



**ALFRED NZO**  
DISRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**ANDM RESOURCE MOBILISATION- ALFRED NZO PROJECT**  
**PROFILING**

**2022/23 FINANCIAL YEAR**

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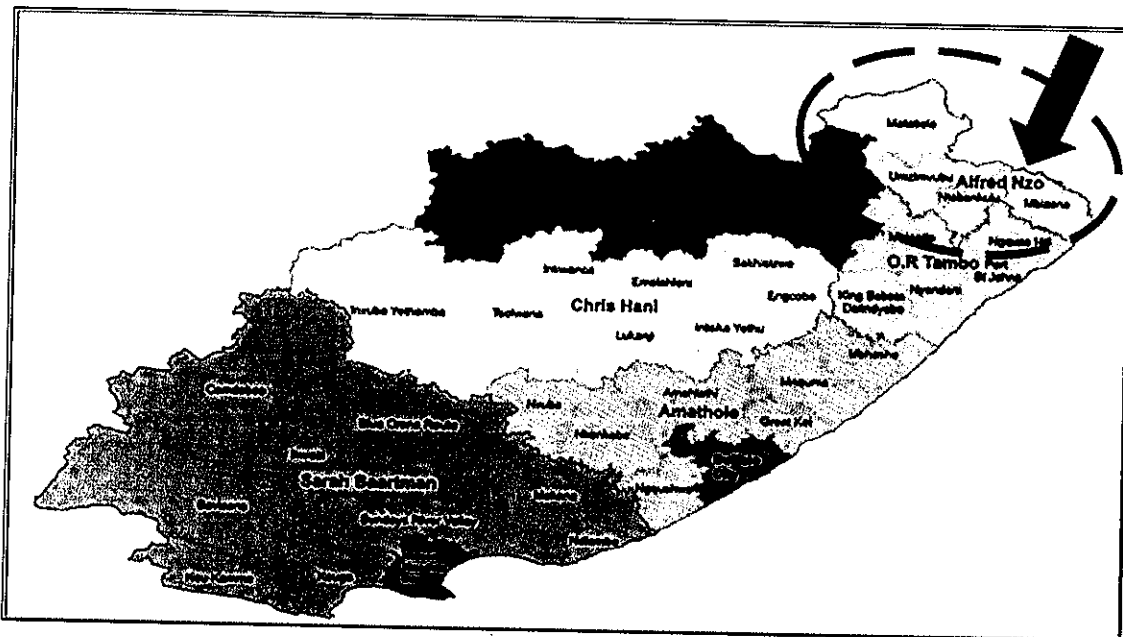
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### 3. BACKGROUND AND OVERVIEW OF THE PROJECT

#### 1.1. INTRODUCTION

The Alfred Nzo District Municipality (ANDM) is located in the North-Eastern part of the Eastern Cape Province in South Africa, as shown in Figure 1.1 below. The District forms part of the Eastern Cape Province's boundary with the Kwa-Zulu Natal province. The District borders the Kingdom of Lesotho to the north and the district of OR Tambo in the Eastern Cape and Harry Gwala District in Kwa-Zulu Natal. The ANDM is constituted of Umzimvubu, Matatiele, Mbizana and Ntabankulu Local Municipalities.

Figure 1.1: Alfred Nzo in the Eastern Cape Province



The Alfred Nzo District Municipality (ANDM) is faced with a challenge of low rural development which is unsustainable. The district has a limited base for economic expansion since the district has been previously disadvantaged. There has been a lack of resources to exploit the potential that is being demonstrated by the district economy.

ANDM as part of the Resource Mobilisation and has set aside a budget for the development of project profiling of the existing and planned economic activities for potential investment in order to expand economic development.

It is against this background that ANDM is calling for a suitable service provider to undertake the profiling of existing and planned economic activities within the district.

## **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

### **1.2.1. Overall objective**

The overall objective of the programme is to profile ANDM investment opportunities, in order to attract investment into the ANDM economy.

### **1.2.2. Specific Objectives**

ANDM, the specific objectives of the project require the undertaking of the following:

- To profile the current situation of Alfred Nzo towns, making use of existing documents ( LRED Strategy, SDF, LM Precinct and Agency plans), and specify services needed
- To profile projects with project designs, ready for implementation.
- Take photos and videos of activities within towns
- To identify areas with potential (spatially and otherwise)
- To identify key strategic areas per local municipality by sector
- Identify potential funders for identified opportunities

## **SCOPE OF WORK**

The scope of the programme covers the following;

- To profile the current situation of Alfred Nzo towns, making use of existing documents ( LRED Strategy, SDF, LM Precinct Plans), and specify services needed
- Undertake project profiling in the following sectors:
  - Manufacturing:
    - Zone Centres
    - Mbizana Manufacturing Hubs
    - Resident fashion designer
  - Spatial Development
  - Tourism
    - Beach to Berg Corridor Development
  - Agriculture and Forestry
    - Agri Park Programme
  - The Ocean Economy
- Develop a video, using high resolution pictures and videos captured by the service provider
- To identify areas with potential (spatially and otherwise)
- To identify key strategic areas per local municipality by sector
- Identify potential funders for identified opportunities

## **4. TIME FRAME**

The project time frame will be 6 months from the date of appointment of the service provider.

## **> KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

- Alfred Nzo projects profiled as follows:

- Profiling of the current situation of Alfred Nzo towns, making use of existing documents ( LRED Strategy, SDF, LM Precinct Plans), and specify services needed.
- Profiling of the following sectors:
  - Zone Centers
  - Mbizana Manufacturing Hubs
  - Resident fashion designer
  - Spatial Development
- Compiled profiling report
- Videos and pictures profiling ANDM investment opportunities

#### ➤ **STAKEHOLDERS CONSULTATION**

The main consultation with regards to the project will take place between ANDM and the appointed service provider. The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

#### ➤ **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.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or

Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

➤ **REPORTING MECHANISM**

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a weekly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

**5. SUBMISSION OF PROPOSALS**

Proposal must be placed in a sealed envelope and clearly marked: **“ANDM RESOURCE MOBILISATION- ALFRED NZO PROJECT PROFILIN”** and placed in the bid box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_.

**6. EVALUATION CRITERIA**

The bids 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 would be evaluated further and therefore be eligible for the award.

ITEM	Weight
<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 Qualification Requirements	Points
Traceable record for successful completion of a minimum of 3 profiling (videos, photographer, project designs) projects to the value of R 70 000 each.	50
Traceable record for successful completion of a minimum of 2 profiling (videos, photographer, project designs) projects to the value of R 70 000 each.	30
Traceable record for successful completion of a minimum of 1 profiling (videos, photographer, project designs) projects to the value of R 70 000.	20
<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>1. The <b>ANDM Assessment bidder form</b> must be completed, stamped and signed by previous employer as means of verifying references for each project undertaken. If 3 projects were done for ANDM, 3 Assessment bidder forms must be completed.</li> <li>2. In <b>ADDITION</b> to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> <li>• An appointment letter or purchase order specifying the contract amount for each project completed.</li> </ul> </li> </ol>	



<b>A Project Team with the following areas of expertise</b> <b>(Note: The scoring in this section is cumulative)</b>	
Team Leader with NQF Level 6 Qualification in Economics or Marketing or Tourism and a minimum of two years' experience in the implementation of project profiling related projects	30
Team member with minimum of 6 months certificate in Financial Management.	20
<b>NB: Attach certified copies not older than 3 months for all Qualifications</b>	
<b>Total Scoring (30+20)</b>	<b>50</b>

For any queries regarding this tender, please contact [Ms O. Dlanga] for project related queries; on 039 254 5101 or;

Supply Chain Management contact for SCM related queries at telephone number 039 254 5134 during office hours.

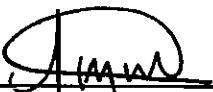
**Alfred Nzo District Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

Yours in municipal administration

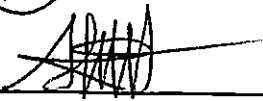


**MR. S. NTSHIKILANA**

**SENIOR MANAGER: PLANNING AND ECONOMIC DEVELOPMENT**

**Recommendation by Specification Chairperson:**

Approved/Not Approved

  
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Mr. L. Mdutyana

Comments by Chairperson:

ANMM RESOURCE MOBILISATION  
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