



REQUEST FOR PROPOSALS

**SPATIAL TRANSFORMATION AND HUMAN SETTLEMENTS
INTEGRATED RESIDENTIAL DEVELOPMENT PROGRAMME
ASSESSMENT**

RFP/JHB/2016/020

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 05 DECEMBER 2016

1. Introduction

- 1.1. The National Development Plan (NDP) has placed the ambit of spatial transformation and restructuring at the centre of the developmental agenda for South Africa. The NDP notes that despite the development of 3, 2 million housing opportunities that the patterns of housing and human settlements have continued to entrench the apartheid spatial pattern. The NDP has proposed a focus on spatial transformation and the integration of processes, planning and funding towards achieving integrated human settlement patterns that transforms and restructure the spatial landscape.
- 1.2. The Housing Development Agency (HDA) is currently repositioning itself into an effective public sector human settlements development agency. It will act as the project developer of sustainable, integrated human settlements on behalf of government to drive delivery, undertaking the following functions:
- Accessing land for human settlements projects
 - Packaging of human settlements projects
 - Establishing delivery partnerships with the private sector
 - Mobilising, coordinating and investing funds on behalf of the public sector
 - Facilitating the resolution of blockages
 - Monitoring the implementation of human settlements projects
- 1.3. Human Settlements has initiated the drive towards integration and inclusivity and the spatial transformation of the built landscape through a series of grant funded programmes. The programmatic approach to human settlements delivery is well noted and has been implemented through the National Housing Code. A key programme has been the Integrated Residential Development Programme (IRDP) which has been used as the driving program to consolidate housing delivery at scale. The programme also ensures that funding streams and grants are streamlined into singular, large scale projects that incorporate active participation of the private sector in delivering the products.
- 1.4. As the HDA prioritises and promotes functionally integrated, spatially just, inclusive, productive and efficient spaces, an evaluation and assessment of the IRDP programme is required to determine the exact outcomes and objectives achieved.

2. Purpose

- 2.1.** The terms of reference call for the appointment of a professional consultant to conduct an assessment of the Integrated Residential Development Programme (IRDP) and its impact on spatial transformation.
- 2.2.** The professional consultant is to also determine the Return on Investment (ROI) for the State in the development of human settlements using the IRDP protocols set forth in the National Housing Code.

3. Scope of work

- 3.1.** The appointed professional consultant is to undertake an assessment of the implementation of the IRD programme in the municipal boundary of the City of Johannesburg for the following projects Fleurhof, Lufhereng, Malibongwe ridge and South Hills using the IRDP Theory of Change.
- 3.2.** Undertake to answer the following questions:
 - 3.2.1.** To what extent have all the elements of IRDP implemented in the respective projects (effectiveness)?
 - a. What is the scale, and number of units and detailed mix of each project? A detailed project list is to be prepared
 - b. What is the level of social, educational, economic and health amenities provided in each project?
 - 3.2.2.** What forms of funding arrangements were utilised in the development of the projects and have these been efficiently utilised?
 - a. Which subsidies and grants instruments have been used to deliver on IRDP projects?
 - b. What mix of private and public funding made projects viable?
 - c. What is the nature of cross subsidisation in each of the projects and what conditions make for effective cross-subsidisation?
 - d. What is the return on Investment from each project?

- 3.2.3.** To what extent are the projects achieving the impact of the IRDP as articulated in the Theory of Change? Are there demonstrable impacts on households? What are the impacts to the city of Johannesburg?
- 3.2.4.** Are the projects delivering sustainable spatial transformation outcomes? (sustainability)
- 3.2.4.1** What is the performance of IRDP projects post occupation including resident uptake, private sector downstream participation and Social Housing Institution (SHI) involvement?
- 3.2.5.** What are the programme and policy lessons from the projects?
- 3.2.5.1** How can the IRDP programme be strengthened?
- 3.2.5.2** Are there any changes needed to the Theory of change?
- 3.2.6.** Update the Theory of Change clearly articulating and depicting the interdependencies and preconditions, pathways to change and assumptions of the programme and produce an IRDP logical framework.
- 3.2.7.** The appointed consultant is to document the outcomes, challenges and practical recommendations for the enhancement or improvement of the implementation of the programme.

