

## SERVICE SPECIFICATIONS 2011/2012

**CATEGORY OF SERVICE: CHILDREN**

**SERVICE DESCRIPTION: EARLY CHILDHOOD DEVELOPMENT**

**DISTRICT: THABO MOFUTSANYANA.**

**AREA**

<b>Name of Town / Area:</b>	QwaQwa district office area
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**AIM**

<b>Aim (focus) of the Service/Project</b>	To establish a mobile unit for the delivery of early childhood development services to children in rural and farming areas currently not accessing ECD services.
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**SERVICES REQUIRED**

<b>Target Group (s)</b>	Children in the age group Birth – 5yrs
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**OBJECTIVES AND OUTPUTS REQUIRED**

Objective (s)	Output(s)
To establish a mobile unit for the delivery of ECD services in certain areas in QwaQwa	<p><b>1. Procurement of a suitable vehicle for the purpose of an ECD mobile unit.</b></p> <ul style="list-style-type: none"> <li>- Vehicle should be suitable for all road conditions in the allocated area, including gravel- and farm roads</li> <li>- The vehicle can be a one ton light delivery vehicle (double cab) with a canopy <b>or</b> a panel van. (4x4)</li> <li>- Enjin capacity minimum of 2 liter</li> <li>- Fairly high ground clearance will be needed.</li> <li>- The vehicle should accommodate at least 3 persons</li> <li>- The vehicle should accommodate all educational toys, learning material and other equipment needed</li> <li>- An awning on the side of the panel van's sliding door is recommended.</li> </ul>

	<p><b>2. Procure all educational toys and learning material for children between birth and 5yrs</b></p> <ul style="list-style-type: none"> <li>- Toys/learning material needed for children of all age groups - to a maximum of 30 children</li> <li>- Toys and learning material for the following numbers per age group: Birth to 18 months 5 children; 18 months to 3yrs 10 children; 3yrs to 5yrs 15 children.</li> <li>- Toys and learning materials should cover all areas of learning.</li> </ul> <p><b>3. Provide additional equipment needed for the implementation of the mobile unit:</b></p> <ul style="list-style-type: none"> <li>- Provide for at least 2 gazebos (3mx3m)</li> <li>- Provide for blankets or mats that children can sit or play on (at least one per gazebo)</li> <li>- Provide for a CD player for music and stories as well as CD's</li> <li>- Provide for hard plastic or other containers to store toys and material per age group</li> </ul> <p><b>4. Recruitment, selection and appointment of a driver, and two ECD practitioners to run the programme</b></p> <ul style="list-style-type: none"> <li>- Driver with code B licence</li> <li>- It is recommended that ECD practitioners with a level 4 qualification be appointed</li> </ul> <p><b>5. Practitioners need to be trained and orientated for the programme</b></p> <ul style="list-style-type: none"> <li>- Training on Pre-grade R Curriculum, NELDS and Parenting Programme should be provided to practitioners</li> </ul> <p><b>6. Provide for internal monitoring and evaluation of the programme</b></p> <ul style="list-style-type: none"> <li>- Senior staff member of organisation to visit areas where services are delivered for monitoring and evaluation of actual services - on a monthly basis.</li> </ul> <p><b>7. ECD Mobile unit to be operational by October 2011</b></p> <ul style="list-style-type: none"> <li>- Mobile unit should operate at least 4 days per week for 11 months of the year- except for rainy days</li> </ul> <p><b>8. Service provider should ensure that vehicle and equipment/material are secured overnight at the service provider's office</b></p>
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	<p><b>9. Service provider to maintain the vehicle</b> and ensure servicing / repairs by authorised dealerships during the vehicles guarantee period.</p> <p><b>10. Provide for fuel, maintenance and repair cost.</b></p>
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**FUNDABLE ACTIVITIES / ITEMS**

<ul style="list-style-type: none"> <li>• Procurement of vehicle, toys, learning material and additional equipment needed as well as recruitment, selection and training of staff</li> <li>• Running expenditure for 6 months in 2011-12 as provided for in the prescribed business plan format</li> </ul>	<p>Estimated Cost: R</p>
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**ENQUIRIES**

<b>PROVINCIAL OFFICE OFFICIAL</b>
<b>Official:</b> W.Sapsford / Z Mfete
<b>Tel Nr:</b> 051 – 4090549 / 051-4090556

**SUBMIT TO:**

<b>PROVINCIAL OFFICE:</b>
<b>Office:</b> Provincial office
<b>Physical Address:</b> 2 <sup>nd</sup> Floor Liberty Building, St Andrew Street, Bloemfontein

<b>Official:</b>	<b>W.Sapsford.</b>
<b>Office Nr:</b>	<b>203</b>

APPROVED:

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EXECUTIVE MANAGER: CHILDREN

DATE: .....