

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



REQUEST FOR PROPOSALS

**RE-ADVERT -THE SOCIAL PROFILING AND ENUMERATION OF THE LABOUR
SENDING AREAS (ZULULAND DISTRICT MUNICIPALITY)**

RFP/KZN/2016/003

**TENDER PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 THURSDAY, 15 DECEMBER 2016**

1. INTRODUCTION AND BACKGROUND

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. The National Department of Human Settlements, together with the Housing Development Agency (HDA), have been providing the capacity and technical assistance support to provinces and municipalities.

The National Upgrading Support Programme (NUSP) is a designed programme within the National Department of Human Settlements aims at providing technical and capacity building support to provinces and municipalities in order to fast-track and align the government department interventions in distressed mining towns through the upgrading of informal settlements programme and other housing programmes. Furthermore, the HDA has identified a great need to focus on labour sending areas as another intervention to address the movement/mobility of skills and labour towards the economic nodes (mining towns) and to create a development strategy while addressing their specific human settlements needs for these labour sending communities.

2. OBJECTIVE OF THE PROJECT

The municipality has the important responsibility to address human settlements needs by ensuring that citizens reside in developable, safe and sustainable human settlements, and where possible easy access to social facilities and close proximity to employment opportunities that would improve the quality of life of all citizens. These human settlements needs can only be realised with the alignment of the district's realities through assessment and categorisation where a service provider/social facilitator conducts community participation, enumeration and sampling analysis with regard circular migration/migration patterns within the municipal district so as to produce reports with settlement data, demographics, socio-economic analysis and livelihoods programme, which will ultimately inform and form part of the labour sending strategy for the District.

The Labour Sending Area Strategy must amongst other things address the following three questions:

- (i). How to minimise /manage out migration (i.e. create interventions that make most Zululand people not to see a need to migrate to mining towns)?
- (ii). What type of development interventions would suite circular migration (cater for those who come back after being economically active to retire)
- (iii). How to address the social impact of mining (labour migration) in areas where miners originate. (i.e Fatherless Families, Remittances, Social ills, etc)

3. SCOPE OF WORK

The development strategy process will be conducted in a participatory manner, with close involvement of the communities directly affected. Particular attention will be paid to ensuring that communities understand their development situation, participate in the generation of options and choices for development, and that information is provided in an accessible manner to improve decision-making. This would require that the successful

service provider conduct a full engagement process and community survey programmes to address participatory planning.

The service provider will work hand in hand with the HDA to produce the development strategy for the identified district.

The main activities for this contract will be:

Activity 1: Participatory Planning Process

The overall objective of this assignment is to encourage a participatory planning process for conducting a detailed socio-economic survey with regard to the migration patterns, the social impact of mining migrants and undertaking a sampling analysis in order to develop interventions and community programme that manages/minimise the out migration while promoting the socio-economic sustainability of the district.

Activity 2: Brief Desktop review

The brief desktop review will be undertaken for purpose of analysing available data at the different spheres of government. This will include basic settlement profiles, district diagnostic reports, provincial Human Settlements Master Spatial Plan Principles, IDP review, Housing sector plan and any other relevant documents.

Activity 3: Community consultation plan and engagement processes

The service provider will be expected to work directly with HDA representatives as well as Zululand District Municipality and develop an agreed community consultation approach which will assist with engaging with the community prior to the socio-economic survey process and immediate implementation, thereafter, report on the findings. This will be guided by existing dynamics in each local municipality to be addressed which we expect the service provider to identify and indicate from the first interactions with the relevant officials. This plan will be the guiding tool for encouraging the participatory planning process towards the development strategy plan.

Activity 4: Data collection and analysis

This would entail door-to-door administration of data collection using an electronic enumeration tool such as **SurveyToGo** or similar system 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 identifying the migration patterns; number and types of migrants, analysis of the social impact on households affected by the labour migration, community livelihoods, LED initiatives, existing and planned service delivery programmes and access to social amenities, tenure arrangements, etc.

No training and support for Survey Togo will be provided

Activity 5: Produce close out report

At the end of the assignment the service provider will produce a close-out report on outputs and outcomes of the listed activities and proposed interventions.

4. METHODOLOGY

The service provider must supply a detailed methodology with this proposal. This must include:

- A statement on how the service provider understands the requirements of this assignment
- An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe, with emphasis on community involvement, enumeration approach, etc.
- A clear statement of available expertise and capacity to match the requirements of this assignment as highlighted in scope of work above.
- An indication of any innovative approaches and 'value-add' that the service provider may think appropriate.

5. DELIVERABLES & OUTPUTS

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

1. Desktop report/inception report.
2. Community consultation plan and report on engagement processes.
3. Socio-economic analysis report/migration status.
 4. Accessible database indicating number and kinds of migrants, analysis of the social impact on households affected by labour migration, community livelihoods, LED initiatives, access to social amenities, tenure arrangements, including maps demonstrating the different variables.

6. TIMEFRAMES

MILESTONE	TIMEFRAME
1. Submission of assignment implementation plan	2 weeks
2. Community Engagement based on agreed plan	8 weeks
3. Community survey/migration patterns/community livelihoods profiling	8 Weeks
4. Socio economic survey/sampling analysis	4 weeks
5. Strategy Development	5 weeks
6. Report writing and Close out	3 weeks
NB: These are indicative milestones which may be handled concurrently. The service provider's proposal is expected to elaborate on this.	

The HDI proposal will be evaluated as per PPPFA regulations.

7. 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:

1. At least 8 years' experience in social facilitation with emphasis on community engagements and consultations.
2. Experience of working in social survey projects is a key requirement.
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.
4. Experience in undertaking socio-economic/situational analysis in human settlements
5. Experience in Community empowerment, skills facilitation and capacity building within
6. Proven ability in effective written and oral communication.
7. Proficiency in the use of standard word processing, web browsers, spreadsheets and
8. Presentation software, database systems
9. Institutional capacity to successfully carry out an assignment of this nature.

8. EVALUATION PROCESS

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 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Leading 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	10
CVs of team members proposed to be the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.	40

	Related work of the lead company and specifically work experience in the geographical area of focus for this project	10
Approach, methodology, work plan and process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes	10
	Proposed methodology	10
TOTAL		100

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 and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Price Breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
Total		100

9. REQUIREMENTS

9.1 Below are compulsory requirements for this service

9.2 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.

9.3 Kindly submit the following documents:

- CSD registration report
- Valid original tax clearance certificate.
- 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.

9.4 Further information regarding technical matters can be sent via an email to: mpho.motumi@thehda.co.za or tel: 031 335 7300

9.5 Further information regarding supply chain matters and queries can be send via email to: Ephraim.Mathiba@thehda.co.za or tel: 011 544-1000

10. SUBMISSION OF PROPOSAL

10.1 Proposal should be submitted in a sealed envelope clearly marked "Proposals:'**Re-Advert- The Social Profiling And Enumeration Of The Labour Sending Areas (Zululand District Municipality) :RFP/KZN/2016/003** and deposited in a tender box on or before the **15 December 2016**, not 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**

10.2 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 provide