4. Methodology

- 4.1.** The project must speak to the vision of providing sustainable settlements and the mission of the HDA.
- 4.2.** The project shall be managed by a single entity so that the final product is completely coherent. It should be based on the application of a single approach and set of standards.
- 4.3.** The proposal should include proposed phasing options based on consultant's/firm's capacity, experience and expertise as well as an outline of stakeholders to be engaged in responding to the task.

- 4.4. The proposal should provide a clear project scale with specific tasks, responsibilities and proposed timeframes, including dates of submission for deliverables. Any contingencies which might affect timing should also be included.
- 4.5. The proposal must clearly outline the methodology that would be used and demonstrate a range of projects of the same nature that have been conducted. In this case references with contact details should be provided.
- 4.6. The consultant must also include the ways in which the HDA and NDHS will be engaged and a proposed method for regular engagement until the finalisation of the project.

5. Project Management

- 5.1. The project will be managed by the HDA under the leadership of the Senior Manager: Policy, Research and Monitoring & Evaluation.

6. Deliverables/outputs

- 6.1. The following deliverables are expected:
 - A Final Report documenting the findings
 - As part of the process of developing the report, the following milestones are expected as part of the deliverables:
 - a) Inception Report
 - b) Findings of the different assessments / analyses
 - c) Draft report
 - d) Final Report
- 6.2. All data and information collected as well as contact persons for information is to be compiled in a register in electronic and hard copy for the HDA.
- 6.3. Reports to be provided in Word document format with inter alia executive summary, table of contents, acronyms, list of tables and diagrams, etc.

Note that the language of the reports must be in such a manner that is accessible to provincial and municipal officials and other stakeholders working in the area.

- 6.4.** Photos and other graphics are to be supplied separately in high resolution jpeg format.

7. Project Duration

The project schedule cannot go beyond 15 March 2017.

8. Evaluation criteria

- 8.1.** In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA. It should be noted that proposals will be assessed using the 90: 10 formula for Price and B-BBEE as per the PPPFA.
- 8.2.** The HDA needs to be satisfied, in all respects, that the organisation/individual 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.
- 8.3.** The general methodology of selection will be based on proposals that will first be evaluated on their technical ability to perform the task. Any proposals scoring below **75%** of the points noted in the table below will be disqualified for the second evaluation.
- 8.4.** The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using a 80/20 Price/B-BBEE formula.
- 8.4.1.** Proposals will be evaluated using the 80/20 point system, where 80 points are for functionality and price and 20 points for empowerment of historically disadvantaged individuals.
- 8.4.2.** The following are the key criteria that will be taken into account by the HDA:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Experience, knowledge and skill (provide CV of project team)	<ul style="list-style-type: none"> ○ At least five years of progressively responsible professional work experience in conducting evaluation and assessment of human settlements [15 points] ○ Demonstrated experience in the determination of Return on Investment in human settlements projects [15 points] 	30
Understanding of the work	<ul style="list-style-type: none"> ○ Extensive understanding of human settlements programmes and sector at large [20 points] 	20
Capacity (human resource) and	<ul style="list-style-type: none"> ○ Demonstrated capacity of the firm/consultant [10 points] <ul style="list-style-type: none"> - Good coordination and team working skills [5 points] - Demonstrated ability to meet the project capability deadline [5 points] 	20
Approach and methodology	<ul style="list-style-type: none"> ○ A detailed project plan specifying the approach, methodology and the indicators of success for each deliverable [30 points] 	30
TOTAL		100

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

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

9. Briefing Session

There will be no briefing session.

10. Terms and Conditions

10.1. The HDA undertakes to pay in three equal payments within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

10.2. No payment will be made where there is an outstanding information/work by the service provider/s.

11. Submission of proposals

11.1. The closing date for submission of proposals is on or before the **05 December 2016** by no later than **12:00** to the following address:

Attention: Procurement Officer
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg

Further information regarding technical matters can be sent an email to: karishma.busgeeth@thehda.co.za or at tel: 011 544 1000

Further information regarding supply chain matters can be sent an email to: sindisiwe.mweli@thehda.co.za or at tel: 011 544 1000

11.2. Proposals must be accompanied by:

- Registration with the National Treasury **Central Supplier Database(CSD Report)**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>

- A company profile
- Curriculum vitae of proposed members of the team, illustrating qualifications and experience (maximum four pages)
- SBD Forms (**SBD4, SBD6.1, SBD8 and SBD9**) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification
- Certificates issued by the following agencies SANAS, IRBA or CCA

11.3. Failure to submit all required documents will lead to disqualification of the tender.

11.4. 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 consultant.