



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION OF SKILLS FOR DISTRICT ECONOMIC DEVELOPMENT PROGRAMME

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1. BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity of Alfred Nzo District Municipality established in terms of the Municipal Systems Act (MSA) No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008.

ANDA is governed by legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state. The Agency is established as a special purpose vehicle for the objective of driving and facilitating economic development and investment throughout the Alfred Nzo District.

The main mandate of the Agency is to act as the operational arm of the Municipality for the purposes of implementing economic, social and environmental policies and projects within the area of jurisdiction of the Municipality or such areas as the Municipal Council may specify from time to time. It acts to promote development of economic potential on a regional basis by building on opportunities, which recognise the unique competitive strengths of the region's economy.

2. INTRODUCTION

Programme 3 of the Alfred Nzo Development Agency as approved by the Alfred Nzo Development Agency Board of Directors refers to Skills Development and Capacity Building. This programme of the Multi-Year Business Plan of the Agency compels ANDA to concentrate on improving the skills base of the population of the Alfred Nzo region and also provide skills that respond to the economy of the region. The Entity operates as a catalyst for economic development, encourages private sector investment, public-private partnerships and community-led economic development initiatives that will improve the livelihoods of the people of this area.

The National Development Plan (NDP) focuses on the development of the rural economies, eradicating poverty and reducing inequalities and expansion of learnerships to make training programmes directly available to job seekers. The National Skills Development Plan (NSDP) identifies the need to increase the creation of labour-intensive occupations.

The Eastern Cape Provincial Development Plan (EC-PDP) cites the importance of “*accelerated economic development of rural areas and all regions*”. This is planned to be achieved by developing and implementing regional economic development strategies based on the competitive potential of each region in the province and increasing rural economic production through investments in agriculture and new industries. These focus areas directly affect the Alfred Nzo District given its historical background and the fact that it is largely rural in nature.

Outcome 5 of Government outcomes refers to “**A Skilled and Capable Workforce to Support Inclusive Growth**”. In line with this outcome, ANDA identifies skills development initiatives as key in ensuring that the objectives of the NDP, EC-PDP and District economic growth are achieved. Towards realising these objectives, the Alfred Nzo District has undertaken the implementation of the Agri-Parks Programme; focusing on enhancing the level of production in the Agricultural sector, promoting the skills of and support to small-holder farmers through the provision of capacity building, mentorship, farm infrastructure, extension services, production inputs and mechanization inputs. It is in line with these national, provincial and District objectives that ANDA wishes to implement the Skills for District Economic Development Programme. This initiative was identified as a key intervention for ANDA through the Multi-year Business Plan, where the Agency developed and submitted a proposal to the National Skills Fund for the implementation of a comprehensive skills development programme, focusing on mixed farming (crop production and animal health). The proposal has since been approved, and will be implemented of a two-year (24 month) period.

3. PURPOSE AND OBJECTIVES OF THE PROJECT

3.1. OVERALL OBJECTIVE

The overall objective of the programme is to fulfill the District economic development goal of “*generating wealth for ANDM communities*” through the provision of relevant skills development programmes that will essentially build capabilities and the enhance the skills levels of ANDM SMMEs.

3.2. SPECIFIC OBJECTIVES

The specific objectives of the programme include;

- The implementation of a learnership programme as approved by the NSF for Learners, Projects, Small Medium Micro Enterprise (SMMEs) and Co-operatives in the agricultural sector (mixed farming)
- Promotion of employment as there is a demand for skilled labour force
- Skills development and skills transfer to communities in the Alfred Nzo District.
- Reducing dependency on social grants, shifting focus more towards self-sustainable enterprises
- Enrolment of SMMEs and coops into the skills and learnership programme

4. SCOPE OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the implementation of the Skills for District Economic Development Programme.

