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Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**REVIEW OF THE FREE STATE PROVINCIAL INFORMAL SETTLEMENT
UPGRADING STRATEGY**

RFP/FS/2018/001

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 03 AUGUST 2018**

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 HDA is coordinating the National Upgrading Support Programme (NUSP) activities within the Free State province including the mining towns programme in order to ensure an incremental approach is adopted in the informal settlement upgrading initiative. Every province is still required to contribute towards the achievement of the national targets in line with the current MTSF targets of the provision of assistance to households through the Informal Settlements Upgrading Programme, including the mining town's initiative to Phase 2 level of services by improving access to basic water, sanitation, and road infrastructure and services.

A provincial strategy was developed and adopted by the province. The Agency therefore seeks to appoint a suitably qualified service provider to update, enhance and review the provincial informal settlements upgrading and management strategy,

2. OBJECTIVE OF THE PROJECT

2.1 Objectives

The Upgrading Informal Settlements Programme (UISP) is a programme of the NDoHS that is outlined in Part 3 of the National Housing Code 2009. It is envisaged as an incremental process culminating in the full upgrading of settlements over time. The main objectives of the UISP as defined by the National Housing Code are:

- Facilitate structured *in situ* upgrading of informal settlements as opposed to relocation
- Recognise and formalise the tenure rights of residents within informal settlements
- Provide affordable and sustainable basic municipal engineering infrastructure, that allows for scaling up in the future

- Address social and economic exclusion by focusing on community empowerment and the promotion of social and economic integration, build social capital through participative processes and address broader social needs of communities.

2.2 Purpose

- 2.2.1 To update, enhance and review the Provincial Informal Settlement Upgrading and Management Strategy
- 2.2.2 To facilitate the necessary consultative forums with the province and relevant municipalities
- 2.2.3 To develop a detailed Action/Operational Plan linked to Provincial Budgets and MTEF;
- 2.2.4 To develop an Informal Settlement Upgrading Pipeline;

3. SCOPE OF WORK

3.1 SCOPE OF WORK

The HDA therefore intends to utilize the services of a well experienced service provider, to update, enhance and review the Free State Informal Settlement Upgrading and Management Strategy, based on a review and collating of existing information which will be supplied by the HDA, as well as extensive stakeholder consultations with province to assist with the finalisation of the process.

The main activities will be the following:

- Updating the relevant legislative framework in line with national directives and imperatives as well as provincial imperatives with regard to Informal Settlement Upgrading
- Incorporate all existing assessment and categorisation information as well as that of upgrading plans that have been developed
- Develop a prioritisation matrix for the implementation of informal settlements upgrading programme and projects
- Develop key strategic pillars for the implementation of the provincial strategy taking into account the following key issue (incrementalism, land availability, sectoral alignment)
- Develop a Monitoring & Evaluation Framework to provide a mechanism for reporting and monitoring progress related to the implementation of the provincial upgrading strategy.

- Developed Informal Settlement Upgrading and Management Strategy to include a concise Action/Operational Plan and Project Pipeline
- Institutional plan for the internal management of co-ordination and implementation as well as the structuring of external relationships with other key stakeholders and institutions
- Creation/enhancement of a database of Informal Settlements in the Province.

It is expected that the review of the ISU strategy process will be conducted in a consultative manner, which will require frequent involvement, consultation and engagement of key stakeholder such as the provincial department and relevant municipalities through workshops or meetings.

4. DELIVERABLES & OUTPUTS

- 4.1 A Final Report
- 4.2 A Stakeholder Workshop
- 4.3 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 four (4) months from the project commencement date (to be stipulated in the appointment letter).

MILESTONE	TIMEFRAME
1: Submission of assignment implementation plan	1 week
2. Collate, review all existing information	4 weeks
3: Update, enhance and present Draft Strategy to client	8 weeks
4: Stakeholder Engagements / Workshops	
5. Final Consolidated Report	2 weeks
6. Project Close Out Report	1 Week
Total Estimated timeframe	4 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. 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

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.	30
	Related work of the lead company and experience.	20
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:
- 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/>
 - 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.
- 8.4 Further information regarding technical matters can be sent via an email to: thando.madonsela@thehda.co.za or tel: 011 544-1000
- 8.5 Further information regarding supply chain matters and queries can be send via email to: sindisiwe.mweli@thehda.co.za or tel: 011 544-1000

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the **03 August 2018** 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.