



## **TERMS OF REFERENCE**

### **THE APPOINTMENT OF A PANEL OF SERVICES PROVIDERS FOR THE IDENTIFICATION, PACKAGING AND SOURCING OF FUNDING FOR HIGH IMPACT PROJECTS**

**Issued and Prepared by:**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality (ANDM) which was established through a Council resolution in terms of Section 76 (b) (i) of the Municipal Systems Act 32 of 2000 (MSA), which provides for mechanism by which a municipality may provide a municipal service in its area. Alfred Nzo Development Agency is an Economic Development Agency owned by the Alfred Nzo District Municipality. Local economic development agencies (LEDA) have been established as special-purpose organisations to promote local economic development.

The Municipal Entity was further registered as a State-Owned Company with the Registrar of Companies (CIPC) in terms of the Companies Act 71 of 2008, and in line with Section 86 (B) (1) (a) of the MSA in the year of 2008. ANDA is regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

## **2. ANDA MANDATE**

ANDA mandated to leverage public support and private resources for development around opportunities which offer economic and development potential, act as receiver, manager and/or coordinator/facilitator of technical assistance or development funding programmes provided to the Municipality by non-governmental or governmental institutions and private sector institutions and To develop the innovation and entrepreneurial potential and activity which supports and drives economic growth within ANDM;

## **3. INTRODUCTION**

Alfred Nzo Development Agency (ANDA) is faced with a complex funding environment with limited funding opportunities, characterised by the national economic downturn and related financial crisis, resulting in a shift in investor's priorities. To this end, ANDA seeks to appoint a panel of qualified consultants or service provider or individuals to mobilize funding resources, to provide support to ANDA in the conceptualisation or the packaging of initiatives, project feasibility testing and business planning and implementation of catalytic economic development initiatives.



#### **4. PURPOSE OF THIS REQUEST**

The purpose of this document is to seek proposals from a panel of qualified consultants or service provider or individuals to mobilize funding resources, the project partners will play a key role in the mobilisation or attraction of funding investment for economic and social development of the Alfred Nzo regional economy. In proposals, the consultants must identify respective funding institutions that they are working with, the focus areas they are targeting or responding to in line with the EOI and the total funding available for each area. Furthermore, the proposal must ideally define the funding structure or model per invest key focal area.

#### **5. OVERALL AND SPECIFIC OBJECTIVES OF THE PROGRAMME**

##### **5.1 SPECIFIC OBJECTIVES**

The Specific Objectives of this action include:

- Mobilisation and attraction of financial resources including foreign direct investment for the Development Agency in order to implement a broad range of initiatives which will translate into economic development of the region.
- Identification, conceptualisation and packaging of key priority initiatives for development implementation.
- Undertaking of implementation programme management and support.

#### **6. SCOPE OF WORK**

Prospective service providers are invited to submit innovative proposals that include programmes and campaigns that will grow sustainable economy of the Alfred Nzo District. In addition to present investment promotion concepts, all proposals should have a stated envisaged socio-economic impact, demonstrated through community involvement. They must further provide the opportunity for significant participation by SMMEs. These should address the following:

- Develop a high-level summary of consolidated view of all fundraising activities from conceptualization, funding, disbursements to implementation and reporting.
- Explore opportunities for partnerships to mobilise and leverage resources.



- Carry out development partners/funders mapping and analysis of their policies to gain a thorough understanding of their funding approaches and priorities.
- Identify potential funding opportunities and advise act on consistency of these opportunities.
- Develop proposal and submit funding applications to identified funders.
- Ensure that proposals submitted have tangible measures of success and there are realistic expectations of application being reviewed favorably and funded.
- Mobilisation and attraction of financial resources including foreign direct investment, generation of solid investment leads for development in order to implement economic development initiatives.
- Identification, conceptualization, packaging and implementing approved key priority innovative initiatives that will attract investments within the Alfred Nzo region.
- Management and implementation of strategic projects.
- Creation of a platform for local suppliers to network and showcase their offerings to the investment community.
- Raising of investment for infrastructure development.
- Complete funding and turnkey solutions at risk

## **7. EXPECTED OUTCOMES KEY DELIVERABLES**

The appointed panel of service providers will be expected to demonstrate technical ability and capacity to undertake project of this complexity including ability to deliver funded proposals for large organisation to targeted funding group nationally within a limited time frame:

- Timely identification of open and potential funding opportunities and advise ANDA
- Processing writing and submission of funding applications/proposals in response to open resource mobilisation opportunities.
- Timely submission of high-quality applications for funding to solicited and unsolicited opportunities



- A fund mapping report outlining the programmatic funding focus areas, current funding priorities, nature of funding (short term, long terms and size of grants)
- Successful mobilisation of financial and non-financial resources.
- Undertaking of project identification and prioritisation.
- Project conceptualisation, planning, implementation and management undertaken.
- Project monitoring, evaluation and reporting support of the initiative.

