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Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSAL

**APPOINTMENT OF A CONSULTANT FOR STAKEHOLDER AND SOCIAL
FACILITATION SERVICES AT MARAPONG CRU PROJECT AND JOE SLOVO
TEMPORARY RELOCATION AREA IN LEPHALALE LOCAL MUNICIPALITY,
LIMPOPO PROVINCE**

RFP/LIM/2019/020

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 23 JANUARY 2019

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 implementation of Marapong CRU and facilitation of anti-invasion at Joe Slovo(Altoostyd) Temporary Relocation Area for relocated Marapong hostel dwellers as well as relocated people along the Marapong CRU construction site servitude. Continuous community participation and consultation are deemed as important aspects of the Temporary Relocation Area in order to build and maintain relationships with communities by developing and implementing coherent and thorough community engagement plan.

The service provider is expected to ensure that established Community Steering Committees at the TRA and Project Steering Committees at Marapong CRU project are functional 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 Joe Slovo (Altoostyd) Temporary Relocation Area as well as stakeholder engagement for Marapong CRU.

The Temporary Relocation Area(TRA) is located 5.6 Km from Lephalale CBD, on the left hand side along Nelson Mandela drive as you drive from town towards Medupi power station. It is located within earmarked school erven at Joe Slovo (Altoostyd) newly established township, it consists of 233 temporary shelters which were erected to accommodate relocated people who were residing on the CRU project site as well as the old Marapong Hostel which was

demolished to make way for CRU construction. Interim basic services are also provided such as communal drinking water taps, toilets, waste disposal facilities and high mast light.

Marapong CRU project site is Located 19km west-north-west of Lephalale, near Matimba Power Station and 10 km from TRA site, the project consists of construction of 514 community residential units, internal services including water, sewer, roads and storm water and the construction of 365 m bulk sewer connector raising main and water connector line which extend outside CRU site boundary to the existing facilities within Marapong Township.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the consultancy is to ensure the following:

1. Effective cooperation and facilitate coordination of stakeholders by creating a conducive environment at the TRA ,Marapong CRU project 365m bulk connector sewer and water connector .
2. Implement a community participation and facilitation plan during the relocation period at Joe Slovo TRA.
3. To implement the anti-invasion strategy and to develop monitoring tools to combat invasion at Joe Slovo Temporary Relocation Area.
4. To implement the resettlement plan during the discontinuation of the TRA.

3. SCOPE OF WORK

The scope of work for the Stakeholder and Social Facilitation for Marapong CRU and Joe Slovo Temporary Relocation Area includes and may not be limited to the following;

3.1 Social Facilitation

The social facilitator must ensure effective co-operation and facilitate coordination of role-players by creating a conducive environment for the smooth implementation across and beyond the implementation of Joe Slovo resettlement,Marapong CRU(including bulk connector for sewer and water) project cycle and the responsibilities should include but not limited the following:

- Perform strategic and technical support for Marapong CRU project (including bulk connector for sewer and water)
- Develop a social facilitation implementation plan
- Utilize existing governance structures for easy implementation of the programme at all levels and set up structures where there is none
- To facilitate stakeholder engagement both at community ,project and political level
- To provide inputs on the project risk management plan

- To develop and manage the communication plan
- To provide inputs on the LED for the project, employment statistics ,training and employment of local people and local contractors
- To develop and apply conflict resolution mechanisms
- To craft and implement interventions and mitigation strategies

3.1 Community Assessment

Conduct monthly assessment of the relocated hostel dwellers at the Joe Slovo Temporary Relocation Area which will include the following:

- Continuous consultation and engagement with relevant municipal officials, ward councilors and ward committee members
- Identification of the different role players and key stakeholders within relocated beneficiaries
- 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 TRA and project area
- Ensure early identification of potential conflict between the community and government and advise to ensure successful settlements during the relocation period
- Identify and manage community related risks for a successful settlement at the Temporary Relocation Area.

3.2 Development and implementation of a Community engagement plan

Currently there are 230 households who have been relocated to Joe Slovo Temporary Relocation Area. Having identified the community, stakeholders and other role players, the Consultant will develop and implement a community settlement for the relocation period that will ensure full community participation. The consultant will facilitate community participation and address community issues during the following:

Post relocation activities on the current TRA

- Implementation of Anti-invasion Strategy
- Monitoring and evaluation of relocated community and anti-invasion implementation
- 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 renewal of signed temporary relocation forms for 2020 and temporary relocation consent forms.

Community facilitation for effective TRA settlement duration

- 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;

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 the work outputs/ deliverables. An oral presentation of the inception report to client is required. A soft copy and four (4) 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 settlement during the relocation period, development of necessary templates etc.

4.3 Implementation of community engagement plan

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

4.4 Resettlement strategy/plan for Joe Slovo (Altoostyd) TRA implemented

The resettlement plan was developed and presented to the Municipality. The plan will be availed to the successful bidder for effective implementation.

4.5 Close out report

The close out report will include the following:

- Progress reports
- Social facilitation implementation report
- Community Assessment report
- Community Engagement report
- Resettlement progress report
- Minutes of meetings and attendance registers
- Portfolio of evidence for resettlement with signed resettlement forms, copies of identity documents, inventory report for each household and copies of happy letters
- Analysis of the lessons learnt and recommendations for similar projects

5. DURATION

The duration of the assignment is 12 months from the date of appointment.

6. 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 52 weeks (12 months) after the appointment letter has been issued. It is estimated that the consultant shall complete the assigned works as per the following schedule:

Milestone
1. Project inception report <ul style="list-style-type: none"> • Implementation plan • Methodologies and approach • Stakeholder engagement plan • Communication plan
2. Situational Analysis-Marapong CRU and Joe Slovo TRA <ul style="list-style-type: none"> • Environmental scan • Inconsistencies on implementation of project deliverables • Role of local SMMEs on CRU project • Employment impact of CRU project within the Marapong and Joe Slovo TRA • Risk management plan and mitigation strategies • High level project intervention strategies
3. Implementation of the resettlement strategy <ul style="list-style-type: none"> • Community and stakeholder engagement • Enumeration survey • Resettlement preparation • Resettlement consent forms
4. Stakeholder feedback sessions
5. Social and Stakeholder Facilitation
6. Closeout report

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 quarterly 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 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.

7. REQUIRED SKILLS

The service provider will be required to demonstrate the following knowledge and expertise:

Demonstrable skills and capacity, level of relevant knowledge and experience in Social Facilitation and Stakeholder management will be an added advantage. Team members to have one of the following qualifications: Degree or Diploma in Development Studies, Public Admin, Built Environment, Law, Social Work, Sociology or Communications with minimum of 5 years' experience in the field of Social Facilitation. The following are key skills required to execute the project:

- At least 3-5 years' experience in the field of human settlements development with emphasis on informal settlements upgrading and relocations
- Working knowledge and proven experience in resettlements including access to resettlements resources
- Proven experience in social facilitation/stakeholder management
- Promotion of integration-multi-sector interventions from other government departments
- Knowledge of the applicable legislation within the human settlements
- Excellent communication and organisational skills
- Good knowledge of and exposure to all human settlements' programmes
- Demonstrable knowledge of Intergovernmental Relations Framework Act
- Institutional capacity to successfully carry out an assignment of this nature

The above professional staff composition is the minimum requirement. The consultants are advised to propose their own team composition based on the scope of work as defined above.

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)	Relevant Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate relevant company profiles) indicating the Lead Company	10
Company Experience	<p>Related work of the lead company and experience in executing social or grass root level development and mobilization process or social facilitation in the human settlements sector;</p> <p>Provide appointment letters for previous work done in social or grass root level development and mobilization process or social facilitation in the human settlements sector as follows:</p> <p>0-projects = 0 points 1-project = 5 points 2-projects = 10 points 3-projects = 15 points 4-projects = 20 points 5 projects = 30 points</p>	30
CVs of team members proposed to do the work	<p>Team Leader Experience (20) Points:</p> <p>Team leader must at least have a minimum of eight (5) years’ experience in working with local communities on community level local development projects. CVs of the team leader 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:</p> <ul style="list-style-type: none"> • 5years’ experience =20 points • 4years’ experience =15 points • 3years’ experience =10 points •2 years’ experience = 5 points <p>Team Member Experience (10) Points</p> <p>Individual team member must have a minimum of at least five (5) years’ experience in working with local communities on community level local development projects. CVs of the team member must be attached to the technical proposal reflecting proof of the above-mentioned</p>	30

	<p>experience and should list the relevant projects executed by the team member:</p> <ul style="list-style-type: none"> • 5years' experience =10points • 4years' experience =8 points • 3years' experience =6 points • 2 years' experience = 4 points 	
Qualifications	<p>Team Leader Team leader must have a Degree in Social Sciences (Social Work, Sociology, Socio-economics, etc.) Development Studies or Communication (5) Points</p> <p>Team Member Team members must possess a National Diploma in Social Sciences (Social Work, Sociology, Socio-economics, etc.) (5) Points</p>	10
Approach, Methodology, Work Plan and Process	Proposed methodology with clear work programme, plan, deliverables and timeframes and allocation of resources	15
Locality	<p>Limpopo Province (Provide proof of residence in Limpopo Province)</p> <ul style="list-style-type: none"> •The utility bill or lease agreement of the business must be supplied as proof of business location •Recent municipal account or statement for both company or active directors (not older than 6 months) <p>Any other proof of ownership</p>	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 2 – Price and 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
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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:

- A company profile
- CSD registration report (Registration with the National Treasury **Central Supplier Database**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>)
- Fully completed and signed SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE verified by Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) / Valid Sworn Affidavit Certified by Commissioner of Oath. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their original or certified consolidated B-BBEE certificate**
- Proposal / Quotation

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

11. SUBMISSION OF PROPOSALS

11.1. Proposal should be submitted in a sealed envelope clearly marked “**Appointment of a consultant for Stakeholder and Social Facilitation for Marapong CRU and Joe Slovo Temporary Relocation Area in Lephalale Local Municipality, Limpopo Province**”: **RFP/LIM/2019/019** and deposited in a tender box on or before the **23 January 2020**, not later than **12H00** to the following address:

**Attention: Supply Chain Management
Block A, Riviera Office Park
6-10 Riviera Road, Killarney
Johannesburg**

11.2. 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.