

TERMS OF REFERENCE

1. INTRODUCTION

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.

2. BACKGROUND INFORMATION

Within the framework of the signed IP, the HDA is supporting the department as the implementation agent in the Asbestos Roofing Replacement Programme in various affected towns per local municipalities within the Capricorn District Municipality in the Limpopo Province. Asbestos is known to cause fatal diseases such as asbestosis, lung cancer, and mesothelioma. It is a dangerous silent killer especially when a person is exposed to a strong concentration or moderate amounts on a regular basis for a long time. The symptoms of these diseases do not usually appear until about 20 to 30 years after initial exposure. South Africa banned the use, import and manufacturing of Asbestos in 2008 due to its risks. The Housing Development Agency (HDA) is implementing audits/assessments of asbestos roofs and the eradication of 1500 of those roofs identified so far.

Continuous community participation and consultation are deemed as important aspects of the Project Implementation to build and maintain relationships with communities by developing and implementing coherent and thorough Community Engagement Plan and Social Compact. The service provider is expected to ensure that established Community Steering Committees at the project areas and Project Steering Committees at community and municipal level are functional to ensure full participation of the key stakeholders. The existing processes need to be reinstated and fully operationalized. 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 including business and business forums at Seshego.

3. OBJECTIVE OF THE PROPOSED PROJECT

The Service Provider must have appropriate experience in community dynamics and participation, and relocation processes, projects construction processes to be considered for various sites and services projects outlined below.

The objective of the consultancy is to ensure the following:

- Effective cooperation and facilitate coordination of stakeholders by creating a conducive environment at the project development areas (i.e. Seshego).
- Implement a community participation and facilitation plan during the implementation of the projects at these areas.
- Identify support groups and work to ensure full participation of all affected communities while addressing the concerns of the non-supporters of the projects to bring them on board.
- To participate in Project Steering Committee (PSC) meetings as and when required.
- To resolve issues affecting the community related to the project.
- To foster community and overall shareholder buy

4. SCOPE OF WORK AND AREAS OF FOCUS

The scope of work for this project shall entail the following activities:

4.1. Community Assessment:

Conduct monthly assessment of the community engagement and support for the projects which will include the following:

- Continuous consultation and engagement with relevant municipal officials, ward councilor and ward committee
- Identification of the different role players and key stakeholders within relocation beneficiaries
- Identification of pressure groups within the community.
- Key stakeholder assessment/identification
- Confirm stakeholder expectations and provide intelligence.
- Understand and communicate to the HDA/CoGHSTA/ Polokwane LM and any other affected stakeholders on the social and political dynamics within the area.
- Ensure early identification of potential conflict between the community and government and advise to ensure successful delivery of projects.
- Identify and manage community related risks for a successful implementation of projects.

4.2 Development and implementation of a Community Engagement plan

All projects are implemented in areas that are fully or partially occupied with households and social services facilities. When the need arises, the appointed service provider will make use of the local structures in appointing local laborers' and sub-contractors for specific tasks of the project. There is a need to identify the affected communities, align their interests and incorporate all stakeholders' expectations to ensure successful completion of the projects. Having identified the community, stakeholders and other role players, the Consultant will develop and implement a community settlement for the duration of the projects that will ensure full community participation. The consultant will facilitate community participation and address community issues during the project life cycle.

4.3 Community Engagement Plan

The purpose of the Social Facilitation Action Plan is to create a road map that will inform the entire process of engaging all the stakeholders at different levels to contribute towards the successful implementation of the project by being inclusive and addressing stakeholder needs at all levels and thus translate into long term community ownership and sustainability. For the purpose of this document, a stakeholder is defined as "a person or a group that is directly or indirectly affected by the project or programme as well as those that may have interests in the project and/or the ability to influence its outcome".

4.4 Community facilitation for effective implementation of the construction projects:

Continuous consultation and engagement with relevant municipal official's ward councilor and ward committee:

- Identification of the different role players and key stakeholders within relocation beneficiaries
- Identification of pressure groups within the community.
- Key stakeholder assessment / identification
- Identify risks and mitigation plans.
- Confirm stakeholder expectations and provide intelligence in dealing with challenges.

4.5 TARGETED AREA BY THIS PROJECT

The project will cover the following areas:

The scope of work for the Stakeholder and Social Facilitation for Asbestos Roof removal & replacement in Seshego (755 Asbestos roofed houses), located within the various wards (Ward 12, 13, 17 and 37) of the Seshego settlement within jurisdiction of Polokwane Local Municipality in Limpopo Province.



Figure 1 – Affected wards earmarked for Social Facilitation in relation to replacement of 755 Asbestos roofing in Seshego.

5. SPECIFICATION OF THE WORK OR SERVICES REQUIRED

5.1 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:

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 the work outputs/ deliverables. An oral presentation of the inception report to client is required. A soft copy and five (5) hard copies are required.

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 implications of disruptions by communities and stakeholders during the project and development of necessary templates etc.

Implementation of community engagement plan and stakeholder facilitation

The service provider will be expected to facilitate meetings and advise on the content of issues to be discussed and serve as secretariat in those meetings.

