each councillor as informed by the individual assessment processes and a hand-over report detailing the full scope of the project.

This report should contain a list of specific recommendations which will be incorporated in the capacity building strategy which will guide training of councilors.

#### **7. QUALIFICATIONS AND EXPERTISE REQUIRED**

The service provider to be appointed has to prove the necessary academic qualifications and experience to perform such an assessment as informed by national standards guiding recognition of prior learning.

Although not critical, a service provider has to also demonstrate the necessary capacity to perform this task within the allocated timeframe.

## **8. REPORTING**

Notwithstanding the compulsory briefing meeting which will seek to adequately explain the methodology and processes to be used in the project, as outlined in the submitted quotation, various reports indicating achievements of significant mileages has to be presented periodically to the office to measure progress.

Listed milestones will include the following:

- Compulsory briefing meeting with the office and councilors to explain the project
- Project progress reports indicating challenges and proposals going forward
- Assessment report before the submission to the accrediting body
- Project Completion Report detailing the outcome of the accrediting body and final recommendations

## **9. MONITORING AND EVALUATION**

The office will monitor the project through meetings which will be convened on intervals as informed by milestones, as listed above. These meetings will allow for robust discussions with the aim of developing best appropriate approaches towards the conclusion of the project in time.

A meeting could be requested by either party, though a schedule will also be developed for periodical meetings.

## **10. BUDGET**

A budget is available for the project.

## **11. SCHEDULE OF THE ASSIGNMENT**

A schedule will be developed by the two parties (a service provider and the office) as informed by a best possible approach that will facilitate a timeous completion of the project.

## **12. INTELLECTUAL PROPERTY**

Outcomes or any part of this project will remain the intellectual property of Sedibeng District Municipality and any reference to its contents has to be sanctioned by the municipality thereof.

## **13. REPRESENTATION**

Representation will be determined by the two parties and may vary according to need per one time.

## **14. SUMMARY OF REQUIREMENTS**

An appointed service provider will be expected to provide all the necessary tools of trade to be able to complete this project within the prescribed time-frame. A discussion on what the office/ municipality can provide towards this project can be convened however it remains the responsibility of the service provider to ensure that all the necessary mechanisms are available as and when needed.

## 15. EVALUATION CRITERIA

The evaluation criteria will include the following considerations and will be split as follows:

Proven track record	40%
Understanding of the scope of work	20%
Methodology	20%
Quality of proposal	20%
Price	80
HDI	
<ul style="list-style-type: none"> <li>• No franchise to national elections prior to 1983 and 1993 Constitution</li> <li>• Female</li> <li>• Disability</li> <li>• Locality</li> </ul>	<p>8</p> <p>4</p> <p>2</p> <p>6</p>

- **Proven track record/ experience**

The service provider has to provide a detailed record of experience in a similar field both at an individual and company level and points will be allocated as follows:

Number of years of experience	Allocated points
7 years and more	40%
5 & 6 years	30%
3 & 4 years	20%
1 & 2 years	10%

- **Understanding of the scope of work**

The service provider has to show an understanding of what the project is aiming to achieve, the key challenges and risks in its delivery that would need to be addressed.

- **Methodology**

The methodology that will be applied to accumulate the best possible outcomes from this exercise have to be demonstrated in the submitted proposal.

- **Quality of proposal**

A submitted proposal is the best first impression regarding the understanding of the scope of work and has to accordingly be easy to follow and its conclusions ought to reflect on the objectives of this project.