

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



REQUEST FOR PROPOSALS

**SERVICE PROVIDER TO ASSIST WITH THE RESETTLEMENT
PLANS / STRATEGY OF TWO (2) INFORMAL SETTLEMENTS
WITHIN MOGALAKWENA LOCAL MUNICIPALITY**

LIMPOPO PROVINCE

RFP/LIM/2018/010

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 14th DECEMBER 2018**

TERMS OF REFERENCE

1. INTRODUCTION AND BAKGROUND

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located land 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 Act also the agency to provide informal settlement upgrading support through the National Upgrading Support Programme (NUSP) as well as Project Delivery Support Services to organs of state at local, provincial and national levels.

The HDA, in conjunction with the Mogalakwena Local Municipality previously concluded the first phase of NUSP technical assistance through the provision of a rapid assessment. The key deliverables entailed producing a rapid assessment report and the categorisation of informal settlements. The informal settlements were assessed and categorised into the following categories:

- A - Full upgrade in terms of services, top structures and tenure is appropriate, affordable, and viable, where full upgrading can take place in the short term.*
- B1 - Interim basic services as a precursor to an eventual full upgrade. These settlements are those which are viable for full upgrading in longer term but where it is not imminent.*
- B2 - This refers to settlements where long term upgrading is not appropriate or viable but relocation is not urgent or possible.*
- C- Informal settlements which face significant risks (health, environmental or any associated harmful situations) in their current location.*

As part of phase 2 NUSP support to Mogalakwena Municipality, HDA intends to utilize services of experienced professional service providers in the field of strategy development, human settlements, policy, research, development planning and community facilitation to develop the resettlement plan on behalf of Mogalakwena local municipality.

The professional service provider will be required to undertake stakeholder consultation with relevant sectors and the local community residing in all the identified informal settlements, municipal councillors, including relevant officials from the Municipality and the Provincial departments in gathering the required information for the development of a comprehensive resettlement plan for specific informal settlements. The resettlement in well-located areas will assist in provision of basic services for the affected communities in line with outcome 8.

2. OBJECTIVE OF THE PROJECT

The municipality has the important responsibility of ensuring that citizens reside in developable, formalised, safe and sustainable human settlements, and to the extent possible, within close proximity to employment opportunities that would improve the quality of life of all citizens.

The municipality has identified priority areas where resettlement of informal settlements is necessary due to a lack of appropriate location. In order for this objective to be realised, two (2) informal settlements have been identified, wherein comprehensive resettlement plans are to be produced. The overall outputs will entail confirmation of areas earmarked for relocation and preparations for relocation, relocation implementation plan and post-relocation approach towards avoiding land invasions post resettlement.

3. SCOPE OF WORK

The successful service provider is required to produce the following three (3) deliverables:

Deliverable 1: Implementation Plan

The methodologies and approach must be agreed upon mostly on the following:

- Holding an inception meeting with the municipality and other key stakeholders
- Identification and meeting with relevant provincial, district and local stakeholders
- Frequency of meeting with the project management team (led by the HDA and TLM)
- Beneficiary / residents data collection and information gathering approach
- Confirmation of three (3) category C settlements earmarked for relocation and areas for resettlement.

Deliverable 2: Preparation of Upgrading plans / Resettlement Plans

The resettlement strategy preparation process will be conducted in a participatory manner, with close involvement of the communities directly affected. Particular attention will be paid to ensuring that communities understand their development situation, participate in the generation of options and choices for development, and that information is provided in an accessible manner to improve decision-making. This would require that the successful service provider to conduct a full social facilitation and enumerations process to address participatory planning in order to obtain the following necessary information:

- Statistical results of affected communities
- Compilation of a data base indicating the number of households, settlement conditions including maps that demonstrate the different variables
- Identification of alternative land for those informal settlements categorised a C-category. The service provider should recommend possible solutions for the speedy acquisition of land, land rehabilitation processes, community engagements processes for relocation and a relocation process (plan, schedule and budget) that will have minimum disruption to communities. List of Category C settlements attached hereto as **Annexure B**.

