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**REQUEST FOR PROPOSALS  
FOR  
APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE THE  
IMPACT EVALUATION OF HDA SUPPORT PROGRAMS, IN  
KWAZULU NATAL PROVINCE**

**REFERENCE NO: RFP/KZN/2018/006**

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**PROPOSALS TO BE SUBMITTED BY  
11 OCTOBER 2018**

**NOT LATER THAN 12 NOON**

# **APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE THE IMPACT EVALUATION OF HDA SUPPORT PROGRAMS, IN KWAZULU NATAL PROVINCE**

## **1. INTRODUCTION & BACKGROUND**

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located and appropriately-planned land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition the HDA provides project delivery support services to organs of state at local, provincial and national level.

Section 7(2) (d) of the Housing Development Agency Act (HDA), Act 23 of 2008 requires the HDA to introduce and manage a land inventory and information system in support of the identification and acquisition of state, privately and communally owned land which is suitable for residential and community development.

The MTOP Agreement between the KZN DHS and HDA which set out specific areas of delivery and was concluded in September 2014. However, a Programme Director was seconded in December 2014, effectively being placed in the office of Head of Department from 5 January 2015.

There is increasing recognition among governments and donor organizations that rigorous evaluations of public interventions should feature in the social policy decision making process. Yet there is frequently a gap between the desire for information on the effectiveness of programs and an understanding of the potential and the limitations of evaluation tools.

## **2. AREA DESCRIPTION**

The study area is primarily the KZN Office of the Housing Development Agency. Due to obvious administrative reasons the study will involve.

- The HDA HeadOffice
- The KZN Department of Human Settlements
- Other KZN Government Departments including Office of the Premier & COGTA
- Various Municipalities of KZN
- Other stakeholders

### **3. OBJECTIVE OF THE PROJECT**

The objectives of the project are to assess the impact made by the KZN Office of HDA since its establishment and to identify further opportunities to sustain and enhance the support program.

An Implementation Protocol was concluded between the KwaZulu Natal Department of Human Settlements and the Housing Development Agency on the 16th January 2013. The Implementation Protocol enjoins the parties to act in common pursuit of the stated aims and objectives in keeping with the provisions of the Intergovernmental Relations Framework Act.

In terms of the IP, the HDA assists the Department in coordinating the efforts of both parties in order to increase the number of sustainable human settlements for families residing within the KwaZulu Natal Province.

Pursuant to this agreement, the parties entered into a Medium Term Operational Support Plan (MTOP) in order for the HDA to operationalize its support and carry out the following specific functions in line with the scope of the existing IP in the Province.

- Land Planning and Assembly Support for housing and Human Settlements.
- Land geo-spatial services (Analysis and Mapping of human settlements trends and perspectives)
- Project packaging and implementation support on specific assigned development projects.
- Capacity mobilization and support for human settlements delivery in the eThekweni Metro
- Some additional services from the HDA can be added as required by the Province, for example, Development and technical assessment of the provincial project pipeline; assisting with the upgrading of the informal settlements and slums clearance projects; land holding support, emergency housing and IGR Support.

The Medium Term Operational Support Plan provides a means for the province to oversee, monitor and track the support from the HDA over the three year period. It also allows for the

**The site**



support to be linked to the targets, plans and priorities of the province specifically and to hold HDA accountable for the agreed support.

The Implementation Protocol and the Medium Term Operational Support Plan are attached hereto as Annexure A and B.

The study must amongst other things respond to the following questions:

- a) Does the program or intervention achieve the stated goals?
- b) Does it have unintended effects on participants?
- c) Is the program impact biased on stronger or particular groups or subsets of participants?
- d) Is the program cost effective in relation to other options?
- e) What are likely reasons why the program is or isn't successful?
- f) What assigned areas is the program not paying focused attention to?
- g) What support interventions should have been included in the current support basket?

#### **4. SCOPE OF WORK**

The appointed service provider is expected to undertake the following services which includes (but not limited to) the following the approval of the application;

- a) Does the program or intervention achieve the stated goals?
- b) Does it have unintended effects on participants?
- c) Is the program impact biased on stronger or particular groups or subsets of participants?
- d) Is the program cost effective in relation to other options?
- e) What are likely reasons why the program is or isn't successful?
- f) What assigned areas is the program not paying focused attention to?
- g) What support interventions should have been included in the current support basket?

#### **4 DELIVERABLES & OUTPUTS**

In accordance with the relevant standards and procedures for professional practice and the contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and ensure that the deliverables are achieved as outlined in an implementation plan to be agreed upon with the client;

- a. Analysis of the HDA Act and outline of generic expectations in adherence to the act
- b. Outline of existing agreements with KZN DHS and other entities.

- c. Analysis of the KZN Program Performance since 2015 in relation to the act and existing agreements
- d. Comparative analysis with another provincial office of HDA
- e. Analyse the expenditure patterns on grants given and any reason for under spending
- f. Outline of opportunities in expanding/fulfilling the scope of HDA.

