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REQUEST FOR PROPOSALS

**APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A SHORT
GUIDELINE TO ADDRESS NON-QUALIFIERS AND ILLEGAL IMMIGRANTS IN THE
UPGRADING OF INFORMAL SETTLEMENTS**

RFP/JHB/2018/026

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 18 DECEMBER 2018**

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.

At the request of the National Minister of Human Settlements, the Housing Development Agency (HDA) is currently providing programme and technical support to the respective provinces and municipalities, in respect of the “Mining towns in distress” which aims to improve living conditions of informal settlements in mining areas across the country. In coordinating the programme, the HDA is required to coordinate National Upgrading Support Programme (NUSP) activities within the prioritised mining areas, to ensure an incremental approach is adopted in the informal settlement upgrading initiative.

Over and above the provision of technical assistance to provinces and municipalities, some of the NUSP key objectives include amongst others the following:

- Capturing best practice and dissemination of information / learnings to date with the sector.
- Capacitating practitioners working in informal settlements through conducting thematic workshops.

Often, the people who stay in informal settlements do so to be in close proximity to places of economic opportunities or to be close to their places of employment. Therefore, the people who reside in informal settlements are not always eligible for fully subsidised houses as a result of their inability to meet all the criteria as stipulated in the housing code. Those who do not qualify for fully subsidised housing have various housing options in which they can be suitably accommodated. It is therefore important to clearly stipulate and highlight non-qualifiers and what comprises them as well as the housing options available and applicable in their case.

To assist with this process of developing these short guidelines, the HDA requires the services of a suitably qualified service provider with experience in human settlements programmes of the National Housing Code.

2. OBJECTIVE AND PURPOSE OF THE PROJECT

2.1 Objectives

The main objectives of the informal settlements upgrading as listed in the housing policy are the following:

- To facilitate structured in situ upgrading of informal settlements as opposed to relocation;
- To recognise and formalise the tenure rights of residents within informal settlements;
- To provide affordable and sustainable basic municipal engineering infrastructure that allows for scaling up in the future
- To address social and economic exclusion by focusing on community empowerment and the promotion of social and economic integration
- To build social capital through participative processes and address broader social needs of communities.

The programme is stringent in its objectives and beneficiary guidelines therefore not all individuals will qualify for assistance under the programme. The aim is to provide adequate information on what defines and comprises a non-qualifier, as well as information on the way forward in addressing non-qualifiers and their housing needs.

2.2 Purpose

The purpose is to compile and develop a short guideline on the how to deal with non-qualifiers and illegal immigrants in the upgrading of informal settlements.

3. SCOPE OF WORK

3.1 Guidelines Formulation

The guidelines should:-

- Highlight the purpose and objectives of the UISP
- Outline the steps for identification of affected population and project impact.
- Differentiate between qualifiers and non-qualifiers of the housing subsidy scheme
- Feature and emphasize the alternatives and options available to persons who do not meet the criteria of the housing subsidy scheme.
 - Highlight options for illegal immigrants and the recommended course of action since it is a prominent issue in informal settlements.
- Identify efficient and relevant actions that practitioners can take in human settlements development that is inclusive of non-qualifiers.
- Unpack and categorise options for non-qualifiers
- Explore social and political tradeoffs

3.2 Legislative/Legal Considerations (Opinion)

- Provide a brief legal consideration (Opinion) in dealing with non-qualifiers and illegal immigrants in the upgrading of informal settlements.

3.3 Close out Report

Post the stakeholder workshop the service provider will be required to produce a close out report highlighting key issues such as; identifying gaps and opportunities to inform national policy.

4. DELIVERABLES & OUTPUTS

4.1 A Short Guideline

4.2 Project Close Out Report

5. MILESTONES AND TIMEFRAMES

The final report plus the project close out report should be submitted to the HDA within a period of two (2) months from the project commencement date (to be stipulated in the appointment letter).

MILESTONE	TIMEFRAME
1: Submission of assignment implementation plan	1 week
2: Draft Guidelines	2 Weeks
4: Final Consolidated Guideline	4weeks
5. Project Close Out Report	1 week
Total Estimated timeframe	2 Months

6. REQUIRED SKILLS

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 10 years' experience in the field of human settlements development with emphasis on the informal settlements upgrading programme.
- Extensive and demonstrable experience in human settlements programme(s), of the National Housing Code
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement upgrading and planning processes.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

7. PRE-QUALIFICATION CONDITIONS WHICH AN APPLICANT MUST MEET IN ORDER TO BE CONSIDERED:

- Having a stipulated minimum B-BBEE 1 status level of contributor
- An EME QSE
- An EME or QSE which is at least 51% owned by black people who are women

8. EVALUATION PROCESS

8.1. 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

8.2. 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

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		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.

9. REQUIREMENTS

- 9.1 Below are compulsory requirements for this service
- 9.2 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.
- 9.3 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.
- 9.4 Further information regarding technical matters can be sent via an email to: thando.madonsela@thehda.co.za or tel: 011 544-1000
- 9.5 Further information regarding supply chain matters and queries can be send via email to: mxolisi.zondo@thehda.co.za or tel: 011 544-1000

10. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the **18TH DECEMBER 2018** by no later than 12h00 to the following address:

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

11. 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.