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Riviera



REQUEST FOR PROPOSALS

**DEVELOPMENT OF GUIDELINES / PROCEDURE MANUAL FOR RELOCATIONS
TO ALTERNATIVE SITES**

RFP/JHB/2017/015

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 06TH SEPTEMBER 2017**

TERMS OF REFERENCE

1. INTRODUCTION

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. In addition HDA provides project delivery support services to organs of state at local, provincial and national level.

At the request of the National Minister of Human Settlements, the Housing Development Agency (HDA) is currently providing programme and technical support to the respective provinces and municipalities, in respect of the “Mining towns in distress” which aims to improve living conditions of informal settlements in mining areas across the country. In coordinating the programme, the HDA is required to coordinate National Upgrading Support Programme (NUSP) activities within the prioritised mining areas, to ensure an incremental approach is adopted in the informal settlement upgrading initiative.

Over and above the provision of technical assistance to provinces and municipalities, some of the NUSP key objectives include amongst others the following:

- Capturing best practice and dissemination of information / learnings to date with the sector.
- Capacitating practitioners working in informal settlements through producing publications of good practice

Informal settlements are often located on highly vulnerable sites, therefore relocation of communities in such areas to physically safer places is often the best way to protect them from future disasters. The UISP makes emphasis that relocations should only be considered as the last resort and where it is unavoidable, because development is not feasible or desirable. It thus should be based on the principle of “minimal disruption to the affected persons and that relocation should take place as close as to the existing settlement”. A relocation process that incorporates lessons learned and risk mitigation through well planned and adequately financed programme, can prevent avoidable human suffering and result in a successful relocation process.

To assist with this process of relocation guidelines, the HDA requires the services of a suitably qualified Service Provider to develop guidelines / procedure manual on informal settlement relocation in support of the upgrading of informal settlement programme.

2. OBJECTIVE AND PURPOSE OF THE PROJECT

2.1 Objectives

The main objectives of the informal settlements upgrading as set up in the housing policy are:

- To facilitate structured in situ upgrading of informal settlements as opposed to relocation;
- To recognise and formalise the tenure rights of residents within informal settlements;
- To provide affordable and sustainable basic municipal engineering infrastructure that allows for scaling up in the future
- To address social and economic exclusion by focusing on community empowerment and the promotion of social and economic integration
- To build social capital through participative processes and address broader social needs of communities.

As part of the principles promoted by Part 3 of The National Housing Code, Upgrading Informal Settlement Programme (UISP) also apply in cases where communities are to be relocated for a variety of reasons including densification of settlements. The provisions of the UISP are equally applicable to both the upgrading of settlements and the relocation sites.

2.2 Purpose

To compile and develop procedure manual on relocation of informal settlement that will provide practical guidance to the sector in all cases of relocations to alternative sites.

3. SCOPE OF WORK

3.1 Guidelines Formulation

The guidelines should amongst other things:

- Outline the legal principles related to relocation.
- Outline the steps for identification of affected population and project impact.
- Identify information dissemination, consultation, and participation mechanisms of stakeholders or affected persons.
- Provide a series of steps to identification, selection and preparation of receiving site.
- Promote proactive approaches that practitioners can adopt for relocation scenarios.
- Document the types of relocation plans and when to use each format.
- Provide implementation checklist that identifies the sequence of actions that needs to be followed in the preparation and implementation of the relocation process.
- Monitoring and evaluation mechanisms to assess the outcome of the relocation.
- Identify mechanisms to ensure that the land is not re-occupied post relocation.
- Compile at least one case study as lessons learned (best / good practices from relocation) in the context of informal settlement.

3.2 Close out Report

- Post the stakeholder workshop the service provider will be required to produce a close out report highlighting key issues such as; identifying gaps and opportunities to inform national policy.

4. DELIVERABLES & OUTPUTS

4.1 A Final Report (*Procedure manual*)

4.2 Project Close Out Report

5. MILESTONES AND TIMEFRAMES

The final report plus the project close out report should be submitted to the HDA within a period of three (3) months from the project commencement date (to be stipulated in the appointment letter).

MILESTONE	TIMEFRAME
1: Submission of assignment implementation plan	1 week
2. Draft Report	
3: Final Consolidated Report	2 weeks
4. Project Close Out Report	1 week
Total Estimated timeframe	3 Months

6. REQUIRED SKILLS

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 10 years' experience in the field of human settlements development with emphasis on the informal settlements upgrading programme.
- Extensive and demonstrable experience in human settlements programme(s), of the National Housing Code
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement upgrading and planning processes.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature

7. EVALUATION PROCESS

- 7.1. 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
- 7.2. 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
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).	10
CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and experience.	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 **80/20** point system:-

Table 2 – Price and B-BBEE

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

The HDI proposal will be evaluated as per PPPFA regulations.

8. REQUIREMENTS

- 8.1 Below are compulsory requirements for this service
- 8.2 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.
- 8.3 Kindly submit the following documents:
- 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.
- 8.4 Further information regarding technical matters can be sent via an email to: thando.madonsela@thehda.co.za or tel: 011 544-1000
- 8.5 Further information regarding supply chain matters and queries can be send via email to: jane.mahlangu@thehda.co.za or tel: 011 544-1000

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 06th September 2017 by no 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. GENERAL

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.

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.