



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 25 SEPTEMBER 2019

UMZ/2019-20/IMPLEMENTATION REVIEW (LED)

SERVICE PROVIDER TO DO CONDUCT DEVELOP AND IMPLEMENTATION REVIEW OF LED STRATEGY.

Bidders are hereby invited to submit proposals/Quotations to conduct training on review of LED Strategy as per terms of reference.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 04 October 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: / All technical enquiries may be directed to Mr S.Ntinzi & Mr T. Mbukushe (SCM Manager) 039 255 8506/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020m

MT FRERE

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
LOCAL MUNICIPALITY

Terms of References

For

Umzimvubu LED Strategy and Implementation Plan Review

ACRONYMS

COGTA: Department of Cooperative Governance & Traditional Affairs

DEDEA: Department of Economic Department and Environment Affairs

GIS: Geographic Information System

IDP: Integrated Development Plan

LED: Local Economic Development

PSC: Project Steering Committee

SMME: Small, Medium and Micro Enterprise

ToR: Terms of Reference

RSA: Republic of South Africa

DM: District Municipality

LM: Local Municipality

PESTLE: Political, Social, Economic, Technological, Legal and Ecological

SWOT: Strengths, Weaknesses, Opportunities and Threats

1. BACKGROUND INFORMATION

1.1 Project Name

Umzimvubu Local Municipality Local Economic Development Strategy and Implementation Plan Review

1.2 Background to the project

The current LED strategy was developed in 2007. Since then, the municipality has experienced significant growth and a number of new development opportunities have risen. Accordingly, the Municipality has identified the need to review the existing strategy, solely with the intention of producing a plan that is credible, implementable and which identifies projects of a catalytic nature. That is, projects that will have a meaningful impact on the local economy consequently addressing the nation-wide triple challenges of unemployment, inequalities and poverty.

1.3 Purpose of Terms of Reference

The purpose of the Terms of Reference is to specify to Service Providers the technical requirements for execution of the LED Strategy for Umzimvubu Local Municipality. The Terms of Reference specify the objectives of the project and the activities to be undertaken in the course of project implementation. In addition, the document also highlights the relevant tender requirements for the project.

2. PROJECT OBJECTIVES

2.1 Why the project is important

The LED Strategy play a major role in allowing Umzimvubu Local Municipality to meet its constitutional obligations, to promote and drive economic development in the local community as well as open new economic and employment opportunities. The intention of the municipality to review LED Strategy with the implementation plan will result in stimulation of economic growth and development and sustainability of substantial economic sectors. The objective of the project is to provide a broader context for Umzimvubu Local Municipality and undertake an analysis of the current demographic, social and economic characteristics for the Umzimvubu area. This analysis must include an in-depth look into the implications that these characteristics may have for the future development of the area. Therefore, it can be said that the key aim of this study is to synthesize the population dynamics and the economic needs of the local municipality with the logical development of the economy of the area.

2.2 Overall Objective

The overall objective of the project is to develop a strategy that will among other things; guide local economic development, integrate existing projects/ programmes, promote participatory LED, initiate local economic development initiatives, establish partnerships and empower local communities.

2.3 Specific Deliverables

- Inception Report
- Situational Analysis
- Drafting of the LED strategy
- Implementation Plan and Monitoring & Evaluation Framework
- Adoption

3. SCOPE OF WORK

The scope of work shall be to conduct the following:

- Fully updated Literature & Policy Review
- Fully updated Situation Analysis for the LED Strategy incorporating:
 - Socio-economic Profile
 - Economic Sectoral Profile
 - Infrastructure Profile
 - Review and assessment of previous LED Strategy
- 3x client meetings including:
 - Inception Meeting
 - Draft Report Presentation
 - Final Report Presentation
- One-on-one Sectoral Surveys/Questionnaires conducted with key representatives and informants
- Two LED Workshops conducted
 - One after the completed Situation Analysis
 - One after the draft Strategic Framework
- Dedicated individual Senior Development Economist to serve as the Workshops Facilitator
- Preparation of workshop PowerPoint Presentations as well as various exercises
- Economic Opportunity Analysis and Project Prioritization
- Updated LED Strategic Framework, Implementation and Action Plan

3.1. Specific Activities and Outputs

The following activities are expected to meet the objectives of this exercise:

3.1.1 Inception Report

- Project set-up and preparation of the inception report detailing all deliverables including a work plan of the activities to be achieved during the contract period.

- Service provider is required to commence by drafting the inception report detailing the overall approach, methodology and expected time frame in which each phase of the project activities will be completed including associated costs of each phase.
- The inception report will serve as a discussion document and will be the basis upon which the detailed approach of the project will be agreed.
- The inception report is an interim deliverable that is expected to be completed shortly from the date of appointment of the service provider.

