

SUPPLY CHAIN MANAGEMENT UNIT
CORPORATE PROCUREMENT BRANCH
OLD FORT PLACE
DURBAN

09 April 2019

CONTRACT ADVERT

Contract Number: 7Z - 782

Tender Closing: 17 April 2019 BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING)

Documents: are obtainable from Corporate Procurement Building (MMB), Archie Gumede Place (Former Old Fort Place), Durban, 4001

COMPULSORY BRIEFING SESSION: **Not Applicable**

DESCRIPTION: REQUEST FOR PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT COACHING AND MENTORING – DEVELOPMENT SEGMENT OF TALENT RANGE FROM TK 09 – 14 AS PER DCM / HEADS NOMINATION

EThekweni Municipality has embarked on Talent Management which aims to facilitate the implementation of an integrated talent management and succession planning processes throughout its units.

The Human Resources Unit therefore invites eligible and accredited service providers to submit written quotations and provide training on Coaching and Mentoring to new line managers to develop their teams as well as identified talent pools for accelerated growth as arising from Talent Management Committee reviews.

The targeted audience will be from task grades between TK09 – 14 as per DCM/Heads nomination across the Municipality. This initiative is to address a skills gap in terms of knowledge transfer and empower the delegates to become successful coaches and mentors.

2. THE SCOPE OF WORK

2.1 Coaching and Mentoring Overview

Definition of concepts, differences between concepts and principles of coaching and mentoring

2.2 Goal Setting

Identifying appropriate goals and setting SMART goals

2.3 Coaching and Mentoring Processes

Different processes used in coaching and mentoring principles, role players and responsibilities and benefits of coaching and mentoring

2.4 Identify Opportunities, Needs and Obstacles

Identifying coaching and mentoring opportunities, needs and obstacles, reviewing strengths and resources

2.5 Coaching and Mentoring Contracting

Structuring a coaching and mentoring contract, identifying coachees and mentees, coaching and mentoring sessions, clarifying requirements, expectations and outcomes

2.6 Learning Styles

Different learning styles and their impact on coaching and mentoring

2.7 Providing Feedback

Building trust, providing constructive feedback, questioning and effective listening, observation, encouraging growth and development

2.8 Coaching and Mentoring Tools

Practical tools for effective coaching and mentoring

2.9 Monitoring and Evaluations of Coaching and Mentoring Programme

Conducting follow-up meetings, identify challenges, monitoring and measuring the results

3. WORKSHOP SPECIFIC OUTCOMES

- 3.1 Improved communication through feedback between line management and their teams
- 3.2 Transference of skills and knowledge
- 3.3 Develop employee skills and abilities
- 3.4 Employee engagement and retention
- 3.5 Achievement of talent development goals
- 3.6 Acceleration of growth
- 3.7 Reinforce quality performance and employee accountability
- 3.8 Building trust and constructive working relationships
- 3.9 Creating a culture of coaching and mentoring
- 3.10 Integration of coaching and mentoring into Individual Learning Plans
- 3.11 Techniques for line managers to establish rapport with their teams
- 3.12 Emotional intelligence is developed
- 3.13 Enhance independent decision making ability and professionalism

4. ESSENTIAL REQUIREMENTS

Suppliers must submit a company profile or list of similar completed projects together with their quotation on the required form.

Suppliers are required to have a minimum of 10 years company experience and be accredited with the Services SETA. BEE accreditation is not essential but would be advantageous.

Facilitators are required to have baseline competence in Human Resource Development, general management and Learning and Development or more of the following relevant qualifications:

- Bachelor of Commerce in Human Resources Management
- Education Degree (preferably with a focus in Social Economics) or a Post-Graduate Certificate in Education
- Occupationally-Directed Education, Training and Development Practices (ODETDP) National Certificate

(This list is not exclusive, other relevant qualifications pertaining to the training need requirements will also be considered).

Facilitators are also required to have a minimum of 5 years facilitation experience.

1. EVALUATION PROCESS

- ✓ Functionality is worth 100 points. The minimum threshold is 70%. Bidders who score less than 70% on functionality will not qualify for further evaluation in terms of price and preference point (BBBEE status level of contributor)
- ✓ 80/20 Targeted Procurement Formula will be used to adjudicate this enquiry

Technical Enquiries: khanyie.hlophe@durban.gov.za Telephone: (031) 322 9622

General Enquiries: mathibeb@durban.gov.za Telephone (031) 311 7535

**SENIOR MANAGER: CORPORATE PROCUREMENT
NICHOLAS MKHIZE**