

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



REQUEST FOR PROPOSALS

**APPOINTMENT OF A CONSULTANT FOR COMMUNITY PARTICIPATION AT
MARAPONG HOSTEL AND TEMPORARY RELOCATION AREA AT ALTOOSTYD
FOR THE TEMPORARY RELOCATION OF HOSTEL DWELLERS IN LEPHALALE
LOCAL MUNICIPALITY, LIMPOPO PROVINCE**

RFP/ LIM/2016/012

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 30 SEPTEMBER 2016**

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 communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit www.thehda.co.za for more information. In Limpopo, the HDA has signed an implementation protocol with the Provincial Department of Cooperative Governance, Human Settlements and Traditional Affairs (CoGHSTA) to support the implementation of activities relating to housing delivery. In terms of the signed IP, the department has appointed the HDA to perform the following functions amongst others;

- To act as its agent and representative to acquire, hold and prepare land required for housing and human settlements development
- To provide project management services as may be mandated from time to time
- Support the province with programme for upgrading of informal settlements

Within the framework of the signed IP, the HDA is supporting the department with the facilitation of temporary relocation of Marapong hostel dwellers to make provision of Community Residential Units project at Lephalale Local Municipality. Community participation and consultation are deemed as important aspects of this temporary relocation process. The processes are aimed at building and maintaining relationships with communities by developing and implementing coherent and thorough community engagement plan. The service provider is expected to establish the community steering committees to ensure full participation of the key stakeholders. The existing processes need to be concretized and fully operationalized. In order to achieve these objectives, the HDA intends to utilize services of relevantly qualified and experienced community facilitation or social consultant to lead the processes of facilitation and consultation with the community who resides at Marapong hostel.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the consultancy is to develop and implement a community participation and facilitation plan for the hostel dwellers in order to ensure successful temporary movement of residents of Marapong hostel at Lephalale Local Municipality. To develop beneficiary management for qualifying and non-qualifying beneficiaries

3. SCOPE OF WORK

The scope of work for the hostel dwellers participation and Social Facilitation Consultant includes and may not be limited to the following;

3.1 Community Assessment

Conduct an assessment of the hostel dwellers at the project precinct which will include the following:

- Continuous consultation and engagement with relevant Municipal officials, ward councillor and ward committee
- Identification of the different role players and key stakeholders within the hostel dwellers
- Identification of pressure groups within the community;
- Key stakeholder assessment/identification
- Confirm stakeholder expectations and provide intelligence;
- Understand and communicate to the HDA the social and political dynamics within the area
- Conducting workshops with identified stakeholders to get buy-in and ownership into the process.
- Ensure early identification of potential conflict between the community and government and advise to ensure successful relocation.
- Identify and manage community related risks for a successful relocation

3.2 Development and implementation of a Community engagement plan

Having identified the community, stakeholders and other role players, the Consultant will develop and implement a community engagement plan that will ensure full community participation and identify ownership of qualifying and non-qualifying beneficiaries that require to be temporary relocated (movement of hostel dwellers in temporary relocation area to make way for the CRU project where construction activities will take place). The consultant will facilitate community participation and address community issues during the following stages of the project:

Pre-construction

- Identify community to be moved by marking the exiting households
- Resident database or Beneficiary Management
- Anti-Invasion

Implementation

- Continuous engagement
- Actual movement process by municipality using the existing database against the identified household
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Post construction

- Implementation of Anti-invasion Strategy
- Monitoring and evaluation of moved or relocated community and anti-invasion
- Collect data which will indicate the number of residents and structures ,physical numbering of each temporary relocation unit as well as profile of each household
- Prepare and submit a complete record of survey for the occupants, with supporting identification documents as well as signed temporary relocation forms and temporary relocation consent forms

4. OUTPUTS/DELIVERABLES

In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and deliverables:

4.1 Inception Report

The report must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone/ timeframes, including detailed description of content and characteristics of each of the work outputs/ deliverables of task section 3. An oral presentation of the inception report to client is required. A soft copy and five (5) hard copies are required.

4.2 A community assessment report with recommendations for engagement

Once the assessment is completed and recommendations approved, then a detailed project plan with timelines for community engagement over the project period will be provided. This will involve actual facilitation of the meetings. This will include providing advisory on the legal implications for relocation, development of necessary templates etc.

4.3 Implementation of community engagement plan and relocation

The service provider will be expected to facilitate meetings and advice on the content of issues to be discussed.

5. REQUIRED SKILLS

The professional service provider is required to provide a minimum of the following skills and expertise considered necessary for the effective implementation of the assignment:

- Facilitation.
- Communication.
- Public relations.
- Mediation.
- Conflict management and dispute resolution.
- Community structure development
- Legal aspects for relocation
- Housing act
- CRU policy
- Strategy formulation.

6. CONTRACT TIMEFRAMES

The assessment will commence on the 01st October 2016 and end on 15th February 2017.

6 LOGISTICS

6.1. Responsible Institution

The Housing Development Agency will be responsible for the assignment. The HDA team will meet the service provider at mutually agreed times at the beginning of the assignment and for reporting.

6.2. Project Management

All Technical queries should be directed to:

Ms Mpho Tau
The Housing Development Agency
Contact number: 0725372028
Email: Mpho.Tau@thehda.co.za

6.3. PROPOSAL REQUIREMENTS

- a) Tenders with methodology accompanied by detailed CVs of experts who will undertake and oversee the work will be submitted as annexures to the proposal.
- b) The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference as well as submit detailed CVs with relevant experience on social facilitation.
- c) The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.
- d) The service provider will adhere to agreed reporting requirements which will be outlined on the work plan.

7 CONTRACT

In addition to the letter of appointment, the appointed Service Provider shall be required to enter into a Professional Services Agreement with the HDA.

8 TECHNICAL EVALUATION CRITERIA

- 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 an 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	10
CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and specifically work experience in the Province	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 2 – Price and BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80
BBEE Status Level Verification Certificate from accredited verification agencies.	BBEE Level Contributor	20
TOTAL		100

9 PAYMENT STRUCTURE

- 9.1. 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.
- 9.2. No payment will be made where there is an outstanding information/work by the service provider/s.

10 GENERAL

10.1. Below are compulsory requirements for this service

10.1.1. 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.

10.1.2. Kindly complete and submit the following:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, 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.

10.2. Further information regarding technical matters can be sent an email to: Mpho.Tau@thehda.co.za or Tel: 0725372028

10.3. Further information regarding supply chain matter and queries can be sent via email to: Jane.Mahlangu@thehda.co.za or Tel: 011 544 1000

11 SUBMISSION OF PROPOSALS

11.1. Proposals should be submitted on or before the **30 September 2016** by no later than 12h00 to the following address:

**The Procurement Specialist
The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193,**

Tel: 011 544 1000