The scope of work for the project will entail the following:

- Undertake, Implement training of Learner beneficiaries
- Undertake overall Project Management of the programme to guide the learning process; including monitoring and reporting
- Assist the Agency in the recruitment of learners to participate in the programme
- Ensure compliance with the Service Level Agreement (SLA) /Memorandum of Agreement (MOA) signed between ANDA and NSF
- To monitor programme facilitation, moderation and assessment processes
- Ensure a conducive training and learning environment by ensuring that:
 - Training material is sufficient for the duration of the programme;
 - Learner stipends are paid to learners timeously and accurately;
 - Training venues are well suited for the programme;
 - Any other activity deemed necessary to ensure that the programme runs smoothly

- Assist learners in the compilation of Portfolios of Evidence (POEs)
- Ensure certification of all learners upon project completion

5. PROJECT TIME FRAME

The project time frame will be 24 months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019.

6. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The expected outcomes of the project are:

- 250 Projects/SMMES/Co-operatives/Leaners provided with learnership opportunity in Mixed Farming
- Trained, developed and skilled Projects/SMMES/Co-ops/Leaners of Alfred Nzo District Municipality that can be able to start and sustain their businesses;
- Improved individual status within community subsequent to acquired learning;
- Promotion of local economic development;
- Promotion of entrepreneurship; through alignment of the training with the District Agri-Parks Programme.
- Certification of Projects/SMMES/Coops/Leaners who have complied with the requirements of the programme

7. STAKEHOLDERS CONSULTATION

Where necessary, the successful service provider, led by the Alfred Nzo Development Agency will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

8. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with

sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency.

Where necessary, a Project Steering Committee (PSC) made of ANDA officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDA officials.

9. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a **monthly basis**. The Project Manager (ANDA) has the right to change the frequency of reporting as and when necessary. Project reports will also be submitted to NSF as required by the partnership agreement with NSF.

10. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – Skills for District Economic Development Programme" and placed in the tender box at the Alfred Nzo Development Agency not later than 12H00 on the 18/09/2019.

SERVICE PROVIDERS TO TAKE NOTE OF THE FOLLOWING:

- Only one proposal per Prospective Service Provider will be considered
- The service provider to avail all the supporting schedules and workings used for training;
- The service provider is further expected to make themselves available until 31 December 2020, as and when the Agency requests, in order to outline or clarify on the training;
- Tender documents will be available at the ANDA offices at a price of R500.00 (VAT Inclusive). All monies should be deposited to the Alfred Nzo Development Agency's Bank Account:

Bank: First National Bank

Account number: 62215290355

Amount: R500.00

Reference: Name of Company

Bidders to produce proof of payment on collection of tender documents.

11. REQUIREMENTS

11.1. COMPLIANCE REQUIREMENTS

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.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by Services Seta or a Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. the bidders' attention is drawn to Form MBD6.1. **Failure to submit will result in zero points score for BBBEE status level**
- 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 above R10 million
- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder

- Bids received after the published closing date will not be considered and will not be opened
- **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 Supplier Database (CSD) in order to do business with all organs of state in the Republic of South Africa.

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.

12. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	40
• Capacity and Expertise	60
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Company Experience with respect to similar projects	Weighting
Traceable record for successful completion of a minimum of 02 or more Learnership	40


Training Programmes for an organisation (Attach Reference Letter)	
Traceable record for successful completion of 1 Learnership Training Programme for an for an organisation (Attach Reference Letter)	20
Traceable record for successful completion of less than 01 Learnership Training Programme for an organisation (Attach Refence Letter)	0
Maximum Weighting	40

Experience of key staff assigned to the contract	Weighting
Team Members	60
Team Leader OR Company must be Accredited by a relevant SETA for a minimum of 3-5 Years. Attach CV and proof of accreditation (Certified copies not older than 3 months)	30
4 Team members must have minimum of NQF Level 6 in:	
Project Management	10
Agriculture	10
Finance	5
Human Resource / Social Science (Attach Certified copies of Certificates not older than 3 months)	5
Total Maximum Weighting	60

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For any queries regarding this tender, please contact Ms Dandala telephone number 039-492-0011 or Email: dandalan@anda.org.za during office hours.

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4735**



**MS. M. BAMBENI
CHIEF EXECUTIVE OFFICER**

Recommendation by Specification Chairperson:

Approved/Not Approved

Ms. N. Dandala

Comments by Chairperson:
