



Address all correspondence to the Municipal Manager

## Dipaleseng Municipality

Private Bag X 1005  
Balfour, 2410  
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Fax: (017) 773-0169  
Email: [dipaleseng@worldonline.co.za](mailto:dipaleseng@worldonline.co.za)

### REQUEST FOR QUOTATION

Date: 07 FEBRUARY 2019

#### SERVICE PROVIDER (FACILITATOR) TO CONDUCT THE IDP STRATEGIC PLANNING FOR 2019/2020

Quotations are hereby invited from the accredited services providers (facilitator) **TO CONDUCT THE IDP STRATEGIC PLANNING FOR THE YEAR 2019/2020** for Dipaleseng Local Municipality. The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality.

The specifications is as Follows;

QTY	Description
01.	SERVICE PROVIDER (FACILITATOR) TO CONDUCT THE IDP STRATEGIC PLANNING FOR 2019/2020. (NB: SEE ATTACHED SPECIFICATIONS..)

Service providers must be registered with the Central Supplier Database [www.csd.gov.za](http://www.csd.gov.za) for their quotations to be considered.

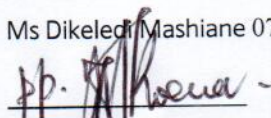
#### PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT (PPPFA 05 of 2017)

- EME OR QSE WITHIN THE JURISDICTION OF DIPALESENG WILL BE GIVEN FIRST PREFERENCE.
- BBB-EE CERTIFICATE & DECLARATION OF INTEREST SHOULD ACCOMPANY THE QUOTATION.

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" SERVICE PROVIDER (FACILITATOR) TO CONDUCT THE IDP STRATEGIC PLANNING FOR 2019/2020" – CLOSING DATE: 14 FEBRUARY 2019** must be placed in the **Tender box** at Dipaleseng Local Municipality's Offices, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on **14 FEBRUARY 2019**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation. Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part. Enquiries:

Ms Dikeledi Mashiane 071 282 9446(SCM). Mr Tumelo Masoeu 071 313 1276

  
Mr. I. P. Mutshinyali  
MUNICIPAL MANAGER

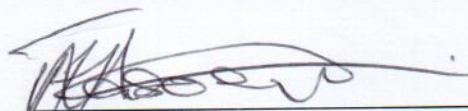


## REQUEST TO PURCHASE FORM

**Purpose of the Request : IDP Strategic planning facilitator to be held 13 and 14 February 2019**

DATE	ITEM DESCRIPTION	VOTE/ITEM NUMBER	DEPARTMENT
06/02/2019	see attached specifications		MM's Office

<b>BUDGET</b>	<b>R</b>
<b>SPENT/COMMITTED TO DATE</b>	<b>R</b>
<b>AVAILABLE BUDGET</b>	<b>R</b>

  
Signature: IDP Manager

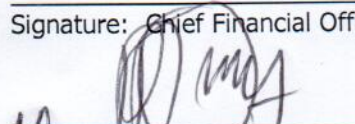
Date 06/02/2019

\_\_\_\_\_  
Signature: Budget Officer  
(confirmation of available funds)

\_\_\_\_\_  
Date


\_\_\_\_\_  
Signature: Chief Financial Officer

\_\_\_\_\_  
Date

  
Signature: Municipal Manager

06/02/2019  
Date



  
Received 15:30





## **IDP STRATEGIC PLANNING**

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### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE IDP STRATEGIC PLANNING FOR 2019/2020**

#### **1. BACKGROUND**

Since 1994, South Africa has achieved far-reaching political, economic and social changes, and has shown an increasing commitment to sustainable development. Key international and national milestones and drivers have been:

- The 2000 United Nations Millennium Summit at which the Millennium Development Goals were adopted;
- The World Summit on Sustainable Development, Johannesburg (2002), which reaffirmed the commitment to sustainable development, placed poverty eradication at the centre of efforts to achieve sustainable development, and reinforced the notion of development that aims for equity within and between generations;
- South Africa's RDP with its focus on inter alia building the economy, democratising the state and meeting basic social needs; and
- The development of planning tools such as the National Spatial Development Perspective and Medium-Term Strategic Framework (MTSF), Provincial Growth and Developmental Strategies, Integrated Development Plans and the Accelerated and Shared Growth Initiative of South Africa (AsgiSA).



- More recently government has developed twelve strategic outcomes, the new growth path which is focused on the creation of five million jobs and the development of the National Development Plan Vision 2030.

Within this overarching framework, there is acknowledgement that local government has a crucial role to play in the growth path of the country. The review of the state of local government and the subsequent local government turnaround strategy as recognised the numerous challenges facing local government as a sphere. The restructuring of local government, particularly the role of local municipalities has highlighted the strategic significance of this sphere of government.