Further, the professional service provider will submit the work as outlined on the scope of work and in a prescribed format

## **5 PROJECT MANAGEMENT**

An inception report will be required from the service provider, outlining the agreed methodology, implementation plan, expected outputs and deliverables, milestones and timeframes, including a detailed work breakdown structure (WBS), RACI, RBS as well as a risk register and assignment matrix. All these and other project management techniques and research methodology are to be included in the inception report and agreed to with the client (HDA).

## **6 OTHER RELATED ANNEXURES**

All other related information attained from the any other relevant / responsible authorities, who assisted in undertaking research should form part of annexures of the comprehensive report to be submitted to the HDA.

## **7 DURATION**

The expected project duration is **5 months**, dependent on the methodology, from the date of receipt of an appointment letter. The appointed service provider is expected to submit a project implementation plan within two weeks after appointment/signature of contract.

## **8 REVISION OF COMPLETION DATE**

- 8.1** The appointed Service Provider will be entitled to a revision of the intended Completion Date if delays are caused to the Scope of Services as indicated in 3 above by:
- a. Exceptionally inclement weather;

- b. Acts of God, *vis major*, civil commotion, riot, local combination of workmen, strike or lockout, political interference;
- c. A variation to the Scope of Services as indicated in Section 3 above and any other alterations or variation to the design of the Scope of Services in terms of this Agreement;

**8.2** Should any of the circumstances listed in 6.1 above occur, which could in the opinion of the appointed Service Provider cause a delay to the Scope of Services, then the appointed Service provider will:

- a. Give the HDA notice of such circumstance within 5 business days of such circumstance arising;
- b. Take any reasonable practical steps to avoid or reduce the delay.

**8.3** Once the delay caused by such circumstances can be quantified, the appointed Service Provider will submit to the HDA full details of such delay within 5 business days of the date on which the delay becomes quantifiable.

**8.4** If the appointed Service Provider submits a claim to the HDA for a revision of the intended Completion Date, such claim will be in writing stating separately in respect of each circumstance:

- a. The relevant circumstance referred to in 6.1 above on which the service provider
- b. The particulars giving rise to the claim; and
- c. The extension period claimed in business days and the calculation thereof.

**8.5** The HDA shall within 5 (five) business days after being provided with the claim from the Service Provider in terms hereof:

- a. Grant, reduce or refuse the period claimed;
- b. Determine the revised Completion Date;
- c. Identify each circumstance for each revision that is granted or give reasons for amending or refusing such claim.

**8.6** Should any extension of time be approved by the HDA, this will be approved without cost.

## **9 TEAM COMPOSITION**

The professional service team should be composed of a minimum of the following list of professionally registered professionals in order to demonstrate the skills and experience to successfully implement the project in its entirety;

- a. Town planners
- b. Housing Practitioners
- c. Researchers

d. Monitoring and Evaluations Specialists

The above professional staff composition is the client's minimum requirement. Service providers are advised to propose their own team composition based on the scope of work as defined in section 4 above.

## 10. FEE STRUCTURE

**10.1** An all-inclusive (lump sum) cost (including disbursements and VAT) must be submitted for the entire project.

**10.2** A comprehensive fee structure, time frame and payment schedule should be included in the submission

## 11. EVALUATION PROCESS

11.1 In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

The following functionality criteria will be used for evaluating the tender.

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

### Functionality

	CRITERIA	WEIGHTING/ POINTS
<b>Company profile and individual team members CV's</b>	Qualifications and proof of registration with Professional bodies eg. SACPLAN etc	<b>10</b>
<b>Level of Experience</b>	Related work of the lead company and specifically work experience in Built Environment, Performance, Impact Evaluation.	<b>30</b>
<b>Capacity</b>	Demonstrable skills and capacity, relevant knowledge and Experience	<b>20</b>
<b>Methodology</b>	Work programme, plan and allocation of resources and tasks (10) Proposed methodology and strategy (30)	<b>40</b>
<b>TOTAL</b>		<b>100</b>

11.2 The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:-

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Price</b>	Detailed budget breakdown	<b>80</b>
<b>B-BBEE Status Level Verification Certificate from accredited verification agencies.</b>	B-BBEE Level Contributor	<b>20</b>
<b>TOTAL</b>		<b>100</b>

**NB:** Service providers may be requested to clarify information in their proposal. This information must be supplied free of charge.

## 12. GENERAL

Below are compulsory requirements for this service.

- a. It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- b. Kindly register on the central supplier database if not yet registered and submit together with:
  - o Valid original tax clearance certificate.
  - o SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
  - o Valid original or certified copy of the BBBEE certificate.
- c. Further information regarding supply chain matter and queries can be send via email to: [Jane.Mahlangu@thehda.co.za](mailto:Jane.Mahlangu@thehda.co.za)
- d. Further information regarding technical matters and queries can be sent via email to: [thulani.bhengu@thehda.co.za](mailto:thulani.bhengu@thehda.co.za)
- e. There will be no briefing session for this tender and all queries should be directed to the contacts above.

## 13. TERMS AND CONDITIONS

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

## **14. SUBMISSION OF PROPOSALS**

Proposals should be submitted on or before the **11 October 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**

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.