REQUEST FOR PROPOSALS

SOCIAL FACILITATOR TO ASSIST WITH LEADING PARTICIPATORY PLANNING PROCESESS IN MSCHOLOZI INFORMAL SETTLEMENT

MADIBENG LOCAL MUNICIPALITY

RFP/JHB/2015/015

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 07TH SEPTEMBER 2015
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.

The Madibeng Local Municipality has formally sent a request to be assisted with the release of Portion 455 of the Farm Kameeldrift 211 JQ to the municipality. The said property is currently occupied by an estimated 500 informal dwellers and thus constitutes an informal settlement. The settlement inhabitants are farm-workers working in the neighbouring commercial farms without tenure rights.

Through its planning processes including the IDP and its budget meetings, the Municipality has indicated that it has identified an urgent need to address the challenge of formalising and / or upgrading the said informal settlement. Hence, the municipality seeks to acquire the subject property in an effort to pursue an integrated housing development project to accommodate the current beneficiaries with infrastructure (internal reticulations) and other amenities, including top structures through the relevant housing subsidy programme of the Department of Human Settlement.

Whilst the Madibeng Municipality is currently receiving NUSP support, the said informal settlements appears to have not been included as part of the assessment and categorisation process, this is mainly due to the fact that the informal settlement falls outside the municipal urban edge and it is mainly rural surrounded by commercial farms.

2. **OBJECTIVE OF THE PROJECT**

The HDA has conducted a Rapid Assessment which serves as a precursor for the pre-planning phase prior to the release of land, in that it provides a rapid overview of the scale and nature of the informal settlement, as well as recommendations according to the appropriate developmental response, and as a result enumeration, together with participative community planning need to be undertaken as part of the process of land release for human settlement development.

The social facilitators need to facilitate community participation and engagement processes, as well as produce reports with settlement data, demographics, socio-economic analysis, and livelihoods programme, which will ultimately inform and form part of the developmental response of the upgrading initiative.

The Rapid Assessment Report will be made available upon appointment of the successful service provider.
3. **SCOPE OF WORK**

The HDA therefore intends to utilize the services of well experienced social facilitators with experience in community engagement, conducting situational analysis within an informal settlement context, and households’ enumeration in informal settlements, using electronic systems and electronic devises for the collection of the data.

The service provider will work hand in hand with another service provider, also appointed by the HDA to undertake technical studies. The relevant municipalities will make available all relevant reports and information to assist in the production of these plans.

The overall outputs of this exercise will be incorporated into the settlement upgrading plans with recommendations on best servicing options providing various scenarios for upgrading as well as preliminary design layouts based on participatory planning processes with the communities. 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 the production of upgrading plans and conduct detailed household enumerations (socio-economic surveys) in the informal settlements in order to establish the actual number of structures, the actual population, the community’s special needs and livelihoods, and to develop a programme based on accurate information. This would help ascertain the appropriate development intervention and settlement management needs in the development of appropriate upgrading plans for each settlement.

The settlement planning 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 will require that the service provider who does social facilitation must work closely with the service provider who will be doing the technical assessment.

**Activity 2: Desktop review**

Desktop review will be undertaken for purpose of analysis of available data at the different spheres of government for providing the basis for upgrading initiatives within the context of the relevant Municipalities. This will include basic settlement profiles, 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 Municipalities and develop an agreed community consultation approach which will assist with engaging with the community prior to the enumeration process upfront and immediate implementation and will report on it at the end. This will be guided by existing dynamics in each settlement 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 for settlements upgrading.

**Activity 4: Data collection and analysis**

This would entail door-to-door administration of data collection using an electronic enumeration tool such as Survey Go 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 verifying number of residents, profiling of all households, number of structures, living arrangements, community livelihoods, LED initiatives, and access to social amenities, tenure arrangements, etc. On the other hand, there will also be focus groups discussions, one-one-ones for collection of qualitative data which will focus on issues of vulnerability, livelihoods, security of tenure, etc.

The successful service provider will be trained and supported with the utilization of SurveyToGo and uploading enumeration data for the selected projects.

**Activity 5: Database of households/settlement conditions**

The service provider would also be responsible for the creation of an accessible database (mapping- referenced to the list- indicating number of structures/households, settlement conditions, use of structures, etc.)

**Activity 6: Community Livelihoods programme**

The service provider will assist with developing a programme which will ensure that community livelihoods are addressed and community empowerment initiatives are suggested as part of upgrading. This will be based on an analysis of each settlements and identification of opportunities in that regard.

**Activity 7: 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.

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 soft copy in its original format as well as 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-situational analysis report/settlement status and conditions.
4) Demographic profile of households per settlement.
5) Accessible database indicating number of structures, households, settlement conditions including maps demonstrating the different variables.
6) Community Livelihoods programme for encouraging integration and settlements sustainability.

6. TIMEFRAMES

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>TIMEFRAME</th>
</tr>
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<tbody>
<tr>
<td>1: Submission of assignment implementation plan</td>
<td>1 week</td>
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<tr>
<td>2. Community Engagement based on agreed plan</td>
<td>1 weeks</td>
</tr>
<tr>
<td>3: Socio economic survey/counting of structures/settlements and households profiling</td>
<td>4 weeks</td>
</tr>
<tr>
<td>4: Production of a plan for community livelihood activities</td>
<td>1 week</td>
</tr>
<tr>
<td>5. Final consolidated report</td>
<td>1 week</td>
</tr>
<tr>
<td><strong>Total estimated timeframe</strong></td>
<td><strong>2 Months</strong></td>
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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 informal settlements 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 informal settlements
5. Experience in Community empowerment, skills facilitation and capacity building within vulnerable communities such as informal settlements
7. Proven ability in effective written and oral communication.
8. Proficiency in the use of standard word processing, web browsers, spreadsheets and 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

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Company profile (Attach Organogram)</td>
<td>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).</td>
<td>10</td>
</tr>
<tr>
<td>CVs of team members proposed to do the work</td>
<td>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.</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Related work of the lead company and experience.</td>
<td>10</td>
</tr>
<tr>
<td>Approach, Methodology, Work Plan and Process</td>
<td>Work programme, plan and allocation of resources and tasks.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Meeting deliverables and timeframes.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Proposed methodology.</td>
<td>10</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Detailed budget breakdown</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE Status Level Verification Certificate</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
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<tr>
<td>from accredited verification agencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
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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:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/tenders](http://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: thando.madonsela@thehda.co.za or tel: 011 544-1000

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

10. **SUBMISSION OF PROPOSAL**

Proposals should be submitted on or before the 7th September 2015 by no later than 12h00 to the following address:

The Procurement Officer  
The Housing Development Agency,  
Block A, 6-10 Riviera Road, Killarney, Johannesburg 2193,  
Tel: 011 544 1000
11. 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.