



REQUEST FOR PROPOSALS FROM QUALIFYING SERVICE PROVIDERS FOR THE REVIEW OF DELEGATIONS OF AUTHORITY FOR HARRY GWALA DISTRICT MUNICIPALITY

PROJECT RATIONALE

Bids are invited for the Review of the DELEGATIONS FRAMEWORK for Harry Gwala District Municipality. Harry Gwala District Municipality is required in terms of S59 of the Municipal Systems Act (Act No. 32 of 2000) to develop a system of delegation that will maximise administrative and operational efficiency and provide for adequate checks and balances, and, in accordance with that system.

Project Background

The Municipality has a delegation framework which was developed and approved in 2012. All Municipal Councils have inaugurated their Councillors for the term 2016 – 2021. It became apparent that policies and procedures of Council need to be reviewed to ensure compliance with the legal prescripts and that Councillors are apprised of these documents, as they are utilised by the Municipality for its day-to-day running.

Project Objectives

1. To ensure that the municipality operates within a system of delegations that is approved by Council.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs

- Company Profile
- Central Supplier database registration

Functionality

Issues to be explored and analyzed against certain criteria

The following will inform the functionality criteria:

Item	Score	Points	Portfolio of evidence
Proposal and Gant chart	Good	40	Proposal and Gant chart
	Fair	25	
	Poor	10	
Experience in policy development for local government	3 years = 35	35	Letters of reference
	Less than 3 years	20	
Relevant post graduate qualifications (Development Studies or Public Management/Administration)	Masters / PhD	25	Proof of qualification
	Honours / Degree	15	

Implementation Methodology to be applied

1. During the review of the delegation framework, the Service provider will be required to review and align the current delegation framework with relevant laws and legislation that governs Local Government.

Expertise required

1. Masters / PhD in Development Studies or Public Management/Administration
2. Honours / Degree in Development Studies or Public Management/Administration

Reporting requirements

The appointed Service Provider will work under the Supervision of the Director Legal Services, Mr. E.M.M Nzimande who can be reached at (039) 834 8700 / 8780. Furthermore, the Service Provider will from time to time be required to meet with the Municipal Manager, Mrs. A.N. Dlamini.

Work plan, including activity schedules

- The Service Provider is required to develop a Gant chart, which will include timelines and activities required for the success of the project.