Against this backdrop, community protests have served as sober reminder that community demands for service delivery and development are both real and significant.

Dipaleseng Local Municipality has to review their Five (5) Year IDP 2017-2021 as part of the development of the IDP for 2019/20. This strategy has to be aligned to the National Development Plan Vision 2030.

It is against this back drop that Dipaleseng Local Municipality requires the services of a Strategic Planning organisation to facilitate the review of the IDP for the Municipality.

## **2. Integrated Development Plan of a Municipality**

Integrated Development Planning is a process through which the municipality prepares a strategic development plan which extends over a five year period. The IDP as an instrument lies at the centre of the system of developmental local government in South Africa and represents the driving force for making municipalities more strategic, inclusive, responsive, and performance driven in character. The IDP is the principal strategic planning instrument which guides and informs all planning, budgeting, investment, development, management and



implementation in the medium-term decision making. Each directorate or department within the municipality is required to conclude a detailed annual service delivery and budget implementation plan that gives operational expression to the IDP.

Each Executive Management Team and Middle Management are accountable for the implementation of the IDP, and this is reflected in our integrated Performance Management System that links the IDP to the strategic framework, to the macro-scorecard, and from there to performance contracts for section 56 Managers. The municipality is required to consult with the communities and other stakeholders on its performance.

### **3. POLICY AND LEGISLATIVE CONTEXT**

The Constitution of the Republic of South Africa outlines the kind of local government needed in the country. According to the Constitution (sections 152 and 153), local government is in charge of the development process in municipality, and notably is in charge of planning for the municipal area. The constitutional mandate is to relate management, budgeting and planning functions to its objectives and gives a clear indication of the intended purposes of municipal integrated development planning:

- To ensure sustainable provision of services;
- To promote social and economic development;
- To promote a safe and healthy environment;
- To give priority to the basic needed of communities; and
- To encourage involvement of communities.

The Constitution also demands local government to improve intergovernmental coordination and cooperation to ensure integrated development across the community.

The White Paper on Local Government gives municipalities responsibility to “work with citizens and groups within the community to find sustainable ways to address their social, economic and material needs and improve the quality of their lives”.



The Municipal Systems Act (Act 32 of 2000) defines integrated development planning as one of the core functions of a municipality in the context of its developmental orientation. The plan should be strategic and inclusive in nature. The plan should link, integrate and coordinate other plans, while taking development proposals into account. It should be aligned with the municipality's resources and capacity, while forming policy framework on which annual budgets are based. The Integrated Development Plan must be compatible with national and provincial development plans and planning requirements.

#### **4. SCOPE OF THE PROJECT**

The scope of the project includes facilitating a participative IDP Strategic Planning Workshop that is well informed by the challenges/issues raised by the community during the consultative sessions and Analysis Report of the municipality.

The Strategic Planning Workshop will be conducted for a period of two (2) days with the Mayoral Committee, Senior Management Team and Social Partners of the Municipality.

#### **5. DELIVERABLES/ KEY OUTCOMES FOR THE PROJECT**

The Service Provider will be expected to deliver the following products:

- Status Quo Report based on the review of the key documents provided before the strategic planning workshop;
- Facilitate the Strategic Planning Lekgotla utilising innovative and creative tools to focus the participants on the Local Government Key Performance Areas and other key policy and legislative imperatives of Local Government; and
- Produce a detailed Workshop Report for the two (2) days strategic planning session.

#### **6. CONSULTANTS COMPETENCY REQUIREMENTS**



The Service Provider should have expertise and experience in the local government sector development value chain inclusive of planning, programme and project management, financial and costing management, organisational transformation, risk management, good governance, capacity building and other skills to support municipalities. Experience of intergovernmental relations and working with national, provincial, local government and stakeholders in South Africa is necessary. Knowledge of local South African languages will be an additional advantage.

In order to execute this assignment the Consultants must possess the following knowledge, expertise and skills:

Knowledge and expertise:

- Strategic Planning and Performance Management;
- Programme and organisational management;
- Outcomes Based Planning;
- Financial and costing management;
- Planning and development economics;
- Knowledge of government programme of action;
- Must demonstrate capability of enhancing the project to cover other requirements; which include, but not limited to: training, skills development, skills transfer, etc.;
- Must understand Government's policies, especially at a municipal level;

Skills:

- Analytical
- Project Management
- Strategic Management
- Performance Management
- Report Writing

- Workshop Facilitation
- Stakeholder Consultation
- Team Building

## **7. ENQUIRIES**

### **(a) Terms of Reference**

All enquiries relating to this document should be directed to:

Name: Mr. T.H.Masoeu

Title: IDP Manager

Email: [masoeut@dipaleseng.com](mailto:masoeut@dipaleseng.com)

Tel No: 071 3131 276