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VAT Registration: 4580253153
Reg No: Housing Development Act No. 23 of 2008**

REQUEST FOR PROPOSALS

**APPOINTMENT OF SERVICE PROVIDER TO UNDERTAKE BENEFICIARIES
SOCIAL FACILITATION FOR BOKAMOSO CATALYTIC PROJECT
RUSTENBURG MUNICIPALITY NORTH WEST PROVINCE**

RFP/NW/2017/010

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 11 JANUARY 2018

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 integrated communities by making well-located land and buildings available for the development of housing and human settlements. The HDA also provides project delivery services in the form of planning, capacity support and capability, and project management and works on projects in specific areas at the request of provinces and municipalities. 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.

The Housing Development Agency on 16 September 2011 concluded an implementation Protocol with the North West Department of Local Government and Human Settlements for inter alia human settlements implementation support within municipalities within North West Province. It is against this background that the HDA seeks to engage the services of fully capacitated service provider to undertake beneficiaries social facilitation for the Bokamoso Catalytic project Rustenburg Municipality.

The Service Provider must have appropriate experience in community dynamics and participation, informal settlements upgrading and relocations processes, projects construction processes to be considered for informal settlements projects.

2. BACKGROUND

The Bokamoso Catalytic human settlement is facing challenges on the ground with regards to actual beneficiaries to be prioritised to benefit from the project and the participation of communities/stakeholders on the project. HDA is mindful of the fact that a community-based approach is one of the key success criteria for most community projects. Before implementing any housing project, communities that are affected by the project need to be consulted. Such consultation aids in ensuring stakeholder engagement comprising a series of interactions that are well planned and executed to systematically draw all affected stakeholders into working together.

In implementing the social facilitation programme, HDA has opted for an approach that is based on full community involvement and participation. 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.

3. LOCATION OF THE PROJECT

The details of the project in question are as follows:

Municipality	Project Type	Number of Units	Required Activities
Rustenburg Municipality	Construction of housing units	1600 housing units	Community engagement, prospective beneficiaries identification and prioritization.

To give effect to the above, HDA hereby invites competent service providers to express an interest to conduct social facilitation in accordance with the scope of work outlined below. The successful service provider needs to demonstrate an understanding of indicators of successfully mobilized communities. The successful service provider will work hand-in-hand with HDA, Rustenburg Municipality, the Provincial Human Settlements Department, Affected Community/Society at large and other service providers appointed by the HDA.

4. SCOPE OF WORKS/ TASK

The main objective of this social facilitation assignment is to;

- Promote participation, ownership and active involvement of stakeholders including beneficiary communities throughout the current phase of the Bokamoso project life cycle;
- To meaningfully engage the envisaged benefiting communities within the Bokamoso area and prioritise various beneficiaries (including Military Veterans) for the Bokamoso Catalytic human settlement project;
- Ensure the establishment of Community based participatory structure, which includes community representatives at a project level.

The works to be undertaken shall include the following amongst others;

4.1 Identify and consult all relevant stakeholders

4.2 Set up the Project Steering Committee (PSC) and arrange public meetings through office of the Ward Councillor;

4.3 Establish a Community consultative based Participatory Structure at a local level to promote inclusiveness;

4.4 Prepare for & facilitate meetings where necessary with key stakeholders, and minute and or write up outcome of the meetings

- 4.5 Prepare, print and distribute posters announcing skills audit including the database of labour & SMME contractors in the area
- 4.6 Assist with the employment of CLO/s, local labour and SMMEs' by identifying the procedures to be followed in their employment through the utilization of the database.
- 4.7 Attend project meetings and give updates on community issues.
- 4.8 Raise community awareness about the project and conduct stakeholder mapping.
- 4.9 Conduct skills audit and capacitate the Steering Committee members on their roles and responsibilities, procedural terms for meetings and conflict resolution.
- 4.10 Secure and ensure community support for all project phases.
- 4.11 Implement proactive strategies and measures to deal with and mitigate potential impacts of construction activities on communities/groups.
- 4.12 Assist with resolving conflicts and problems between various stakeholders.
- 4.13 Act as the channel for information dissemination between the project team, contractors/developers, ward councillors, ward committees and stakeholders.
- 4.14 Regular and appropriate reporting and communication to HDA, Rustenburg Municipality and the Province at required intervals during the execution of projects.
- 4.15 Improve the integrity of reports to ensure that all reports are accurate and have a portfolio of evidence on social facilitation.
- 4.16 Develop guidelines on compilation of Close-out reports, preparation and submission of Close-out Reports for completed projects.

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 Evidence of Project Steering Committee establishment: The Terms of Reference for each PSC shall be provided in a format to be agreed to with HDA.

5.7 Project Steering Committee Skills Audit Report: A report outlining the skills set of members of the Project Steering Committee shall be provided.

5.8 Project Steering Committee Members Capacitation Report: A report regarding the training of Project Steering Committee on their roles and responsibilities, procedural terms for meetings and conflict resolution shall be provided.

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

5.10 Communication plan

5.11 Social Facilitation skills transfer plan

5.12 Safety plans

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

6 REPORTING

6.1 It is envisaged that the HDA will require an initial meeting with the successful bidder to agree on the project process and options to be investigated.

6.2 Progress meeting feedback shall be held as and when necessary, but at least twice a month. The venue for these meetings will be a selected venue either in Johannesburg (HDA offices), Rustenburg Municipality offices or on-site.

- 6.3** Representatives from the successful service provider shall be obliged to attend.
- 6.4** The service provider shall work closely with Community, CLOs, Councillor, and report directly to an official to be assigned by HDA.
- 6.5** All resulting reports and data shall be delivered in two copies, namely, in electronic format and in hard copy. All draft and final reports shall be printed in full colour.
- 6.6** The reporting language shall be in English.
- 6.7** All documents and copyrights, including data and any associated databases developed during the social facilitation assignments will remain the intellectual property of HDA.
- 6.8** All drafts and final reports shall be submitted to HDA in full by the end of the project.

7 REQUIRED COMPETENCY

7.1 COST

- 7.1.1** Service providers are requested to provide a quote which, as a minimum covers the functions listed under the scope of work and associated outputs/deliverables.
- 7.1.2** The total cost must be VAT inclusive and should be quoted in ZAR.

7.2 BROAD-BASED BLACK Economic Empowerment

- 7.2.1** Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points
- 7.2.2** Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates of certified copies therefore together with their bids, to substantiate their B-BBEE rating claims
- 7.2.3** Bidders who do not submit their B-BBEE status level verification certificates or non-complaint contributors to B-BBEE will not qualify for preference points for B-BBEE

7.3 Company Experience

- 7.3.1** Service provider should at least have a minimum of five (05) years' experience in executing social or grass root level development and mobilization process or social facilitation
- 7.3.2** The above mentioned experience must be supported by proof of three (3) contactable references indicating when and where social facilitation was executed

7.4 Team Leader and Team Member's Experience

- 7.4.1** Team leader must at least have a minimum of five (5) years' experience in working with local communities on community level local development projects
- 7.4.2** CVs of the team leader and team members must be attached to the technical proposal reflecting proof of the above mentioned experience and should list the relevant projects executed by the team leader and each Team Member

7.5 Qualification

- 7.5.1** Team leader must have a Degree in Social Sciences (Social Work, Sociology, Socio-economics, etc.) or Development Studies or Communication.
- 7.5.2** Certified copies of certificates of the team leader and team members must be attached to the technical proposal reflecting proof of the above mentioned qualification/s. Failure to attach the required certified copies will imply the bidder will forfeit the allocated points.

7.6 Project Plan

- 7.6.1** The service provider will be required to provide a Project Plan detailing, among others;
 - 7.6.1.1.1** Intermediate and final outputs, identified timeframes and milestones
 - 7.6.1.1.2** A clear methodology and tools to be used in executing the project whilst demonstrating an understanding about indicators of successfully mobilized communities.
 - 7.6.1.1.3** Overall project management structure related to the management of activities related to execution of the project;
 - 7.6.1.1.4** Project communication strategy and implementation of activities

8 TIMEFRAMES

The appointment to this assignment is from date of appointment to the **30 August 2018** unless otherwise extended by mutual agreement between the parties.

