



**UMZIMVUBU**  
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 16/10/2014

**Request for Quotation**

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation **TO DO ASSESSMENTS AND CONCEPT NOTE FOR LED PROJECTS AS PER THE SDBIP AS PER THE TERMS OF REFERENCE.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:**

**PRICE: 80**

**BBB-EE: 20**

Closing Date for submissions is 27/10/2014 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

*NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.  
THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE.  
FAILURE WILL RESULT IN DISQUALIFICATION.  
SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.*

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MR GPT NOTA

MUNICIPAL MANAGER

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UPHULISO KUMNTU WONKE



# TERMS OF REFERENCE

TO CONDUCT

AN

*Assessment of Local Economic Development Projects*

FOR

**UMZIMVUBU LOCAL MUNICIPALITY**

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1. **Introduction:**

- Umzimvubu Local Municipality and Department of Economic Development and Environmental Affairs are supporting community-based projects throughout Umzimvubu LM jurisdiction, to promote the local economy. The scope of the Municipality, Local Economic Development (LED) mandate is the eradication of poverty, by harnessing resources for community-based projects or initiatives.
- It is however, also the Municipal's intention to ensure economic sustainability and viability of these community initiatives as well as to ensure environmental compliance thereby eliminating possibility of degradation of lives of the inhabitants of the area, the built and natural environment surrounding the identified area at which the operations may be operating.
- The focus should be on these projects Peach Production, Aloe Value Processing, Tourism annual event and pole treatment plant, trading facility and Phuthi eco-hub targeting community regional economic empowerment.
- The government has identified peach production as a preferred ASGISA industry for accelerated growth and job creation for this specific area. It will give rise to future value adding business opportunities. This project will position Mt. Frere and Mt. Ayliff within the Alfred Nzo District as centre for peach production and value adding.

2. **Request:**

Umzimvubu Local Municipality has approved a study that will contribute to the Economic Development by assessing the progress and functionality of all LED projects that have been initiated in the Umzimvubu Local Municipality. The study will not only assess the growth and success of the projects but will also outline the terms to monitor and evaluate the projects and lay the ground for the initiation of other future projects.

Therefore: **Umzimvubu Local Municipality** invites prospective service providers to submit:

- a. **COMPREHENSIVE PROPOSALS** with
- b. **ALL-INCLUSIVE QUOTATIONS**, for conducting an **Assessment of the current LED projects and the design of Monitoring and Evaluation systems** for the projects. The municipality intends to evaluate

the current projects in terms of functionality and success and be in a position to evaluate future LED projects in the region.

*The study will be conducted over a period of 3 months. The study will encompass all LED projects within the Municipality and will further investigate linkages with other LED projects in the Alfred Nzo District Municipality.*

3. **Purpose of the Study**

To develop a comprehensive report based on the assessment of LED projects. This assessment should develop clear assessment guidelines for the projects and indicators for the success and functionality of the projects. Furthermore, the study should develop terms and guidelines for monitoring and evaluation of the projects.

4. **Deliverable**

The Assessment of LED projects should consider and cover but not limited to the following:

**Project description and analysis**

- A. A description and nature of each LED project in the ULM;
- B. Aims and objectives of each project;
- C. Progress made thus far on each project;
- D. Develop a set of indicators to measure progress and functionality;
- E. Develop a comprehensive report on the assessment of LED projects.

**Possible Problem Areas and Solutions**

- F. Develop a set of criteria of why the projects are successful or not successful;
- G. Develop possible solutions for each project ( for example, need for training; resources and other issues)
- H. Develop guidelines for Monitoring and evaluation of LED projects;
- I. Investigate linkages of LED projects within the District Municipality.

5. **Service Providers should:**

- Be experienced with LED projects;
- Being familiar with the legislation, regulations, conditions, codes of conduct as prescribed by the various institutions/organizations/ associations and/ or departments will be of great advantage;
- Have experience on conducting LED studies

6. **CORE COMPETENCIES**



Applicants would have to show competence in the following areas:

- a. Demonstrated ability to think holistically about the structure, functioning and performance of sustainable development, not simply focusing on maximizing the efficiency of one of its elements.
- b. Proven competence in analyzing the affected economic sector in such a way as to identify significant issues, problems and/or characteristics, and distinguish between underlying causes and superficial symptoms.
- c. Proficiency in integrating and coordinating significant components of both the socio-economic needs and issues in such a way as to evaluate options and trade-offs, and facilitate sound decision making.
- d. Demonstrated ability to make balanced judgments and objectively evaluate alternatives.
- e. A thorough understanding of the concept of sustainable development, embracing:
  - i. Ecological sustainability, recognized as the enabling factor for sustainable development. [That is, the maintenance of life-support systems and biodiversity on which development depends should be seen as a priority, and a risk-averse and cautious approach should be followed where there is uncertainty about impacts on the natural environment].
  - ii. Social sustainability equity and environmental justice.
  - iii. Economic efficiency.
- f. A sound working knowledge of environmental legislation and policy.
- g. Demonstrated ability to manage competently an interdisciplinary team.
- h. Proven ability to recognize when to involve specialists, to select and appoint appropriate specialists, and to draw up sound Terms of Reference for these specialists that address the particular needs of that project or piece of work.
- i. Demonstrated proficiency in interpersonal and communication skills, both in oral and written form.

7.

#### **Accountability and Reporting Structure**

The service provider will account to Umzimvubu Local Municipality and Department of Economic Development and Environmental Affairs. Project Manager will monitor the process/ progress on the site.

8.

#### **Submission**

- A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- An All-inclusive Quotation.

- Activity schedule.
- Company profile with a traceable track record and references should also be submitted.
- Proof(s) of accreditation(s).
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.

**Closing date and enquiries:**

**Mr. S. Batyi @039 255 0166**

The proposals should be dropped in the Supply Chain Management Office Umzimvubu Local Municipality  
Mount Frere on/ before

29 August, 2014 at 12h00. Faxed proposals will not be accepted.