3.1.2 Situational Analysis

- Analysis of the municipality using desktop data as base line information.
- Consolidation of existing information using reports and strategies such as the municipal IDP, Local Sector Development Plans, LED Forum Terms of Reference, Local Tourism Management Plan, Business Retention and Expansion Plan, etc. Some of the documents specified above will be provided to the Service Provider by the municipality. This exercise should:
 - Ascertain present local economic development climate of the municipality. This analysis should provide a PESTLE analysis of the environment affecting the area; a competitor analysis, and an analysis of the marketing environment.
 - A standard SWOT analysis of the area. Based on the SWOT analysis highlight the key success factors for LED in this environment.
 - Analyze business model that would be most appropriate to promote LED in the municipality.
 - Ascertain key economic sectors and growth sectors within the municipality including the areas of growth potential, comparative and competitive advantages, needs, challenges and opportunities.
- Research on current investment incentives, initiatives and policies as well as investigate future plans and strategies for the municipality.
- Stakeholder consultation. Identify and hold consultations with relevant stakeholders and industry players to gather information related to their strategies and plans.
- Assess the municipality's existing capacity (financial, infrastructure, and human capital), economic thrusts and determine needs based on identified opportunities and sustainability criteria.

3.1.3 Draft the Umzimvubu Local Municipality LED Strategy

Taking into account the findings of the situational analysis the service provider should draft the LED strategy making sure it is aligned to the national and provincial strategies and plans such as the National Development Plan, Provincial Growth and Development Strategy, Provincial Investment Strategy, The proposed Special Economic Zone Small Business Development Act, etc. The Umzimvubu Local Municipality LED Strategy should be developed to pay particular attention to the needs as well as the competitive and comparative advantages of the local municipality. It should clearly detail and explore the following among others:

- Identification and prioritization of projects. Allocation of time frames and possible funders for the identified projects.
- Analysis of business trends in the local municipality.
- Identification of approaches necessary to grow and attract and retain investments within the local municipality.
- Organizing and conducting stakeholder engagements on the LED Strategy review.
- Specify the municipality's target sectors and the relevant municipality's comparative and competitive advantages.
- Develop enterprise development and investment model.
- Identify investment opportunities within the main and growth sectors within the Umzimvubu Local Municipality.

3.1.4 Implementation Plan and Monitoring & Evaluation Framework

- Devise the LED Strategy Implementation Framework and Monitoring & Evaluation Framework for the municipality.
- Implementation plan should be clear, practical and outline steps to be followed to grow the local economy.
- Implementation plan should further breakdown the interventions/ projects into a comprehensive plan of action, outlining steps to be taken for each intervention/project with the envisaged dates and detail the roles of government, private sector and other relevant stakeholders as well as the anticipated financial requirements.
- The monitoring and Evaluation Framework should outline the specific timelines/ timeframes for the interventions and indicators to measure performance against objectives.
- The implementation framework should detail the level of involvement of LED role-players in the area.

3.1.5 ADOPTION

Council will adopt the final LED strategy report

4. ANTICIPATED TIME-FRAME

The envisaged timeframe is for the project to be completed within one financial year, however finalized arrangements will be entered into with a preferred Service Provider.

5. REPORTING PROCEDURE

The Service Provider will report to the Manager: Local Economic Development. Progress report will be required for every milestone of the project as per the proposal.

6. COMPETENCY AND EXPERTISE REQUIRED

The successful service provider will have to meet the following requirements:

- The Service Provider (SP) must be a company with personnel who have recognized qualifications in Economics, Development Studies, Development Planning, Strategic Planning or Business Administration with relevant experience in Local Economic Development.
- The Service Provider must be underpinned by highly skilled and qualified team of professional development economists, supplemented with up-to-date economic analytical techniques, qualitative and quantitative assessments, and robust methodologies.
- Should be suitably qualified to respond to the terms of reference
- Should possess knowledge in formulating strategies of similar nature
- Report writing and presentation skills
- A sound approach and methodology towards delivering on this assignment
- Accessibility and dedication for the duration of this project
- Project Management skills
- Ability to engage with varied nature of government stakeholders, communities, business, farmers, etc;
- Expertise and thorough understanding of LED;
- Good understanding of the policies and strategies related to LED.

7. MAIN PROFILING TOPICS

- Demography and Population Characteristics.
- Education and Human Capital.
- Poverty and Social Inequality.
- Economic Performance indicators.
- Comparative and comparative advantage.
- Structural shifts and dynamics of the Local economy.
- Human Settlement
- etc

8. COMPANY PROFILE

Relevant skills:

- Proposals must indicate the service provider's relevant qualifications and experience relevant to the project.
- In order to ensure fairness in this process, service providers are expected to submit proposals directly related to the scope of work indicated herein.

9. DELIVERABLES

The project will be deemed as complete once a credible LED Strategy and the Implementation Plan is submitted to the Municipality in a form of a soft copy and hard copy reflecting the following,

- The strategy must have a LED Implementation Plan with specific pilot projects.
- Clearly defined targets, cost estimates and time lines.
- Clearly defined projects/ initiatives for implementation.
- Project ownership by all (Relevant) stakeholders.

Prepared By.

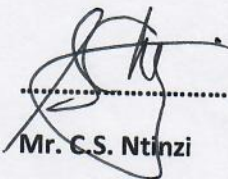


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Mr. M. Vakalisa

LED&EM Admin Officer

Approved by



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Mr. C.S. Ntinzi

LED & EM Manager