9 LOGISTICS

9.1 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.

9.2 Project Management

The Project Managers for this assignment to whom all queries should be directed to:

Mr. Tsokolo Monareng and Mr Thando Madonsela

The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193,
Tel: 011 544-1000/078 141 0240
Email: tsokolo.monareng@thehda.co.za

Mr Thando Madonsela

The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193,
Tel: 011 544-1000/082 884 2350
Email: thando.madonsela@thehda.co.za

10 CONTRACT

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

11 EVALUATION CRITERIA

- The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and capabilities for the projects,

and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

- Bids will be evaluated on 80/20 points system as outlined in the PPPFA of 2011.
- The proposals will be evaluated in two phases:

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.

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 – Technical Evaluation Criteria

No	Criteria	Weights
1.	<p>Company Experience:</p> <ul style="list-style-type: none"> ❖ Service providers should at least have a minimum of five (5) years' experience in executing social or grass root level development and mobilization process or social facilitation: Please provide letters of appointment as follows: <ul style="list-style-type: none"> ❖ 0-projects = 0 points ❖ 1-project = 5 points ❖ 2-projects = 10 points ❖ 3-projects = 15 points ❖ 4-projects = 20 points ❖ 5 or more projects = 30 points ❖ The above mentioned experience must be supported by proof indicating when and where social facilitation was executed 	30
2.	<p>Team Leader and Members Experience:</p> <ul style="list-style-type: none"> ❖ Team leader must at least have a minimum of five (5) years' experience in working with local communities on community level local development projects ❖ Individual team members must have a minimum of at 	25 15

	<p>least two (2) years' experience in working with local communities on community level local development projects</p> <p>❖ CVs of the team leader and team members must be attached to the technical proposal reflecting proof of the above mentioned experience and should list the relevant projects executed by the team leader and each team member</p>	<p>05</p> <p>05</p>
3.	<p>Qualifications:</p> <p>❖ Team leader must have a Degree in Social Sciences (Social Work, Sociology, Socio-economics, etc.) Development Studies or Communication</p> <p>❖ Team members must possess a National Diploma in Social Sciences (Social Work, Sociology, Socio-economics, etc.)</p> <p>Certified copies of certificates of the team leader and team members must be attached to the technical proposal reflecting proof of the above mentioned qualification/s. Failure to attach the required certified copies will imply the bidder will forfeit the allocated points</p>	<p>15</p> <p>07</p> <p>05</p> <p>03</p>
4.	<p>Project Plan: Project Plan with</p> <p>❖ Intermediate and final outputs, identified timeframes and milestones</p> <p>❖ A clear methodology and tools to be used in executing the project whilst demonstrating an understanding about indicators of successfully mobilized communities</p> <p>❖ Overall project management structure related to the management of activities related to execution of the project</p>	<p>30</p> <p>10</p> <p>10</p> <p>10</p>
Total		100

PRICE AND B-BBEE COMPLIANCE

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system:

Table 2 – Price & 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

12 PAYMENT STRUCTURE

12.1 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.

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

13 GENERAL

13.1. Below are compulsory requirements for this service

13.1.1. 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.

13.1.2. Kindly complete and submit the following:

- Registration with the National Treasury Central Supplier Database(CSD Report), if not yet registered use the following link to register : <https://secure.csd.gov.za/>
- 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.

13.2 Further information regarding technical matters and queries can be sent via email to: tsokolo.monareng@thehda.co.za on **011 544 1000/078 141 0240** or thando.madonsela@thehda.co.za on tel: **011 544 1000/082 884 2350**

13.3 Further information regarding supply chain matter and queries can be sent via email to: sindisiwe.mweli@thehda.co.za or Tel: **011 544 1000**

14 SUBMISSION OF PROPOSALS

14.1. Proposals should be submitted on or before the **11 January 2018** by no later than **12h00** to the following address:

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

Tel: 011 544 1000

14.2. 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. Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents