



**TERMS OF REFERENCE FOR APPOINTMENT OF SOCIAL FACILITATOR FOR
EMFUNDISWENI SKILLS DEVELOPMENT CENTRE PROJECT**

Issued and Prepared by:

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1. PURPOSE

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 Emfundisweni Skills Development Centre Project as provided by the Alfred Nzo Development Agency (ANDA).

2. TERMS OF REFERENCE (TOR) AND SPECIAL CONDITIONS OF THE CONTRACT

The appointment of Social Facilitator is for Professional Social facilitation Services in the Emfundisweni Skills Development Centre as funded by ANDA.

3. BACKGROUND TO THE PROJECT

The project was previously implemented by Ntinga O.R. Tambo Development Agency under the O.R. Tambo District Municipality, and it stalled; hence it is being continued. The Department of Public Works and Infrastructure has partnered with the Alfred Nzo Development Agency to implement the Emfundisweni Skills Development Centre.

4. PROJECT AIM AND SCOPE

A professional Social Facilitator will be appointed for a year, commencing from the date of appointment of Social Facilitation at Emfundisweni. The Social Facilitator should reflect on his/her proposed methodology and how the following items will be undertaken:

- Stakeholder Management and Coordination.
- Engagement of local labour and SMMEs.
- Communication Strategy
- Conflict Resolution and Management
- Capacity building
- Effective reporting

5. EXPECTED OUTCOMES AND DELIVERABLES

5.1. Outcomes

- Community readiness to receive the development initiative.
- Community institutional capacity

- Enhanced community participation
- Effective communication amongst stakeholders
- Improved community's control over the development

5.2. Deliverables

The following are expected deliverables:

- Stakeholder involvement
- Local labour participation and Local SMMEs and the creation of their database
- Capacity development programme
- Structured communication and coordinated local development
- Monthly Reporting and close-out report

6. COMPULSORY REQUIREMENTS

- Given the complexity of the proposed development, the Social Facilitator must have extensive experience in the Social Facilitation field with no less than ten (10) years of experience.

To be eligible for further evaluation, i.e. on Functionality, then Price and Preferential Points, Bidders should submit proposals that meet the following requirements:

Proof that the entity/company has registered with the relevant authority and is in good standing by submitting the following:

- An originally certified CIPC certificate or other authentic proof of company ownership document and originally certified ID copies.
- All other documentation attached to these terms of reference should also be completed and returned with the Proposal.
- All the attached MBD forms are to be fully completed and submitted
- The form of offer is to be fully completed and signed by the authorized/responsible person.
- All bidders must be registered on Central Supplier Database (CSD summary to be submitted)

- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months. Copies of all documents must be certified originals (not copy of a copy)
- 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. Bidders whose accounts are in arrears for more than three months will be disqualified.
- If the company or its directors do not pay rates nor services, submit both an affidavit confirming this and proof of residence from ward councillor. If you submit one, you will be disqualified.
- A signed lease agreement will be accepted for bidders that do not own property and not liable for rates and services
- Joint Venture agreement (where applicable)
- Ethics commitment form should be attached
- The ANDA reserves the right not to appoint the lowest or any bid.
- Provide company profiles reflecting relevant company information and experience with attached curriculum vitae for the employed social facilitator and his/her qualifications and experience thereof.

7. CONDITIONS RELATED TO REQUEST FOR PROPOSAL

The following conditions apply:

- 7.1. The proposal must be submitted no later than the "closing date" stated on the letter of invitation page and as stated below. Any proposal received after that date will not be considered;
- 7.2. All proposals must show the bidder's complete legal name and business and mailing addresses and be signed by a person authorised to bind your firm. If requested, your firm shall furnish evidence satisfactory to ANDA that the person signing your proposal is duly authorised to do so;
- 7.3. The request for proposal creates no obligation whatsoever on the part of ANDA;

- 7.4. ANDA may amend, recall, or revise the request for proposal at any time.
- 7.5. All proposals submitted in response to this request shall become the property of ANDA;
- 7.6. The ANDA is also free to accept or reject, in whole or in part, all bids in the exercise of our sole judgment and discretion.
- 7.7. The ANDA reserves the right not to make an appointment.
- 7.8. All bidders are expected to disclose any conflict of interest or appearance of impropriety which might be created in the event your firm was selected as the successful bidder;
- 7.9. The deadline for submission of proposal is strictly at **12h00 (i.e. noon) on**
17 FEBRUARY 2025
- 7.10. No late submissions will be accepted or considered;
- 7.11. The ANDA selection of qualifying proposals shall be at the ANDA's sole discretion and shall be final;

8. EVALUATION CRITERIA

Preferential Procurement Policy Framework Act (PPPFA) points will be awarded as follows

The proposal/quotations will be evaluated in two stages, namely:

CRITERIA	WEIGHT
STAGE 1 OF EVALUATION - FUNCTIONALITY	
Capacity to execute the work	100
<ul style="list-style-type: none"> • Previous Experience 	40
<ul style="list-style-type: none"> • Capacity and expertise 	60
STAGE 2 OF EVALUATION: PRICE AND PREFERENTIAL POINTS	100
STAGE 2 OF EVALUATION-PRICE & PREFERENTIAL POINTS	
Price	80
GOAL 3	20
TOTAL	100

Bidders needs to score a minimum of 70 points on stage 1 in order to proceed to stage 2

PREVIOUS COMPANY EXPERIENCE	WEIGHING
Traceable records for successful completion of 4 Social Facilitation projects	40

Traceable records for successful completion of 3 Social Facilitation projects	30
Traceable records for successful completion of 2 Social Facilitation projects	20
Traceable records for successful completion of 1 Social Facilitation projects	10
Maximum weighting Note Compulsory attachments for verifying work done: <ol style="list-style-type: none"> 1. A traceable record will be evaluated based on: <ol style="list-style-type: none"> 1.1. A reference letter/letters specifying the contract amount for each project completed (1 reference letter per project completed) 1.2. For construction related projects, appointment letter and completion certificate for each project completed. 	40
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	WEIGHTING
A Project Team with the following areas of expertise	
<ul style="list-style-type: none"> • Team leader with South African Qualification Association (SAQA) accredited NQF Level 7 qualification in Community Development Studies/Business Management/Public Relations (Attach CVs and certified proof of qualifications). • A minimum of 2 members of the project team with at least a National Diploma (NQF Level 6) in Community Development Studies/Business Management/Public Relations (Attach CVs and certified proof of qualifications). 	20
NB: Attach CVs and certified copies not older than 3 months for all qualifications	20
Comprehensive proposal with implementation plan, project team, activities, time frames with methodology	20
Total Maximum Weighting	60

PREFERENTIAL POINTS ALLOCATION

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachments to claim maximum points	Criteria Points
Business owned more than 50% by	CIPC certificate, Certified ID, detailed CSD	10

Priority population group (Black/Indian etc)		
Business owned more than 50% by Woman	CIPC certificate, Certified ID, detailed CSD	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID; detailed CSD	5
TOTAL WEIGHT		20

9. DISCLAIMER

ANDA reserves the right not to appoint any service provider or the lowest quote.

For any queries regarding this tender, please contact Mr. S. Tshonga at telephone number 039 492 0011/060 551 6068 or Email: tshongas@anda.org.za during office hours or; Ms. Motheba Makhatha for SCM related queries at tel. number 039 492 0011 / 071 075 9437 or email: makhatham@anda.org.za.

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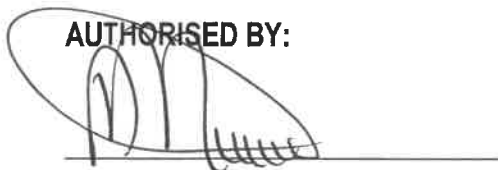
APPROVED/NOT APPROVED



BSC CHAIRPERSON

Comments by Chairperson:

AUTHORISED BY:



MS N. BOTI

ACTING CHIEF EXECUTIVE OFFICER