



## **TERMS OF REFERENCE**

**NAME OF THE PROJECT EXPRESSION OF INTEREST (EOI) FOR RESOURCE MOBILISATION  
- THE CONCEPTUALIZATION AND IMPLEMENTATION OF INVESTMENT ATTRACTION  
INITIATIVES FOR THE ALFRED NZO DEVELOPMENT AGENCY**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality (ANDM) which was established through a Council resolution in terms of Section 76 (b) (i) of the Municipal Systems Act 32 of 2000 (MSA), which provides for mechanism by which a municipality may provide a municipal service in its area. Alfred Nzo Development Agency is an Economic Development Agency owned by the Alfred Nzo District Municipality. Local economic development agencies (LEDA) have been established as special-purpose organisations to promote local economic development.

The Municipal Entity was further registered as a State-Owned Company with the Registrar of Companies (CIPC) in terms of the Companies Act 71 of 2008, and in line with Section 86 (B) (1) (a) of the MSA in the year of 2008. ANDA is regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

## **2. ANDA MANDATE**

ANDA mandated to leverage public support and private resources for development around opportunities which offer economic and development potential, act as receiver, manager and/or coordinator/facilitator of technical assistance or development funding programmes provided to the Municipality by non-governmental or governmental institutions and private sector institutions and To develop the innovation and entrepreneurial potential and activity which supports and drives economic growth within ANDM;

Towards the successful implementation of the ANDA mandate, ANDA understands that the ANDM strategic agenda for economic development had been conceptualised and defined through the District Development Plan (DDP) Vision 2030 for Alfred Nzo, the Integrated Development Plan (IDP) (2017-2022), the Local Regional Economic Development (LRED) Strategy. In line with these strategic documents ANDA has developed a Multi-Year Business Plan (2022/25).



### **3. INTRODUCTION**

Alfred Nzo Development Agency (ANDA) is faced with a complex funding environment with limited funding opportunities, characterised by the national economic downturn and related financial crisis, resulting in a shift in investor's priorities. To this end, ANDA seeks to appoint a panel of qualified consultants or service provider or individuals to mobilize funding resources, to provide support to ANDA in the conceptualisation or the packaging of initiatives, project feasibility testing and business planning and implementation of catalytic economic development initiatives.

### **4. PURPOSE OF THIS REQUEST**

The purpose of this document is to seek proposals from a panel of qualified consultants or service provider or individuals to mobilize funding resources, the project partners will play a key role in the mobilisation or attraction of funding investment for economic and social development of the Alfred Nzo regional economy. In proposals, the consultants must identify respective funding institutions that they are working with, the focus areas they are targeting or responding to in line with the EOI and the total funding available for each area. Furthermore, the proposal must ideally define the funding structure or model per invest key focal area.

### **5. OVERALL AND SPECIFIC OBJECTIVES OF THE PROGRAMME**

#### **5.1 OVERALL OBJECTIVE**

The overall objective of resource mobilization is to ensure that there is sustainable resources available for the implementation of the ANDA programmes and projects in support of District Development Plan and Local Regional Economic Development Strategy.

#### **5.2 SPECIFIC OBJECTIVES**

The Specific Objectives of this action include:

- Mobilisation and attraction of financial resources including foreign direct investment for the Development Agency in order to implement a broad range of initiatives which will translate into economic development of the region.



- Identification, conceptualisation and packaging of key priority initiatives for development implementation.
- Undertaking of implementation programme management and support.

## 6. SCOPE OF WORK

Prospective service providers are invited to submit innovative proposals that include programmes and campaigns that will grow sustainable economy of the Alfred Nzo District. In addition to present investment promotion concepts, all proposals should have a stated envisaged socio-economic impact, demonstrated through community involvement. They must further provide the opportunity for significant participation by SMMEs. These should address the following:

- Develop a high-level summary of consolidated view of all fundraising activities from conceptualization, funding, disbursements to implementation and reporting.
- Explore opportunities for partnerships to mobilise and leverage resources.
- Carry out development partners/funders mapping and analysis of their policies to gain a thorough understanding of their funding approaches and priorities.
- Identify potential funding opportunities and advise act on consistency of these opportunities.
- Develop proposal and submit funding applications to identified funders.
- Ensure that proposals submitted have tangible measures of success and there are realistic expectations of application being reviewed favorably and funded.
- Mobilisation and attraction of financial resources including foreign direct investment, generation of solid investment leads for development in order to implement economic development initiatives.
- Identification, conceptualization, packaging and implementing approved key priority innovative initiatives that will attract investments within the Alfred Nzo region.
- Management and implementation of strategic projects.
- Creation of a platform for local suppliers to network and showcase their offerings to the investment community.
- Raising of investment for infrastructure development.
- Complete funding and turnkey solutions at risk



## **7. EXPECTED OUTCOMES KEY DELIVERABLES**

The appointed panel of service providers will be expected to demonstrate technical ability and capacity to undertake project of this complexity including ability to deliver funded proposals for large organisation to targeted funding group nationally within a limited time frame:

- Timely identification of open and potential funding opportunities and advise ANZA
- Processing writing and submission of funding applications/proposals in response to open resource mobilisation opportunities.
- Timely submission of high-quality applications for funding to solicited and unsolicited opportunities
- A fund mapping report outlining the programmatic funding focus areas, current funding priorities, nature of funding (short term, long terms and size of grants)
- Successful mobilisation of financial and non-financial resources.
- Undertaking of project identification and prioritisation.
- Project conceptualisation, planning, implementation and management undertaken.
- Project monitoring, evaluation and reporting support of the initiative.

## **8. SUBMISSION REQUIREMENTS**

Technical proposals shall be submitted in the following format.

- All relevant perceived strengths and weaknesses of the firm responding to the EOI e.g. similar previous experience, in-house skills, etc; providing information which will assist Alfred Nzo Development Agency to assess its capabilities, competitive advantages, etc. must be outlined in the proposal.
- The summary of the service provider's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible; A list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.



- An organogram or list of partners, managers, specialists, together with the curriculum vitae and proof of qualification of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to ANDA must be done in consultation with the Project Manager representing the organisation. The successful bidders should allocate experience specialists relevant to the required services.
- If the responding legal entity will be forming a consortium, it is a requirement that information relating to members of the consortium be also provided including their roles and responsibilities
- How the bidder proposes to provide resource Mobilisation for assistance to ANDA; and in so far as is possible, provide an overview of Clear Methodology to be applied and Project approach
- Signed Implementation plan with relevant time frames.
- Bidder must indicate initiatives or key focal areas it proposes and has ability to mobilise funding/ investment for.
- Bidder to provide an indication of proposed funding model per focal are or initiative
- On the proposal detailed value of funding per project to be mobilised over a period of 18 months

## **9. REQUIREMENTS**

### **9.1 MINIMUM COMPLIANCE REQUIREMENTS AND MANDATORY RETURNABLE DOCUMENTS**

Note to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months. A valid lease signed by the Lessor and Lessee will be accepted.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- Company profile with traceable references.
- Joint Venture agreement should be in JV agreement format.



- Letter of good standing from the Bank for all the tender price below R10 million.
- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
- Latest Audited Financial Statements for any tender price over R10 million.
- Bids received after the published closing date will not be considered and will not be opened.
- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.
- All bidders should complete MBD 1, MBD 4, MBD 8, MBD9
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.
- It must be noted that in respect of a consortium each member of the consortium must submit the same requirements as outlined in this section.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

## **10. APPOINTMENT, COMMENCEMENT AND DURATION**

The appointed service provider is anticipated to commence the work upon appointment for a duration of 36 months.

## **11. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)**

### **11.1 PERFORMING ASSIGNED TASKS**

Proposals are to be prepared in accordance with the industry/professional standards as well as the terms of reference. All reports will be reviewed by the relevant ANDA Management and relevant Project Technical Committee representing the Agency. All working papers, reports and documents will become the property of Alfred Nzo Development Agency.

The successful bidder shall work with Alfred Nzo Development Agency on the planning of various phases of the service activities, and must be prepared to regularly report the progress to the relevant Project Technical Committee and Project Steering Committee.





## **11.2 TIMING OF ASSIGNMENTS**

The performance of the proposal shall be in accordance with the approved plan by the ANDA Project Technical Committee. The final responsibility of approving the scope and extent of the work resides with ANDA CEO.

## **11.3 MONITORING AND REPORTING MECHANISM**

On a mutually agreed basis, the service provider shall meet with the ANDA Project Technical Team (PTT) for progress Report, and at the Project Steering Committee (PSC) meetings. It is expected that regular progress reports will be submitted to ANDA and presented to both the PTT and PSC on a monthly basis. The Project Manager in consultation with relevant committee members of the project, has the right to change frequency of reporting as and when necessary. Progress reporting will be undertaken in terms of documented reporting and in presentation format at PSC meetings. The frequency of PSC sittings will be monthly in order to monitor project implementation progress and find mechanisms to deal with implementation challenges identified.

## **12. LEGAL AND FINANCIAL CONSIDERATIONS**

In pursuit and towards the formulation of the strategic partnership between the agency and any interested parties the following will be considered at the appropriate stage:

- The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship. This document will be considered as a legally binding to all parties to the agreement.
- Alfred Nzo Development Agency undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

## **13. EXPENDITURE INCURRED BY THE BIDDER**

The Alfred Nzo Development Agency will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.



## **14. INSTRUCTION TO BIDDERS**

### **14.1 GENERAL INSTRUCTIONS**

This document constitutes an Expression of Interest (EOI), which specifies ANDDA's requirements for service provider to assist with Resource Mobilization and related funding services on behalf of the Agency. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making time frames. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses.

### **15. TERMS OF CONTRACT**

The term of the contract shall be a period of 36 months and will be regulated by the Service Level Agreement (SLA) to be concluded with the appointed service provider. The contract may be extended by mutual agreement and in line with the regulations of the MFMA. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

### **16. EVALUATION CRITERIA**

The following evaluation method will be used:

- After the closing date of the advert, an appointed evaluation committee of ANDDA officials will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2022.

**All proposals submitted will be evaluated on one single category:**

- **Minimum compliance and mandatory responsiveness criteria**

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful Service provider(s).



ITEM	WEIGHT
<p><b>STAGE 01</b></p> <p>In this phase all proposals received will be verified for compliance and completeness of the submitted proposal per the set of the minimum requirements as listed under paragraph 9&amp; 17 Service Providers who comply with the listed requirements progresses to the next phase of bidder(s) preference evaluation requirements.</p>	100%

**17. MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (COMPLIANCE TO LEGISLATIVE AND TREASURY REQUIREMENTS)**

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of minimum requirements. Bidders who fail to comply with the below requirements may be eliminated and not progress to the next evaluation phase.

Bidders who comply the below requirements will progress to the next phase of the evaluation, (Stage (2): Preference Point system):

- Invitation to bid (MBD1) must be fully completed.
- Submission of quotation on a company letterhead.
- Submission of a fully completed MBD 4 ( Declaration of Interest)
- Submission of a fully completed MBD 1
- Submission of a fully completed MBD 8 ( Declaration of Bidder's Past SCM Practice)
- Declaration of a fully completed MDB 9 ( Certificate of Independent Bid Determination)
- Must be registered with Central Supplier Database
- Service provider must have a minimum 5 years of relevant experience in resource mobilization
- Proof of experience must be submitted in the form reference letters signed by previous clients. Supplier to provide 3 reference letters of previous work or contracts on similar service.

**18. SUBMISSION OF PROPOSAL**

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 07/2022/2023 THE APPOINTMENT OF A SERVICE PROVIDER FOR THE EXPRESSION OF INTEREST FOR RESOURCE MOBILISATION – THE CONCEPTUALIZATION AND IMPLEMENTATION OF INVESTMENT ATTRACTION INITIATIVES FOR THE ALFRED NZO DEVELOPMENT AGENCY**. The sealed envelope must be deposited (hand delivered) in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00** on the **10**



**APRIL 2023** The submissions will be opened in public. Emailed or faxed proposal will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

**18. BID ENQUIRIES**

Enquiries should be directed to the Office of the Programmes Department: Mr S. Tshonga 039 492 0011/078 7571 333 or email: [Tshongas@anda.org.za](mailto:Tshongas@anda.org.za) and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: [sompao@anda.org.za](mailto:sompao@anda.org.za)

**AUTHORISED BY:**

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