

Terms of Reference: Mobilisation for Sedibeng for Human Rights Day 2011

Sharpeville, Sedibeng

21 March 2011

1 Background

Human Rights Day is celebrated on 21st March each year to honour our fallen heroes and heroines and celebrate the human rights and fundamental values for which they sacrificed.

This day, is commemorated in partnership with Local Governments with the purpose to:

- Remind us of the great suffering and loss of life that accompanied the struggle for human rights;
- Celebrate our new Constitution and Bill of Rights; and
- Raise awareness on our human rights and our struggle for human rights, especially amongst the most vulnerable groups which is the women and youth.
- To highlight and showcase the work that local government does and key achievements of government as this sphere of government goes for elections next year.

2. SCOPE OF WORK

The mobilisation requirements for Sedibeng are as follows-

- 20 x volunteers
- 1 x regional coordinator
- 1 x vehicles (bakkies) with loud hauling equipment and 1 x branded mobile board
- 2500 x Posters to be set-up/hung.
- Compliance stickers for postering as per municipal by-laws in each region
- Mobilisation/loud hauling will commence on 11 March until 21 March 2011.

The service provider will attend all planning/reporting meetings relevant to this event.

3. FINANCIAL IMPLICATIONS

The service provider will provide a detailed cost breakdown which should include all logistical requirements as stipulated in point 2.

This detailed cost breakdown should also include the service provider's administration / handling fee.

The service provider should keep a record of all financial expenditure and ensure that the expenditure remains within the agreed budget of each event.

It will be expected of the service provider to provide proof of expenditure in the form of a financial reconciliation accompanied by a narrative report within 30 days after completion of the event. Note that no advance payment will be done.

4 CONTRACT PERSON

All queries regarding this specification should be directed to-

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