



ALFRED NZO
DISCTRICT MUNICIPALITY

TERMS OF REFERENCE
THE REVIEWAL OF THE DISTRICT-WIDE ANDM SPU STRATEGY
2021/22 FINANCIAL YEAR

Issued and Prepared by:
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Special Programmes Unit (SPU) within the Alfred Nzo District Municipality is facilitating the reviewal of a district-wide SPU Strategy that is aligned to the National and EC Provincial strategies. The purpose of the strategy is to ensure an alignment of SPU programmes with the other spheres of government and a reconciliation of statistics of the target groupings.

The Special Programmes Unit is mandated to deal with matters of the previously disadvantaged and special groupings. The designated groups consist of:

- Children
- Youth
- Elderly
- Women
- People with disabilities
- People living with TB, HIV and AIDS

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To obtain a suitable qualified service provider to assist the municipality with the reviewal of a district wide Special Programmes Strategy which is aligned to the National and Provincial strategies.

1.2.2 Specific Objectives

- To work towards ensuring that a district-wide strategy for the implementation of SPU programmes is reviewed within the time frame.

- To work towards ensuring that the reconciliation of statistics of the SPU target groupings is conducted and it provides a true reflection of the situation on the ground.
- To ensure that the strategy is aligned to the Provincial and National strategies.
- To engage and consult of all relevant stakeholders and role-players for proper ownership of the strategy.
- To ensure the strategy thoroughly encompasses all the target groups within the Special Programmes Unit.
- To collate quantitative data analysis of all the special groupings

2. SCOPE & EXTENT OF WORK

| ITEM | ACTIVITY |
|------|--|
| 1. | Inception Meeting |
| 2. | Submission of the Draft Implementation Plan |
| 3. | Stakeholder Engagement sessions |
| 4. | Conduct a ward-based statistics reconciliation exercise |
| 5. | Submission of the Draft Strategy |
| 6. | Submission of the Final Strategy |
| 7. | Submission of the Project Closeout report |

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2021/2022.

3. PROJECT TIME FRAME

The project time frame will be 2 months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

| ITEM | ACTIVITY | DELIVERABLE |
|------|---|-----------------------------------|
| 1. | Inception Meeting | Inception Report |
| 2. | Submission of the Draft Implementation Plan | Implementation Plan |
| 3. | Stakeholder Engagement sessions | Report of the engagement sessions |
| 4. | Conduct a ward-based statistics reconciliation exercise | Report on the exercise |
| 5. | Submission of the Draft Strategy | Draft Strategy |
| 6. | Submission of the Final Strategy | Final ANDM SPU Strategy |
| 7. | Submission of the Project Closeout report | Closeout Report |

5. STAKEHOLDERS CONSULTATION

The appointed service provider will be required to conduct stakeholder consultations and engagement (internal and external) to ensure involvement in the process of strategy development which will lead to overall support and buy-in.

| INTERNAL STAKEHOLDERS | EXTERNAL STAKEHOLDERS |
|-----------------------|--|
| ANDM SPU | All local municipalities within the Alfred Nzo District Municipality |

| INTERNAL STAKEHOLDERS | EXTERNAL STAKEHOLDERS |
|---|--|
| ANDM Local Economic Development Standing Committee responsible for SPU for the Alfred Nzo District Municipality | EC Office of the Premier EC Local Government and Traditional Affairs Community Based Organizations within the Alfred Nzo District Municipality |
| | Eastern Cape Socio-Economic Consultative Council (ECSECC) Traditional Leaders |
| | Other formations of the target groups within the Alfred Nzo District municipality Government Communication and Information Systems (GCIS) |

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

7. REPORTING MECHANISM

It is expected that progress weekly reports will be submitted to ANDM project manager. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Quotations must be placed in a sealed envelope and clearly marked: “**Reviewal of ANDM SPU Strategy**” and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

9. EVALUATION CRITERIA

Evaluation criteria of the Quotations;

The quotations will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 will be evaluated further and therefore eligible for the award.

| Item | Scoring |
|--|------------|
| STAGE 1 OF EVALUATION – FUNCTIONALITY | 100 |
| • Previous Experience | 50 |
| • Capacity and Expertise | 50 |
| STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS | 100 |
| BBBEE POINTS | 20 |
| Price | 80 |

Previous Company Experience

Note: The scoring in this section is not cumulative

| | |
|--|-----------|
| Traceable experience of three (3) or more projects of Municipal Relations policy/strategy formulation/ reviewal in government / state owned entity to the value of R30 000.00 each | 50 |
| Traceable experience of two (2) or more projects of Municipal Relations policy/strategy formulation/ reviewal in government / state owned entity to the value of R30 000.00 each | 40 |
| Traceable experience of one (1) or more projects of Municipal Relations policy/strategy formulation/ reviewal in government / state owned entity to the value of R30 000.00 | 30 |
| Total Scoring | 50 |
| <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>- An Appointment Letter or Official Purchase Order</p> | |

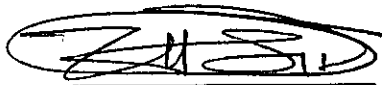
| | |
|--|-----------|
| Capacity and Expertise to Undertake the Project | |
| A Project Team with the following areas of expertise: | 50 |
| One or more personnel must be in a position of a minimum bachelor's degree/ National Diploma in Public Administration/ Social Science with minimum of 3 years' experience. | 30 |
| One or more personnel must have a minimum of 6 months certificate in Project Management | 20 |

| | |
|--|-------------------------|
| NB: Attach CV and certified copies not older than 3 months for all qualifications | Total Scoring 50 |
|--|-------------------------|

For any queries regarding this tender, please contact Mr. Zukile Mazwi for project related queries; on (039) 254 5012 or;
 Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

**Alfred Nzo district Municipality
 Erf 1400 Ntsizwa Street
 Mount Ayliff
 4735**

Yours in municipal administration,



**Z. H. SIKHUNDLA
 MUNICIPAL MANAGER**

Approved/Not Approved



**Mr. L. Mdutyana
 BSC Chairperson**

Comments by Chairperson:

*Approved - Review of the District-Wide
 ANDM SPU STRATEGY.*