

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



REQUEST FOR PROPOSALS

**SERVICE PROVIDER TO ASSIST WITH ENUMERATION AND
SOCIO-ECONOMIC PROFILING**

RAY NKONYENI LOCAL MUNICIPALITY

KWAZULU NATAL PROVINCE

RFP/KZN/2021/014

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00, 25 AUGUST 2021

TERMS OF REFERENCE

1. INTRODUCTION AND BACKGROUND

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located Land for the development of human settlements. In addition, HDA Act also mandates 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 National Upgrading Support Programme (NUSP) is an instrument within the National Department of Human Settlements (NDHS) designed to provide technical and capacity building support to provinces and municipalities.

The HDA has entered into a Medium Term Operational Plan (MTOP) with the KwaZulu Natal Provincial Department of Human Settlements (KZN DHS), amongst others, the responsibility is to provide planning and support for the implementation of informal settlements upgrading programme. As part of this support the KZN DHS has requested the HDA to assist Ray Nkonyeni Local Municipality on the project packaging and development of sustainable integrated human settlements on various identified properties.

Therefore, the HDA intends to utilise the services of well experienced social facilitators with experience in community engagement, and household enumeration using an electronic system enabled through electronic devices for the collection of live data. The digital enumeration and socio-economic profiling will to be conducted in the mapped and delineated areas of the township (to be provided upon appointment) – with a total of an estimated 80 households. It is envisaged that the enumeration process will be conducted in a phased manner of which the order of priority will be given to the service provider upon appointment.

2. SCOPE OF WORK

The successful service provider is required to produce the following deliverables:

2.1 SECTION A: DIGITAL ENUMERATION

2.1.1 Review the existing questionnaire used to gather data on households and customise accordingly in line with feedback from the HDA and gaps identified

- Load up revised approved questionnaire approved onto the service providers survey platform with corresponding codes meeting the minimum system requirements
- Unique reference per household as well as GIS coordinates per household
- Electronic recording of data with strict built-in validation controls
- Document upload functionality
- Data and time stamps and Audit trails
- Online management system & Quality Assurance

2.1.2 Participatory Planning Process

The overall objective of this assignment is to encourage a participatory planning process for conducting a detailed household enumeration and socio-economic survey in order to establish the following:

- The actual number of structures,
- Household profiles to inform the relocation process of the affected community based on updated / accurate information.

2.1.3 Project and Community Consultation Plan

The service provider is expected to work directly with the Municipalities CLO to develop an agreed community project and consultation approach which will assist with engaging with the community prior to the enumeration process and immediate implementation. This will be guided by existing dynamics in the identified township to be addressed which we expect the service provider to identify and indicate from the first interactions with the project steering committee group. This plan will be the guiding tool for encouraging the participatory planning process for settlements upgrading.

2.1.4 Data collection

This would entail door-to-door administration of data collection using an electronic enumeration tool which allows for use of electronic devices for collection of real time data and for tracking data inputs throughout the process. Data to be collected includes verifying number of residents, profiling of all households, number of structures, living arrangements and access to social amenities and tenure arrangements.

2.2 SECTION B: SOCIAL FACILITATION

2.2.1 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);
- Performing other communication and engagement related duties that may be assigned by the Project Manager.
- Provide technical support to fieldworkers
- Monitor the quality of data that is submitted at a high level
- Generate summary tables per settlement of key findings for the service providers for their reports; alternatively provide the raw data to service providers where they prefer to generate their own summary tables for their reports
- Provide raw data per data set containing vital information such as household head and validated South African Identity numbers
- Generate geographic location of each structure enumerated
- Provide for software and storage data required for enumeration and profiling

3. DELIVERABLES & OUTPUTS

SECTION A: ENUMERATION

The service provider is expected to submit the final report in a soft copy in its original format including **enumerated household spreadsheets**, PDF format and an additional 3 hard copies of the final report in a file with the following deliverables:

- Community consultation plan and report on engagement processes.
- Demographic profile of households in the settlement.
- Accessible database indicating number of structures, households, settlement conditions including maps demonstrating the different variables.