The successful service provider will have to work hand in hand with the appointed service provider responsible for social profiling and enumeration to be appointed by the HDA. The enumeration results will be shared once completed for planning purposes.

The overall main activities will involve the following:

- Resettlement policy framework analysis
- Consultation and participation – resettlement institutional arrangements and implementation approach
- Residents database with different categories i.e. qualifiers, non-qualifiers and different movement options
- Development scenarios
- Strengths, weaknesses, opportunities and threats analysis
- Land availability analysis and resettlement – sites / Erf numbers allocation to qualifying beneficiaries and plan for non-qualifiers
- Risk management – resettlement effects and inventory losses, etc
- Compensation payments, resettlement cost and budget
- Implementation schedule – relocation procedure (pre-requisites for a ‘smooth’ relocation)
- Post relocation anti-invasion mechanisms/plans
- Monitoring and evaluation

Deliverable 3: Produce Close-Out Report

At the end of the assignment, the service provider will produce a close-out report on outputs and outcomes of the listed activities. The various reports will need to be presented to the municipality structures for consideration and approval as well as to the ISU task teams. The service provider may be required to present methodology and work to a municipal-based and/or provincial sector workshop so that other municipalities may benefit from the process and apply the information in their own context. Presentations on the plans as well as a close-out and final report will need to be delivered during this phase of the project.

3.2.1 MILESTONES AND DURATION

The table below sets out the main contract activities and deliverables, along with a payment schedule.

Milestone / Deliverable	Calendar weeks from contract inception	% Payment of Total Price (paid on approval)
1: Assignment implementation plan	Week 1	25%
2: Draft Resettlement Plans	Week 9	50%
4: Final Resettlement Plan and Submission	Week 16	25%
Total estimated timeframe	4 Months	100%

The duration of the assignment should not exceed 5 months from the date of commission of the contract. A progress report indicating key activities which have taken place, activities scheduled for the next period and obstacles encountered, should be submitted at intervals that are agreed upon with the HDA.

4. REQUIRED SKILLS

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

- At least 5-8 years' experience in the field of human settlements development with emphasis on participatory planning processes to inform the resettlement plan, especially in the informal settlement upgrading context.
- Extensive experience in human settlements programme, social facilitation, relocation and strategy development.
- Project packaging involving – planning, scheduling and budgeting for the relocation and resettlement plan.
- Promotion of integration multi-sector intervention from other government departments.
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement strategy and planning processes.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

5. 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

6. VALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain management policy applicable to the HDA and it should be noted that:

- The benchmark of minimum **75** points out of 100 points on **technical capability** will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formulas for Price and B-BBEE as per the PPPFA.

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

Table 1 – 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 a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

7. GENERAL

7.1. Below are compulsory requirements for this service

7.1.1. It is important to note that the successful person/service provider will work under the supervision of a HDA representative and will report regularly to HDA the project steering committee established for purposes of overseeing this project, abide by HDA's Code of Conduct, and other organisational guidelines.

7.1.2. Kindly submit the following documents:

- Valid original tax clearance certificate.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

7.2. Further information regarding technical matters you may direct your queries by email to: Thando.Madonsela@thehda.co.za or at tel: 011 544 1000, and

7.3. Further information regarding supply chain matters, queries can be send via email to: Mxolisi.Zondo@thehda.co.za or at tel: 011 5441000

8. TERMS AND CONDITIONS

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

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

9. SUBMISSION OF PROPOSAL

9.1. Proposals should be submitted on or before the **14th December 2018** by no later than 12h00 to:

**Attention: Supply Chain Management
Block A, Riviera Office Park
6-10 Riviera Road, Killarney
Johannesburg**

9.2. 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.

ANNEXURE A

	INFORMAL SETTLEMENT NAME	HOUSEHOLD NO
1	Gapila (Dumping site)	242
2	Wienam/ Matebeleng	110
Total		352

NB: it is possible that in doing site visits, the information relating to the number of structures and settlements may be different from the estimated numbers from the initial assessment and categorisation (the number may be higher or lower). There will be several stakeholder progress meetings and hence the proposals need to consider this risk. The proposal to be submitted must bear this condition in mind as there will be no post-award and contracting negotiations.