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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr 2006/009093/30

TERMS OF REFERENCE

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

Issued and prepared by:

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 BACKGROUND

The South African macadamia industry only started in the late 1960's with the establishment of commercial orchards in Levubu and Tzaneen in the Limpopo province. Globally the demand for Macadamias far exceeds the global supply, with only 1.5% of Global demand for Macadamias currently being serviced and the remaining 98.5% of demand un-serviced. The current Global market is grossly undersupplied therefore there is vast potential for growth in the industry. Winnie Madikizela Mandela Local Municipality has the most favorable climatic conditions for the growth of macadamia and is highly endowed in the availability of arable land suitable for the development of the agricultural sector with multi crop production. As such the agricultural sector in has been identified as a priority sector for rural economic revitalization and development by government.

1.2 INTRODUCTION

The Macadamia project will be piloted at ward 25 and ward 28 of Winnie Madikizela Mandela local Municipality. Macadamia farming presents potential to turn the villages' economic fortunes by capturing the whole value chain which include the processing. It is anticipated that the introduction of commercial farming will contribute to infrastructure development, massive job creation and enterprise development of some of these service within 5 years of rolling out of the project. The final selection of the exact participating villages will be guided by the results of the feasibility which will cover soil testing, water supply, electricity supply and environmental requirements.

The macadamia farming project is aligned with provincial and national priorities aimed at radical transformation of the Agricultural sector. Alfred Nzo District Municipality has been targeted as one of the areas for implementation of the Agri -Park programme. The programme aims to bring about rural transformation and sustainable economic growth in the district

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. Considering South Africa's stagnant economic growth and record unemployment, tapping into the macadamia industry could reap rich rewards.

ANDA wishes to undertake social facilitation for macadamia nuts plantation at ward 25 and ward 28 of Winnie Madikizela Mandela Local Municipality to generate and solicit contemporary views, information, inputs and data, applicable strategies, learned lessons and diverse agricultural systems and technologies applied in this sector.

2. PROJECT OBJECTIVES

The main purpose of the project is to facilitate services of well experienced social facilitator with proven record of different stakeholder engagements to give support to ANDA in its effort to exploit the macadamia nuts plantation potential at ward 25 and ward 28 under Winnie Madikizela Mandela Local Municipality. The Social Facilitation report should be supported by analysis of future and current environmental, human and natural resource factors and should include recommendations regarding prioritized action plans and investment opportunities.

The successful service provider (Social Facilitation Consultant) needs to demonstrate an understanding about indicators of successfully mobilized communities. The successful service provider will work hand-in-hand with Alfred Nzo Development Agency, Local interested farmers and chiefs.

Community engagement and / or stakeholder consultation is imperative in any development process to ensure that all stakeholders especially communities' members are kept informed throughout the duration of the project. The ANDA therefore seeks to utilize the services of an experienced social facilitator to manage and communicate all stakeholder related matters in Macadamia Nuts development process with the affected community leadership and broader community within the development area.

3. SCOPE OF WORK

The successful service provider will be expected to work directly with ANDA representatives and more importantly the affected communities and develop an agreed community consultation approach which will assist with engaging with the community. A service provider is sought to undertake the following:

3.1. Overall Community Consultation Plan and Engagement Processes

- The service provider will be required to develop an overall community consultation plan to guide the stakeholder engagement processes which will be informed by existing local dynamics to be identified and indicated from the first interactions with the relevant officials.
- Engage with and identify community leadership, based on observations determine pressure groups and key community dynamics
- Conceptualization and familiarization with project and project area
- Community mobilization
- Establishment of communication structures
- Facilitate appointment of Community Liaison Officers
- Training and Capacity Building of the Project Steering Committee and Community Liaison Person
- Monitor and Evaluate PSC
- Ensure continuous consultation and feedback to relevant project stakeholders.