SECTION B: SOCIAL FACILITATION

- **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.
- **Situational Scan/Assessment** followed by a detailed implementation plan that responds to all the identified challenges.
- **Stakeholder mapping report:** The report shall indicate all stakeholders that are relevant to the project including their interests, influence, etc.
- **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.
- **Evidence of community awareness raising:** Report on all community awareness raising activities shall be provided.
- **Monthly and weekly Report:** An overall social facilitation report shall be submitted to and accepted by HDA before the release of final payment.
- Compile and submission of projects **close-out report** that would include a signed social compact with the beneficiary communities

4. TIMEFRAMES

Milestone / Deliverable	Time Frame	Months	% Payment
1: Assignment implementation plan/start up	1 Week		20%
2: Draft report – In between PSC Meetings	16 Weeks	4 Months	70%
3: Final Report and Close-Out	3 Week		10%
Total estimated timeframe			100%

5. 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:

- 5.1. At least 8 years' experience digital enumeration and social facilitation with emphasis on community engagements and consultations.
- 5.2. Experience of working in informal settlements projects is a key requirement.

- 5.3. 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.
- 5.4. Experience in undertaking socio-economic/situational analysis in informal settlements
- 5.5. Experience in Community empowerment, skills facilitation and capacity building within
- 5.6. vulnerable communities such as informal settlements
- 5.7. Proven ability in effective written and oral communication.
- 5.8. Proficiency in the use of standard word processing, web browsers, spreadsheets and
- 5.9. presentation software, database systems
- 5.10. Institutional capacity to successfully carry out an assignment of this nature.

6. EVALUATION PROCESS

6.1. 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 **70** 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-BEE as per the PPPFA.

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).	5
Availability of Resources	Company must demonstrate availability of resources to undertake the required exercise. Indication of type of software platform / system to undertake digital enumeration <ul style="list-style-type: none"> - No software = 0 points - Software = 15 points Indication of Hardware (handheld devices) to undertake enumeration <ul style="list-style-type: none"> - No handheld devices = 0 points - Less than 50 devices = 5 points - 50 to 99 devices = 10 points - 100 devices and more = 15 points 	30
Work Related Experience	Related work of the lead company and related experience in Human Settlements development to be assessed as follows;	20

	<p>Attach reference letters or Appointment Letters on signed Company Letterhead</p> <ul style="list-style-type: none"> - 0 project = 0 points - 5 project = 5 points - 10 projects = 10 points - 15 projects = 15 points - 20 projects = 20 points 	
CVs of team members proposed to do the work	<p>Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s. Adequacy and completeness of skills.</p> <p>All CVs to clearly state relevant experience in related projects with contactable reference</p> <p>Minimum Capacity:</p> <ul style="list-style-type: none"> - Social Facilitator with related qualifications and more than 5 years' experience (20 points) - GIS specialist with 5 years' experience (10 points) - Database specialist with any relevant qualification and more than 5 years' experience (5 points) 	35
Approach, Methodology, Work Plan and Process	<p>Work programme and plan</p> <ul style="list-style-type: none"> • Gant / project chart • Meeting deliverables and timeframes. 	5
	<p>Proposed methodology.</p> <ul style="list-style-type: none"> • Outlining detailed description of content and characteristics of each of the work outputs/ deliverables of each task. 	5
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. REQUIREMENTS AND RETAINABLE DOCUMENTS

7.1. Kindly submit the following documents:

- **A signed Service Level Agreement.**
- CSD report.
- 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. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 25th of August 2021 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**

9. GENERAL

- 9.1 Further information regarding this tender can be sent via email to: Nqobile.mkhwanazi@thehda.co.za or Tel: 011 544-1000
- 9.2. 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.
- 9.3. The selection of the qualifying proposal will be at the HDA's sole discretion. HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.
- 9.4. 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.

ANNEXURE A

SETTLEMENT LIST AND ESTIMATED NUMBER OF HOUSEHOLDS

	INFORMAL SETTLEMENT NAME	HOUSEHOLD NO
1	Louisiana (Additional Clusters)	80
TOTAL		80
