



Expression of Interest in the design, development and delivery of an accredited Post Graduate Diploma and Masters Programme in Local Economic Development

Guide Document

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1. General Information

The KwaZulu-Natal (KZN) Local Economic Development (LED) Support Programme (Gijima KZN) is a six-year programme designed to support the provincial Department of Economic Development (DED) and a broad range of other stakeholders to more effectively implement LED that achieves equitable economic growth in the Province.

A significant aspect of this support is the development and capacity building of LED stakeholders and role-players at district and local government levels in the public, business and civil society sector that will be able to identify, conceptualize, build effective partnerships and implement LED opportunities and projects in their localities that contribute towards both competitive local economies and equitable growth.

In order to develop a more systematic professional competency and learning network around Local Economic Development in the province, it has been decided to promote the design, development and delivery of a formal Post Graduate Diploma and Masters Level programme in Local Economic Development within an appropriately located and accredited Higher Level Educational Institutions **in the province of KwaZulu-Natal.**

The target group for these programmes would be eligible and relevant local government officials, LED institutions in civil society, representatives of business and sector formations, and consultants. The programme should also be accessible to post graduates students seeking to pursue a career in Local Economic Development.

The Gijima KZN Programme would fund the costs for the initial design and development of the programme in year 1 (2009), and the costs associated with the first year intake and roll out of the course in year 2 (2010) comprising a minimum of 10

selected and eligible participants for the Masters Programme and 15 participants for the Post Graduate Diploma. The Department of Economic Development will be then take responsibility for the second year of study (2011) to ensure that the first cohort will have fully completed the requirements for their relevant Diploma or Masters Qualification.

An evaluation of the second year roll out will determine future commitment and funding contributions from the Department of Economic Development. There is however an expectation that the programme will be available to eligible members of the general public on a standard course fee basis.

2. Overall Objective

The design, development and delivery of a quality and relevant accredited Post Graduate Diploma (NQF level 6 and/or 7 still to be determined) and a Masters Programme (NQF 8) for key LED role players and stakeholders in the KwaZulu-Natal province.

2.1 Specific Objectives

- 2.1.1 To design and develop a relevant and accredited Post Graduate Diploma and Masters Programme in LED or LED specialization in 2009 that will be ready for delivery no later than the academic year 2010.
- 2.1.2 To deliver the first year of a post graduate diploma and master programmes to 15 Post Graduate Diploma participants and 10 Masters Programme participants in 2010 that is geared towards working professionals and thus would need to combine appropriate contact based course work (block release) as well as distance self study, research assignments and group assignments
- 2.1.3 To ensure that both programmes comprise relevant multi-disciplinary courses that address key competencies and requirements of existing practitioners in the field as well as graduates seeking to pursue the programmes for vocational purposes

3. Scope

- To undertake a sample needs assessment with both the target market and LED institutions including the Department of Economic Development, municipalities, business sector and civil society in terms of core competencies and requirements.
- The design and development of new modules or upgraded existing and generic modules in terms of content, course materials, case studies to ensure optimal quality and relevance.
- As LED is multi-disciplinary, the requirement is that courses are provided on a core and elective bases and should contain both core and elective courses. (The list below is to serve for indicative guideline purposes and is neither exhaustive or require compliance for programme design and structure purposes.

CORE MODULES	ELECTIVES
Regional and Local Development	Human Resource Management
Project and Programme Appraisal, Monitoring and Evaluation	Human and Organizational Behaviour
Strategy	Micro-Economics
Basic Financial Management (Finance and Accounting)	Macro-Economics
General Economics	Rural Development
Research Methodology/Applied Research Methods	Community Development Practice
Entrepreneurship and Enterprise Development/	Economics For Management
Basic Statistics	Urban and Rural Development
Supply and Value Chain analysis	Labour Economics
General Management	Economic History
Development Studies	Development Management
Competitiveness Studies	Economics of Development
Local Economic Development	Leadership Studies
	Marketing Management

	Town and Regional Planning
	Social Policy and Poverty Studies
	Management Information Systems

- To ensure that the programmes are formally accredited for the 2010 academic year. Where existing accredited programmes are customized, the qualification must reflect the Local Economic Development specialization of the programme with in the accreditation and registration requirements of the institution.
- The formal delivery of year 1 of the programme in 2010 to 10 Masters Programme participants and 15 Post Graduate Diploma participants who have been selected through a process to be undertaken in conjunction with the Gijima KZN programme and the Department of Economic Development.

