



ETHEKWINI MUNICIPAL ACADEMY
Shell House - 11th Floor
221 Anton Lembede Street, Durban 4000
TEL +27 31 322 9080
FAX +27 31 311 3191

REQUEST FOR QUOTATION
(CONTRACT NUMBER: EMA STRAT 03)

SERVICE PROVIDER TO RENDER DIVERSITY MANAGEMENT AND EMPLOYMENT EQUITY WORKSHOPS
FOR A PERIOD OF ONE DAY

PROPOSED NUMBER OF PARTICIPANTS: 200
(TO BE DIVIDED INTO GROUP SIZES OF 25 RESULTING IN 8 WORKSHOPS)

(RFQ Closes: 20 October 2015)

1. BACKGROUND

Diversity Management is a holistic and strategic intervention aimed at maximizing every individual's potential to contribute towards the realization of the municipality's goals through capitalizing on individual talents and differences within a diverse workforce environment. Managing interpersonal relationships with a diverse workforce environment such as eThekweni Municipality presents a number of challenges related to changes in the social, legal and economic landscape, individual expectations and values as well as the inevitable change in municipality's culture. It should be clear to all employees irrespective of race, gender, or professional status, that each and every one of them has something of value to contribute towards the realization of the municipality's mission and goals. Ignoring diversity issues costs time, money and efficiency. Some of the consequences can include unhealthy tensions, loss of productivity because of increased conflict, inability to attract and retain talented employees resulting in lost investments in recruitment and training, complaints and legal actions against the Municipality. The eThekweni Municipal Academy (EMA), is seeking to appoint a service provider to render one day workshops that provides an overview of diversity management and Employment equity Act.

Through effective management of diversity eThekweni Municipality will reap the tremendous benefits in terms of improved moral, outside the box thinking, greater team work and an atmosphere of mutual understanding and respect between Management and worker representatives.





2. OBJECTIVES OF THE WORKSHOP

The ultimate objectives of the workshop are as follows:

- a) Managing diversity in the workplace
- b) Determining key strategic areas of intervention
- c) Understanding and respecting cultural diversity
- d) Diversity Management versus employment equity
- e) Overview of Employment Equity Act
- f) Understanding and dealing with challenges of cultural diversity
- g) Consequences of ignoring diversity.

3. SCOPE OF WORK

The service provider will be expected to undertake at least the following tasks in the completion of this assignment:

- Provide theoretical and practical training on diversity management.
- Undertake a team self-evaluation and review of diversity management by acknowledging people's differences and recognizing these differences as valuable.
- Advise on willingness to challenge and change institutional practices that present barriers to different groups.
- Undertake team motivation and propose framework to promote inclusiveness by preventing discrimination.

Bidders are required to specify their approach and detailed components of their workshop facilitation in relation to the above mentioned dimensions.

4. MILESTONE AND OUTPUTS

The following key milestones and outputs are defined for this assignment:

- a) Agreement with the Project Manager on an inception report comprising of a detailed project plan with clear delivery timeframes within one (1) week of confirmation of appointment.
- b) In addition to the above, Agreement with the Project Manager on the detailed Course Outline/Programme and Methodology (as well as type of material to be used) in the workshop.





5. EXPERTISE REQUIRED

The service provider should display relevant experience, expertise or capabilities with respect to the following:

- a) Familiarity and/or strategic experience with local government, some knowledge of other similar organization, and appreciation for key challenges and issues related of diversity management within municipalities.
- b) Expertise in Diversity Management techniques and methodologies (and specific understanding and experience with strategic diversity management)
- c) Expertise in Employment Equity processes.
- d) A good track record of training and facilitation.
- e) Ability to work to strict timeframes and specified outputs
- f) Capacity to deliver the assignment as required

6. RESOURCES AND COSTING

An undisclosed amount that will include VAT will be allocated to this assignment. As part of the submission, bidders should provide a project programme including a cost breakdown per activity. Bidders should note that the workshops will be conducted in Durban, at a venue that will be confirmed at a later stage by the Project Manager. Please note the Municipality does not pay for travel and accommodation of service providers.

7. COMMENCEMENT OF WORK

Work on this assignment is to commence upon signature on letter of appointment or official order and is expected to run over one day, as indicated above.

8. EVALUATION CRITERIA

The award of this assignment will be based on value for money in terms of our SCM Policy, and in addition will be assessed on the basis of:

- a) Fee structure per workshop
- b) Clarity and quality of the project proposal, scope and plan
- c) Qualification and track record of service provider
- d) Inclusivity of the team





9. SUBMISSION OF QUOTATION

Bidders are requested to prepare and submit concise quotations reflecting: approach and methods proposed; project team and role; project plan; and budget. Copies of corporate profiles and CVs to support this evaluation should also be provided. Budgets should be presented as an all-inclusive quote for the assignment outlined above. Prices should include VAT. EThekweni Municipality reserves the right not to award this assignment.

Sealed documents individually marked with the abovementioned RFQ and Service Description, must be submitted at 221 Anton Lembede Road, 11TH Floor Reception **not later than 11h00 on Wednesday, 21 October 2015 (closing date and time as per eThekweni Municipality's clock)**. All service providers are encouraged to make submission before the closing time. No tenders will be accepted after the closing date and time. No tender per facsimile or e-mailed will be accepted.

All enquiries relating to this should be directed to eThekweni Municipal Academy (EMA) at the following email: nelisiwe.xhakaza@durban.gov.za or telephone: Mabongi Xhakaza, at (031) 322 9080 or 079 0396 864.

eThekweni Municipality is not obliged to appoint the cheapest tenderer and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be adjudicated according to the Supply Chain Management Policy using the point system mentioned above, based on the Preferential Procurement Policy Framework Act, Act 5 of 2005, Preferential Procurement regulations 2011, MFMA, Act 56 of 2003, as well as the Broad Based Black Economic Employment Act, Act 53 of 2003.

