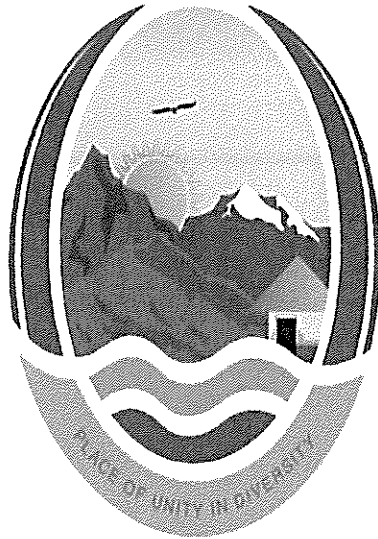


ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO DISTRICT MUNICIPALITY

TERMS OF REFERENCE: CAMPING FACILITATOR

TERMS OF REFERENCE
NAME OF THE PROJECT: CAMPING FACILITATOR



1. INTRODUCTION OF THE PROJECT

Alfred Nzo District Municipality is a municipality that is conscious of the needs of the youth. It is a Municipality that cares for and supports its youth, values, and their ability and creates opportunities for youth to realize their full potential, participate actively in building the society, contribute and benefit fully from socio-economic opportunities available. Due to release of some hormones during the adolescent period physical, psychological, social changes will be noticed. Hence it is essential to guide the adolescent girls on life skills. In this regard, the Girls Camp planned for the adolescent is really useful in molding the children and develops communication skill, leadership qualities and emotional balance.

AIMS OF THE PROJECT

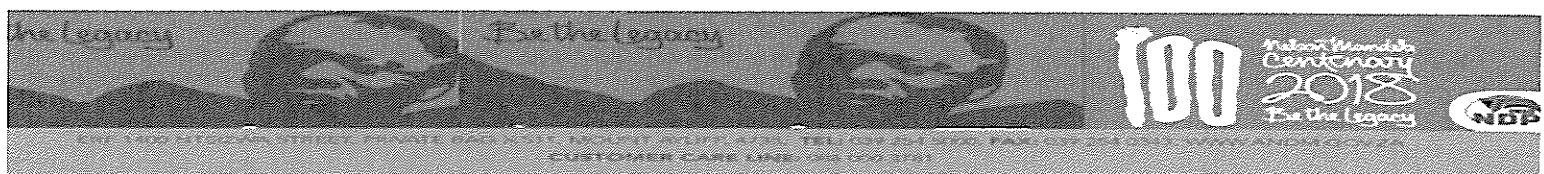
The program will pay particular attention to the girls between the ages of 14 – 17, which is a stage characterized by:

- Physical growth and hormonal development: bone, muscle, brain, sexual characteristics and stature
- A growing ability to use abstract thought.
- Social and emotional growth, including awareness of others, sense of fairness, social consciousness, sense of purpose, personal identity, (who am I, peer bonding, separation from family, and sudden, intense emotions.

2. SCOPE OF WORK

The program must create awareness and address the following:

- Guide the adolescent girls at the time of their physical and psychological changes.
- Help adolescent girls to understand the physical and psychological changes they are undergoing and the scientific reasons behind the changes.
- Create awareness on various issues like child rights, trafficking of children, child abuse etc.
- Create space and time for social cohesion amongst young girls.



- Educate them about cultural activities of the past and their significance in the modern world.

3. KEY DELIVERABLES

The successful supplier will be required to undertake amongst others the following tasks as part of the exercise:

- Guide the adolescent girls at the time of their physical and psychological changes.
- Help adolescent girls to understand the physical and psychological changes they are undergoing and the scientific reasons behind the changes.
- Create awareness on various issues like child rights, trafficking of children, child abuse etc.
- Create space and time for social cohesion amongst young girls.
- Educate them about cultural activities of the past and their significance in the modern world.
-

4. EXPECTED OUTCOMES

The supply, delivery will be managed by Assistant Manager Youth Development and Transformation as well as the appointed supplier.