4. Costs

The costs for the design and development of the programme and the first year delivery (2010) will be covered by the Gijima KZN programme. The second year delivery (2011) will be covered by the Department of Economic Development.

The final budget will be determined through the cost structure submissions made by the short listed institutions who will submit a formal response to a Terms of Reference through the process of a direct negotiated procedure procurement process. (See 4 below).

5. Process for the Selection of the Higher Education Institution

Eligible centres and faculties of accredited Higher Education Institutions must submit an Expression of Interest (EOI) in the format provided in 5 below to reach Gijima KZN by the deadline provided in x below. **Late submissions cannot be considered.**

A short list of organizations from the EOI process will be selected and formally approached to respond with a formal submission in response to a detailed Terms of Reference. The submissions will be adjudicated by a selection committee and the contract will be concluded with the selected institution.

6. EOI Format

The Expression of Interest must follow the format provided below. The expression of interest (**including annexures**) must not exceed 10 pages.

- Name of Centre, Faculty and University
- Address and contact details (Contact Person)
- Brief background and history of the centre or faculty with respect to its current and proposed accredited post graduate programme offerings including course details, student numbers, indicators of past success
- Brief motivation why the institution believes it would be best placed to design, develop and deliver the proposed Post Graduate Diploma and Masters Programme in Local Economic Development including distinctive or unique competencies, delivery systems, experience etc. (No longer than 1 page)
- Brief indicative proposal on the proposed programme structure (existing, customized and new modules the institution would provide and confirmation that the centre/faculty would be in a position to offer an accredited programme. (No longer than 2 pages)
- Brief indication of the programme management structure and the profile of staff to be involved in the programmes
- Relevant annexures

7. Instructions for EOI Submissions

The Expression of Interest (EOI) must be received by Gijima KZN on or before **16h00 the 10th March 2009** in the format set out in 6 above. The EOI may be delivered by hand, posted, couriered or e mailed.

Hand delivered, posted and couriered EOIs must be submitted to:

Expression of Interest:
Post Graduate Programmes
Gijima KZN
Department of Economic Development
270 Jabu Ndlovu Street
Pietermaritzburg
(Attention: Zanele Radikoanyane)

E mailed Submissions must be sent to clacey@mweb.co.za. Acknowledgement of receipt of e mail submissions must be obtained at least 1 hour after submission.

Gijima KZN accepts no responsibility for any party who suffers prejudice through this process as a result of failed e mail submissions.

8. Enquiries

All enquiries regarding the expression of interest (EOI) by interested institutions can be taken up with Richard Clacey at 0825697121 or per e mail clacey@mweb.co.za.

9. Annexure A: Expression of Interest: Short Listing Evaluation Grid

CRITERIA	MAX. POINTS
Faculty/Centre Relevance, competency and experience	
Faculty/Centre can provide accredited programme by 2010	10
Faculty /Centre has competency and experience of delivering post graduate programmes to professional participants on a mix of block release, group and research methods	10
The centre or faculty has capacity and experience of providing courses and programmes relevant to the core competencies of Local Economic Development (LED).	10
The Faculty Centre (including through partnerships) has proven capacity and experience to provide an interdisciplinary approach to the key LED competencies (Economics, Finance, Development, Management)	10
Sub - Total score	40
Staff Competence and Experience	
Programme Management	
The Management staff profile indicates the experience and competency to design, develop and manage the programme	20
Programme Staff	
The Staff profile indicates the experience and competency to design and deliver the programme effectively and efficiently	10
Total Score for Management and Staff	30
Creativity and innovation	20
Total Score	90