- A close out report with recommendations to be submitted to ANDA confirming findings

3.2. Ongoing Social Facilitation Management / Coordination

- Establish an informed level of communication with stakeholders;
- Communicate and coordinate communication between the various stakeholders at agreed time frames;
- Provide a link between local community structures and project team
- Provide updates and analysis on pertinent action related to the project;
- Organizing and managing community meetings;
- Performing other communication and engagement related duties that may be assigned by the Project Manager.
- Introduce social consultant to councilors and other stakeholders at community level
- Do assessment of the Area
- Community involvement and Mobilization
- Set up community meetings and create awareness about the projects
- Establish the OSC and its Executive structure
- At the end of the assignment, the service provider will be required to produce a close out report on outputs and outcomes of the activities

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 statement on how the service provider understands the requirements of this assignment
- Indicate areas of preference within ward 25 and ward 26 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 work days 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
- A clear statement of 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 three (3) MONTHS from the date of appointment. On conclusion of the project a final report is to be delivered in hard copy and in USB format containing outline of consultation process elicit input from key and effected stakeholders;

Number	MILESTONES
1.	Submission of Inception report with implementation plan
2.	Relevant stakeholders' engagement report (5 compulsory community meetings)
3.	Social facilitation/survey
4.	Final consolidated closeout report

6. REPORTING PROCEDURE

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC on a monthly basis. 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. COMPETENCY / EXPERTISE REQUIRED

In order to complete the project successfully ensure quality in the output. The following minimum expertise and competencies will be required from service provider(s) submitting proposals:

- Team Leader with South African Qualification Association (SAQA) accredited NQF Level 7 qualification at least in Community development/Sociology
- The company must have a minimum of five (5) year's proven track record and experience in the field of community development facilitation
- The team must consist a minimum of 2 members with at least Diploma (NQF Level 6) in the following fields: - community development, Sociology
- As a qualification matter, the service provider submitting proposal must provide a portfolio of evidence with at least three contactable references where the service provider undertook similar work in the past.
- In addition, the core team must possess experience in community development facilitation

- Proven ability in effective written and oral communication
- Strong inter-personal skills and ability to work with people from diverse backgrounds

8. SELECTION AND EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- BBBEE Points

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful Service provider(s).

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Capacity and Expertise	(50)
• Previous Experience and proven track record	(50)
STAGE 2 OF EVALUATION –PREFERENTIAL POINTS	100
Price	80
BBBEE POINTS	20

9. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: “**Project proposal – Appointment of Service Provider to conduct Social Facilitation for Macademia Nuts Plantation**” and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the **30 November 2022**. Bidders are requested to ensure that their proposals include Company Registration and all other necessary documentation.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
<p>Capacity and Expertise of key personnel</p> <p>A team of qualified professionals with the following expertise:</p> <ul style="list-style-type: none"> • Team Leader in possession of SAQA accredited NQF Level 7 in Community development/Sociology 20 • Team members in possession of SAQA accredited NQF Level 6: <ul style="list-style-type: none"> • Community development 15 • Sociology 15 <p>Attach relevant cv and qualification certificates, certified within the last 3 months.</p>	(50)
<p>Previous Experience and proven track record</p> <ul style="list-style-type: none"> • Traceable record for successful completion of a minimum of 05 or more in Community development facilitation to the value of R200 000.00 each 50 • Traceable record for successful completion of a minimum of 04 or more in Community development facilitation to the value of R200 000.00 each 40 • Traceable record for successful completion of a minimum of 03 or more in Community development facilitation to the value of R200 000.00 each 30 • Traceable record for successful completion of a minimum of 02 or more in Community development facilitation to the value of R200 000.00 each 20 • Traceable record for successful completion of a minimum of 01 or more in Community development facilitation to the value of R200 000.00 each 10 <p><i>NB: Appointment letter(s) and Reference letter(s) from previous clients. Contactable References with the project and project description must be attached. If 5 projects were done, 5 reference letters must also be attached.</i></p>	
STAGE 2 OF EVALUATION – PREFERENTIAL POINTS	
PRICE	80
BBBEE POINTS	20
TOTAL	100

10. COMPLIANCE REQUIREMENTS

Note to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification).

- Valid SARS pin number confirmation certificate to be included as well as Letter of good standing from the Bank
- 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 Database in order to do business with all organs of state in the Republic of South Africa
- 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 SANAS 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 MBD 6.1. Failure to submit will result in zero points score for BBBEE status level
- Company profile with traceable references must be attached
- Joint Venture agreement should be in JV agreement format

For any queries regarding this tender, please contact Mr S. Tshonga at telephone number 039 492 0011/0605516068 during office hours.

AUTHORISED BY:

A handwritten signature in black ink, appearing to be 'N.R. Xolo', is written over a horizontal line.

Mr N.R Xolo

ACTING CHIEF EXECUTIVE OFFICER