



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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## **TERMS OF REFERENCE**

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

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

**Manager: Special Programmes Unit – Mr. Z. Mazwi**  
**Contact Person: Mr. Z. Mazwi**  
**Tel: 039 254 5012**

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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 review 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 review 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.	<b>Inception Meeting</b>
2.	<b>Submission of the Draft Implementation Plan</b>
3.	<b>Stakeholder Engagement sessions</b>
4.	<b>Conduct a ward-based statistics reconciliation exercise</b>
5.	<b>Submission of the Draft Strategy</b>
6.	<b>Submission of the Final Strategy</b>
7.	<b>Submission of the Project Closeout report</b>

**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 BBEE Points

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

<b>ITEM</b>	<b>Scoring</b>
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

**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
<b>Total Scoring</b>	<b>50</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <ol style="list-style-type: none"> <li><b>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.</b></li> <li><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b> <ul style="list-style-type: none"> <li><b>- An Appointment Letter or Official Purchase Order</b></li> </ul> </li> </ol>	

<b>Capacity and Expertise to Undertake the Project</b>	
<b>A Project Team with the following areas of expertise:</b>	<b>50</b>
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

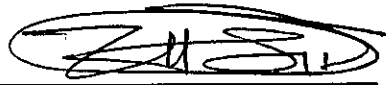


<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	<b>Total Scoring 50</b>
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For any queries regarding this tender, please contact Mr. Zukile Mazwi for project related queries; on (039) 254 5012 or;  
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

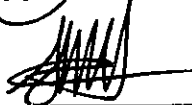
**Alfred Nzo district Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**

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  
ANSM SPU STRATEGY.*