

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

RE - ADVERTISEMENT

**APPOINTMENT OF A SOCIAL FACILITATOR / COMMUNITY LIAISON OFFICER
FOR KNYSNA NORTHERN CORRIDOR DEVELOPMENT**

KNYSNA LOCAL MUNICIPALITY

RFP/JHB/2016/003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 03rd of June 2016

TERMS OF REFERENCE

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level.

The South African National Roads Agency Limited (SANRAL), a state owned company, has donated properties to the Department of Human Settlements for housing development purposes within Knysna Municipality in the Western Cape Province.

The land was previously reserved for the N2 By-Pass Road to relieve the traffic pressure on the existing N2 National Road passing through Knysna Town. It is currently occupied by informal dwellers. At the handover ceremony, the Minister of Human Settlements declared the development a National Priority Project or Catalytic Project. The study area is approximately 57Ha, situated in the Knysna Northern Area.

2. OBJECTIVE OF THE PROJECT

The Minister of Human Settlements has mandated the (HDA) to oversee the development of the subject properties into a sustainable human settlement. The HDA has thus initiated the pre-acquisition feasibility studies for the development of the properties and a service provider to carry out a Basic Feasibility Study has been procured.

Community engagement and / or stakeholder consultation is imperative in a human settlement development process to ensure that all stakeholders especially communities members are kept informed throughout the duration of the project.

The HDA therefore intends to utilize the services of well experienced social facilitators with experience in community engagement and conducting situational analysis within an informal settlement context.

3. KEY ROLES/ RESPONSIBILITIES

The successful service provider will be expected to work directly with HDA representatives (Knysna Development Task Team) and more importantly the affected communities and develop an agreed community consultation approach which will assist with engaging with the community.

The service provider will work hand in hand with another service provider, also appointed by the HDA to undertake technical studies for a project feasibility report.

The main activities for this contract will be:

3.1.1 Overall Community Consultation Plan and Engagement Processes

The service provider will be required to develop an overall community consultation plan to guide the stakeholder engagement processes which will be informed by existing local dynamics to be identified and indicated from the first interactions with the relevant officials.

3.1.2 Ongoing Social Facilitation Management / Coordination

- Establish an informed level of communication with stakeholders;
- Communicate and coordinate communication between the various stakeholders at agreed time frames;
- Provide a link between local community structures and the project task team
- Provide updates and analysis on pertinent action related to the project (monthly reports);
- Organizing and managing community meetings;

Performing other communication and engagement related duties that may be assigned by the Project Manager.

- At the end of the assignment the service provider will produce a close-out report on outputs and outcomes of the listed activities.

4. METHODOLOGY

The service provider must supply a detailed methodology with this proposal. This must include:

- A statement on how the service provider understands the requirements of this assignment
- A clear statement of available expertise and capacity to match the requirements of

this assignment as highlighted in the key roles.

- An indication of any innovative approaches and 'value-add' that the service provider may think appropriate.

5. TIMEFRAMES/ DURATION OF CONTRACT

The successful candidate will be appointed for duration of **6 months**, which is during the feasibility study (2months) and after.

6. REQUIRED SKILLS

The submission of the proposal must demonstrate the following characteristics as an indication of the capacity and readiness to implement the assignment:

- i. At least 10 years' experience in social facilitation and / or community liaison skills with emphasis on community engagements and consultations.
- ii. Experience of **working in informal settlement** projects is a key requirement.
- iii. Must have skills in **conflict management and dispute** resolution.
- iv. Proven ability in effective written and oral communication - **fluency in isiXhosa will be an added advantage**.
- v. Preference will also be given to the service provider who will incorporate a **locally based, full-time Community Liaison Officer** in the project team for the advantages of familiarity with the project area.
- vi. Proficiency in the use of standard word processing, web browsers, spreadsheets and presentation software, database systems.

7. EVALUATION PROCESS

7.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

7.2. The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. (Profiles to be appropriate to tender subject matter).	10
CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and experience.	10
Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes.	10
	Proposed methodology.	10
TOTAL		100

The following criteria will be used for point's allocation for price and B-BBEE compliance on 80/20 point system:

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS

Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
Total		100

The HDI proposal will be evaluated as per PPPFA regulations.

8. REQUIREMENTS

8.1 Below are compulsory requirements for this service

8.2 It is important to note that the successful person will work under the supervision of an HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

8.3 Kindly submit the following documents:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA
Website: www.thehda.co.za/tenders under compliance checklist.
- Price proposals on all work to be done.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

8.5 Further information regarding technical matters can be sent via an email to:

siphilele.mndzebele@thehda.co.za or tel: **021 481 2900**

8.6 Further information regarding supply chain matters and queries can be send via

email to: Jane.Mahlangu@thehda.co.za or tel: **011 544 1000**

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the **03rd of June 2016** by no later than 12h00 to the following address:

The Procurement Specialist

The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, Johannesburg 2193,
Tel: 011 544 1000

10. GENERAL

The selection of the qualifying proposal will be at the HDA's sole discretion.

The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider