

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr. 2008/099083/30

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO CONDUCT SOCIAL FACILITATION FOR MACADEMIA NUTS PLANTATION

Issued and prepared by:

Alfred Nzo Development Agency

Umzimvubu Goats Complex

Hospital Road

Emaxesibeni

4735

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

Macadamia farming presents potential to turn the villages' economic fortunes by capturing the whole value chain which includes the processing and market access. It is anticipated that the introduction of commercial farming will contribute to infrastructure development, massive job creation and enterprise development in the rolling out of the project. To exploit the proceeds of the above opportunity in the District, Alfred Nzo Development Agency (ANDA) is forging ahead with plans to tap into the macadamia industry to get the district's ailing economy moving and create much-needed jobs.

ANDA has compiled a feasibility study for the production of Macadamia Nuts within Alfred Nzo. The study focused on areas in close proximity to the coastal region where conditions to grow Macadamias are favourable. The qualification criteria also included a sustainable water supply, where pumping could be directed from the River(s) into the fields so that it would not be necessary to construct an expensive dam(s). The feasibility study aimed at conducting the feasibility of developing Community based macadamia nuts plantations along the coastal belt of the Winnie Madikizela Mandela Municipality where conditions to grow Macadamias are favourable.

The findings/outcome of the field investigations were presented to proceed to the next phase of the project. The two sites in Ward 28 (39 ha) and (74 ha) are the only areas where fairly large tracts of land were identified available and could potentially present viability for pilot commercialisation of Macadamia Nuts in the District.

These Sites are:

- Site 9 – Gumzana encompassing land parcels totalling 74 ha in extent; and
- Site 8 – Sidanga encompassing land parcels totalling 39 ha in extent.

The final selection of the above areas was guided by the results of the feasibility which covered soil testing, water supply, electricity supply and environmental requirements.

2. PROJECT OBJECTIVES

The purpose of these terms of reference is to guide the Social Facilitator that will be appointed to provide Professional Social Facilitation Services in the Gumzana and Sidanga Administrative areas under Winnie Madikizela Mandela Local Municipality. Social facilitation seeks to create an enabling environment for sustainable development by maximising community involvement.

The objectives of the assignment are:

- The Social facilitation project will ensure co-ordinations and linkages amongst various stakeholders from national, provincial, district and local government to traditional leaders, communities, civil organisation and various related stakeholders.
- Development of strategic social engagement facilitation in the targeted areas for the development of macadamia nut plantations.
- Social facilitation is about encouraging active community participation in shaping future development and providing interventions that promote ownership, financial inclusion and sustainability of the project.

3. SCOPE OF WORK

The Alfred Nzo Development Agency is seeking services of a qualified professional service provider to conduct social facilitation with an objective of establishing macadamia nut plantations at the identified areas of Mbizana. The successful Service Provider shall be contracted for four months to undertake Social Facilitation and perform the following functions but not limited to:

- Conduct stakeholder mapping.
- Consult all relevant stakeholders.
- Conduct community mobilisation sessions.
- Develop a generic social facilitation and stakeholder engagement plan.
- Conduct community awareness about the development of Macadamia Nut Plantations project
- Develop social charters with clear roles and responsibilities for existing structures within the targeted communities.
- Conduct skills audit to train the Cooperatives and farmers on their roles and responsibilities, governance and conflict resolution; and
- Secure community support in all project phases
- Develop Monthly report and close-out report with recommendations

4. PROJECT METHODOLOGY

The service provider must provide a detailed outline of the methodology to be used detailing how each of the deliverables is to be achieved. This must include:

- A proposal on how the service provider will undertake the requirements of this assignment from inception to closure
- Indicate areas of preference within ward 25 and ward 28 of Winnie Madikizela Mandela Local Municipality for executing the community social facilitation activities
- Describe in detail exactly how they propose to carry out activities to achieve the outputs identified in the scope of work.

- They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems
- Describe how the work will be managed. Provide an organization chart clearly indicating the lines of reporting and supervision within the contractor's team
- Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified
- proposal must outline available expertise and capacity to match the requirements of this assignment as highlighted in the key roles.
- An indication of any innovative approaches and 'value-add' that the service provider may think appropriate.

5. PROJECT DELIVERABLES AND DURATION

The duration of the social facilitation project will be limited to 4 MONTHS from the date of appointment. On conclusion of the project a final report is to be delivered in hard copy outlining the consultation process and input from key and affected stakeholders.

Number	MILESTONES
1.	Submission of Inception report with implementation plan
2.	Draft Progress Report
3.	Final consolidated closeout report with clear recommendations

6. REPORTING PROCEDURE

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC monthly. The Project Manager has the right to change the frequency of reporting as and when necessary. Progress reporting will be undertaken in terms of documented reporting and in a presentation format at PSC meetings. The Service Provider will report to the Project Steering Committee. Progress report will be required for every milestone or deliverable of the project as per proposal.

7. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

The proposal will be evaluated in two stages, namely:

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal 3)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

- **Price – 80**
- **Specific Goal 3 – 20**

The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u>	
- Detailed methodology or implementation plan with project Management, project milestones, and clear outcomes, specific time frames and project costs	40
-One team member with NQF level 6 in community development	10
-One team member with NQF level 6 in Agricultural studies	10
Company experience for professional services in Social Facilitation:	
• Four (4) completion certificates / reference letters. (40)	
• Three (3) completion certificates / reference letters. (30)	
• Two (2) completion certificates / reference letters. (20)	
• One (1) completion certificate / reference letter. (10)	
<u>STAGE 2 : PRICE & PREFERENCE SPECIFIC GOAL 3</u>	

Price	80%
Preference Goal 3 - Combination of any Goals	20%

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Priority population groups (Black owned)	CIPC certificate, Certified ID, detailed CSD	12
Women	CIPC certificate, Certified ID, detailed CSD	3
Youth	CIPC certificate, Certified ID, detailed CSD	3
Disabled	Attach signed letter from Health practitioner	2
TOTAL WEIGHT		100%

8. IMPORTANT COMPLIANCE SUBMISSIONS

- All bidders must be registered on Central Supplier Database (Updated CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Formal methodology or implementation plan from the service provider with project initiation, project management, project milestones, time management, and clear outcomes with specific time frames and project costs
- Submission of Clear financial breakdown with the proposal.
- Municipal clearance certificate certifying that no municipal rates and service charges are in arrears for more than three months by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located. Provide Lease agreement/ Proof of Residence and affidavit
- Valid Tax Clearance Certificate and/or Pin should be attached
- Joint Venture agreement (where applicable)

Terms of Reference: Social Facilitation Macadamia Nut Plantations

- Proposal must be duly completed together with all declaration of interest/ standard bidding documents (MBD's 4, 6.1, 8, and 9).
- Detailed information of project team such as their CVs and qualifications, ID copies and their positions in the business (all attachments enclosed must be certified with the certification not older than three months).
- Team Leader must be in possession of NQF level 6 in Community development (Attach CV, qualification and certificates)
- One team member must in possession of NQF level 6 in an agricultural studies (Attach CV, qualification and certificates)
- Attach certified copies of IDs of directors and certification must not be older than 3 months
- Provide and attach a copy of the company registration certificate.
- Company profile with the relevant experience and track record. Please clearly index your company profile

9. BID SUBMISSION

Proposals must be placed in a sealed envelope and clearly marked: **"SOCIAL FACILITATION FOR MACADAMIA NUTS"** and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 08 September 2025.

For any queries please contact Ms. F. Nketshisa and at telephone number 039 492 0011 / 0838467527 or Email: Nketshisaf@anda.org.za during office hours or; Ms Olona Sompa for SCM related queries at tel. number 039 492 0011/ 066 440 7301 or email: Sompao@anda.org.za.

APPROVED BY:



Lumko Mtimde
CHIEF EXECUTIVE OFFICER