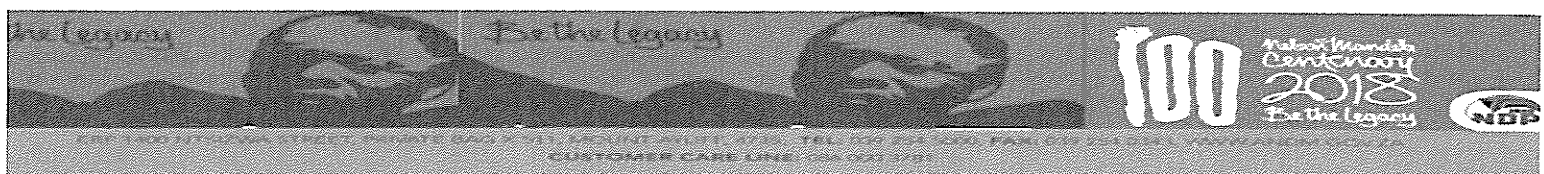
Location

A successful Supplier must be 500 km from Alfred Nzo District Municipality.

5. EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

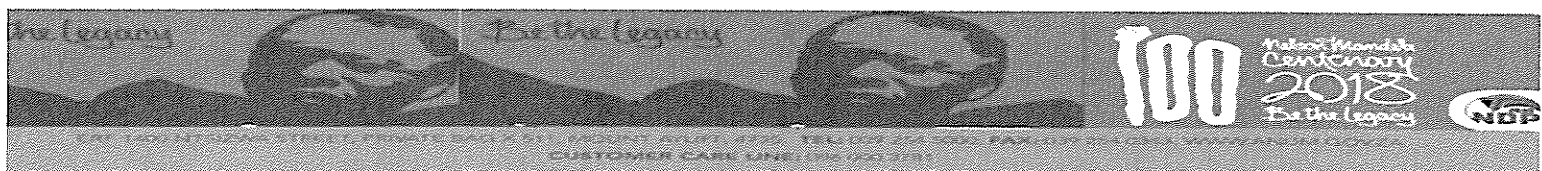


Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Breakdown for Functionality:

Functionality	Weight
Previous Company relevant experience	40
Previous record of experience in facilitation of camps	
➤ 4 and above Municipalities and/ or Public Sector	40
➤ 3 and above Municipalities and/ or Public Sector	30
➤ 2- and above Municipalities and/ or Public Sector	20
➤ 1 and above Municipalities and/ or Public Sector	10
NB: attach letter of reference from previous employers. And complete assessment of bidders form with a stamp and signature	
Capacity and expertise to undertake the project	40



Points for Capacity and Expertise are as follows	
<ul style="list-style-type: none"> ➤ Valid service Provider accreditation from SETA/NEBOSH ➤ Proof of qualification in facilitation/ Leadership or relevant NQF level 6 	20
NB: Attach a proof of accreditation and certificates to claim the above points. All Submitted certificates must be certified.	20
Methodology	20
Brief and clear proposal indicating clear understanding of the requirements set out in the Terms of Reference	20

6. REQUIREMENTS

A service provider must:

1. be registered in the national treasury data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate Pin
4. Undertake to provide the required service from the date of appointment to the end date.
5. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverables
6. The bidder must provide at least three contactable references where work was performed.



7. PROJECT MANAGEMENT

The supply, delivery will be managed by Assistant Manager Youth Development and Transformation with the appointed supplier.

8. PROJECT TIMEFRAME

The duration of contract is 4 days.

9. PROJECT BUDGET

Service Provider must present a work plan and budget consistent with the amount of work as specified in the "scope of work".

REQUISITION OFFICER



N. GAWULANA
ADMIN CLERK

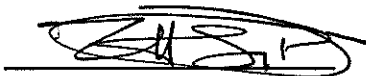
RECOMMENDED /NOT RECOMMENDED BY



Y. TANTSI

ASSISTANT MANAGER – YOUTH DEVELOPMENT AND TRANSFORMATION

APPROVED /NOT APPROVED BY



Z. H. SIKHUNDLA
MUNICIPAL MANAGER

