

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



REQUEST FOR PROPOSALS

**APPOINTMENT OF A SOCIAL FACILITATOR / COMMUNITY
LIAISON OFFICER FOR MSUNDUZI LOCAL MUNICIPALITY**

KWAZULU NATAL PROVINCE

RFP/JHB/2018/027

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 22ND NOVEMBER 2018

1. INTRODUCTION AND BACKGROUND

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable integrated communities by making well-located land and buildings available for the development of housing and human settlements. The HDA is also mandated through section 7 of the Housing Development Agency Act, (Act 23 of 2008), to amongst others, undertake any processes relating to acquisition of land, holding and releasing thereof for the purpose of human settlement development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level.

The Msunduzi Local Municipality has requested for assistance from the HDA to facilitate the transfer of a property to the municipality. The intended purpose of the property is to development of human settlements that will include the upgrading of informal settlements. The property description of the site is Portion 0 of erf 277 FT, Plessis-Laer, and is more commonly referred to as Peace Valley 2.

The HDA is mindful of the fact that a community-based approach is one of the key success criteria for community projects, and it is on this basis that a social facilitation programme forms an integral part of the informal settlements programme. This community-based approach endeavours to encourage community participation, thus ensuring that community members are able to not only influence activities that will affect them, but also build their capacity and contribute to their empowerment. Consequently, this will go a long way in ensuring sustainability of the project as well as encouraging responsibility and project ownership.

The HDA therefore intends to utilise the services of well experienced social facilitators with experience in community engagement and conducting situational analysis within an informal settlement context. The Service Provider must have appropriate experience in community dynamics and participation to systematically draw all affected stakeholders into working together.

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. As a result, community engagement and / or stakeholder consultation is imperative in human settlement development process to conduct a situational analysis and attain a better understanding of the socio-economic dynamics of the settlement, whilst involving stakeholders in the development process.

The successful service provider will work hand-in-hand with HDA, Msunduzi Local Municipality, the Provincial Human Settlements Department, Affected Community/Society at large and other service providers appointed by the HDA.

3. SCOPE OF WORKS/ TASK

The main objective of this social facilitation assignment is to;

3.1. 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.

3.2. On-going 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. DELIVERABLES

5.1 Inception report: The report shall cover an overall project plan (inclusive of a project schedule) with intermediate and final outputs, proposed methodology and identified timeframes/milestones.

5.2 Situational Scan/Assessment followed by a detailed Implementation Plan that responds to all the identified challenges.

5.3 Stakeholder mapping report: The report shall indicate all stakeholders that are relevant to the project including their interests, influence, etc.

5.4 Evidence of stakeholder consultation and community mobilization: The minutes of all the meetings held with relevant stakeholders, including a summary of community mobilization meeting outcomes shall be provided. In addition, practical information with clear step-by-step guidelines for field facilitators (inclusive of community members) engaging with the community shall also be provided.

5.5 Evidence of community awareness raising: Report on all community awareness raising activities shall be provided.

5.6 Monthly and weekly Report: An overall Social Facilitation report shall be submitted to and accepted by HDA before the release of final payment.

5.7 Compile and submission of projects **close-out report** that would include a signed social compact with the beneficiary communities

6. TIMEFRAME

MILESTONE	TIMEFRAME
1. Submission of assignment implementation plan	2 weeks
2. Community Engagement based on agreed plan	2 weeks
3. Stakeholder mapping report	2 week
4. Situational Analysis	12 weeks
6. Final consolidated report	2 weeks
Total estimated timeframe	6 months

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. REQUIRED SKILLS

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

1. At least 8 years' experience in social facilitation with emphasis on community engagements and consultations.
2. Experience of working in informal settlements projects is a key requirement.
3. Ability to conduct enumeration using electronic devices and system to allow for collection of real time data, mapping of settlements and profiling of households and settlements based on changing trends.
4. Experience in undertaking socio-economic/situational analysis in informal settlements
5. Experience in Community empowerment, skills facilitation and capacity building within
6. vulnerable communities such as informal settlements
7. Proven ability in effective written and oral communication.
8. Proficiency in the use of standard word processing, web browsers, spreadsheets and
9. presentation software, database systems
10. Institutional capacity to successfully carry out an assignment of this nature.

9. EVALUATION PROCESS

- 9.1. 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.

9.2. 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 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. Related Qualifications to be provided	30
	Related work of the lead company and experience / References Preference will be given to service providers who are familiar with the area and dynamics.	20
	Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks. Meeting deliverables and timeframes. Proposed methodology.
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.

10. REQUIREMENTS

- 10.1 Below are compulsory requirements for this service
- 10.2 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.
- 10.3 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.
- 10.4 Further information regarding technical matters can be sent via an email to: Thando.madonsela@thehda.co.za or tel: 011 544-1000
- 10.5 Further information regarding supply chain matters and queries can be send via email to: Mxolisi.zondo@thehda.co.za or tel: 011 544-1000

11. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the **22ND NOVEMBER 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

12. 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.