5.2 CONTRACT PERFORMANCE

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

The project must be completed in **eight (8) months** after the appointment and signing of the contract. It is estimated that the consultant shall complete the assigned works as per the following schedule:

Milestone	Timeframe
<ul style="list-style-type: none">Project inception reportImplementation planMethodologies and approachStakeholder engagement planCommunication plan	1 Month
<ul style="list-style-type: none">Situational Analysis – Seshego in Polokwane LM, and the surrounding areas.Environmental scansInconsistencies on implementation of project deliverablesEmployment impact on the projects within the affected communities and/or areasRisk management plan and mitigation strategiesHigh level project intervention strategies	3 months
<ul style="list-style-type: none">Implementation of Community and stakeholder engagementResettlement preparation (where necessary)Resettlement consent forms (where necessary)Prepare inventory list for taking of beneficiaries' furniture/goods for purpose of relocations	2 months
<ul style="list-style-type: none">Stakeholder feedback sessionsClose-out report	2 months

Note: -

- The service provider must develop a detailed methodology on how each phase/milestone will be approached and the estimated time required.
- The service provider will be expected to submit monthly progress reports on the work done to the client.
- Where relevant, the information and findings must be accompanied by illustrations in graphical or tabular format.
- Ownership and publication of deliverables – the HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or

compiled by the Service Provider during the course of and for the purposes of executing the agreement. To the extent that copyright in any intellectual property compiled by the Service Provider during the course of and for purposes of the agreement vests with the Service Provider, such copyright will become the property of the HDA, unless otherwise agreed by the HDA in writing.

- On each reporting milestone, the following should be submitted:
- Three (3) copies of the printed and wire ring binding of the full documents in A4 or A3 format – the compilation graphics and maps may be provided in the same paper size of the main documents; and
- Three USBs containing high resolution versions of the report in source document format as well as pdf
- Presentations in PowerPoint format
- An oral presentation for each of the deliverable outputs will be delivered to the client.

6. TIME FRAMES / PROGRAMS

The duration of the assignment is **eight (8) months** from the project commencement date.

7. EVALUATION METHODOLOGY

7.1. TRANSFORMATION PROCUREMENT

- THE HDA may transform its procurement spend by utilising the specific Goals.

7.2 EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table 2 below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

EVALUATION PROCESS	
Stage 1	
Compliance	Administrative Responsiveness
	Substantive responsiveness (mandatory)
Stage 2	

Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 70%.
Stage 3	
Preference Points	
Price	80
Specific Goals	20
TOTAL	100

Table 2 – evaluation process

7.2.1 STAGE 1 - Administrative and Substantive Responsiveness (BEC to determine the If a supplier / bidder do not submit the following documents the Proposal will be disqualified automatically: (this list is not exhaustive)

No.	Description of requirement	
a)	Joint Venture / Consortium agreement / Trust Deed (where applicable)	
If the bidder does not submit the following documents, the bid will be considered non-compliant and these documents must be made available should an award be made.		
No.	Description of requirement	
a)	Completion of All Standard Bidding Document (SBD1, SBD 4 and 6.1)	
b)	CSD supplier registration number for verification checks	
c)	Specific Goals Requirements	

Table 3 – Administrative Compliance

7.2.2 STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70%. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

Technical/functional requirements are presented in the table 4 below:

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
Related Work Experience	<p>Projects completed (attach appointment letters & completion certificates not older than three years for previous related work completed as the lead company and specifically work experience in social facilitation for the asbestos removal and replacement:</p> <p>5 - above projects completed within South Africa = 40 points 3 - 4 projects completed within South Africa= 20 points 1 - 2 projects completed within South Africa= 10 points</p>	40
CV's and Certified copies of Qualifications and Professional Registration	<p><u>Social Facilitator: (20 points)</u></p> <p>A Social Facilitator with relevant experience in social facilitation and / or community liaison skills with emphasis on community engagements and consultations as a Social Facilitator. National diploma in Social Science or development studies (submission of a general CV and certified qualifications)</p> <p>6 years and above = 20 points 4 - 5 years = 15 points 1 – 3 years = 10 points</p> <p>Development studies graduates (10 points)</p> <p>5 years and above = 10 points 3 - 4 years = 7 points 1 – 2 years = 5 points</p>	30

	A valid Registration with Association of Social Engagement Facilitators of Southern Africa (ASEFSA)	5
Approach, Methodology, Work Plan and Process	Work programme, plan and allocation of resources and tasks (5 Points)	15
	Meeting deliverables and timeframes (5 points)	
	Proposed methodology (5 points)	
TOTAL		100

Table 4: Technical Evaluation Criteria

7.2.3 STAGE 3 - PRICING AND SPECIFIC GOALS

Evaluation criteria	Weighting
Specific Goals	20
Price	80
TOTAL	100

8. PRICING SCHEDULE

DESCRIPTION OF ITEM	DELIVERABLE	Price Per Deliverable
Community Assessment	Inception Report	
Development and implementation of a Community Engagement plan	A community assessment report with recommendations for engagement	
Community facilitation for effective implementation of the construction projects:	Implementation of community engagement plan and stakeholder facilitation	

Project Close	Close and Documentation	
Subtotal 1		
ADD Contingency		
Subtotal 2		
ADD Escalation		
Subtotal 3		
ADD 15% VAT		
Total OFFER		

This offer should be the all-inclusive price to carry-out all professional services (with a fee breakdown structure) required to be carried out social facilitation and stakeholder engagements for the successful delivery of social facilitation services and close-out of Social Facilitation.

9. PROJECT TEAM

- 1 x Social Facilitator
- 3 x Development studies graduate