## **8. MINIMUM SUBMISSION REQUIREMENTS**

In order to complete the project successfully and ensure quality in the output, the following minimum submissions and competencies will be required from service provider(s) submitting bids:

- Submit clear proposal that should detail the methodology and implementation plan of the project including project activities, project team and resource allocated thereto and depicts time frame for the development of each business plan.
- Bidder must indicate initiatives or key focal areas to mobilise funding/ investment for the entity and proposed funding model per focal are or initiative
- Consultants are requested to include a proposed expense recuperation structure in their proposal (Preferable a percentage of funding received)
- On the proposal detailed value of funding per project to be mobilised over a period of 18 months
- The company must have previously undertaken a minimum of 2 resource mobilization projects in the following sectors: Agriculture, Agro-processing, Manufacturing, ICT, Tourism, Oceans Economy and Renewable Energy. (Reference letters must be attached for each job completed)
- The company must have experience and track record in resource mobilization of no less than 3 years. Company profile with traceable references must be attached where the service provider undertook similar work in the past.
- Project Team Leader with South African Qualification Association (SAQA) accredited NQF Level 7 qualification in Finance (Attach CVs) with an experience of 3 years in the respective field.
- The Project team must consist a minimum of 2 members with at least Bachelor's Degree (NQF Level 7) in the following fields: - Law, Economics ( Attach CVs and qualifications) with an experience of 3 years in the respective fields



- Demonstrate an ability to develop a comprehensive bankable Business Plan/Proposal( Attach Business Plan)
- If the responding legal entity will be forming a consortium, it is a requirement that information relating to members of the consortium be also provided including their roles and responsibilities

A list of **contactable references** for similar projects undertaken must be in tabular format as per the page that follows:

Client Name	Sector (Agriculture/ Manufacturing/ Oceans Economy/ ICT	Nature of Work Undertaken (i.e. funding applied for from which institution)	Start Date	Date of Completion	Funding Approved and amount thereof	Client contact	Contact Person Number

## 9. COMPLIANCE REQUIREMENTS

- Valid SARS pin number confirmation certificate to be included.
- Company registration documents
- 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/Lease agreement/Proof of Residence and Affidavit
- Copies of certified Director's ID Documents
- Company profile with traceable references.
- Joint Venture agreement should be in JV agreement format.
- Bids received after the published closing date will not be considered and will not be opened.



- Bidders are required to submit the CV of the Project Manager who will deal with the account of ANDA.
- All bidders should complete MBD 4, MBD 8, MBD9
- All prospective service providers are to be registered on Central Database 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.

## **10. APPOINTMENT, COMMENCEMENT AND DURATION**

The appointed service provider is anticipated to commence the work upon appointment for a duration of 36 months.

## **11. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)**

### **11.1 PERFORMING ASSIGNED TASKS**

Proposals are to be prepared in accordance with the industry/professional standards as well as the terms of reference. All reports will be reviewed by the relevant ANDA Management and relevant Project Technical Committee representing the Agency. All working papers, reports and documents will become the property of Alfred Nzo Development Agency.

The successful bidder shall work with Alfred Nzo Development Agency on the planning of various phases of the service activities, and must be prepared to regularly report the progress to the relevant ANDA Project Appraisal Committee.

### **11.2 TIMING OF ASSIGNMENTS**

The performance of the proposal shall be in accordance with the approved plan by the ANDA Project Appraisal Committee. The final responsibility of approving the scope and extent of the work resides with ANDA CEO.





### **11.3 MONITORING AND REPORTING MECHANISM**

On a mutually agreed basis, the service provider shall meet with the ANDA Project Appraisal Committee for progress Report at Appraisal Committee meetings. It is expected that regular progress reports will be submitted to ANDA and presented to both PTT and PSC on a monthly basis. The Project Manager in consultation with relevant committee members of the project has the right to change frequency of reporting as and when necessary. Progress reporting will be undertaken in terms of documented reporting and in presentation format at ANDA Project Appraisal Committee meetings. The frequency of ANDA Project Appraisal Committee sittings will be quarterly in order to monitor project implementation progress and find mechanisms to deal with implementation challenges identified.

## **12. LEGAL AND FINANCIAL CONSIDERATIONS**

In pursuit and towards the formulation of the strategic partnership between the agency and any interested parties the following will be considered at the appropriate stage:

The parties shall, upon appointment of the service provider, The appointment will be on an ad hoc where no fees shall be payable by Alfred Nzo Development Agency for the work done unless funding is received for each proposal submitted by the service provider

## **13. EXPENDITURE INCURRED BY THE BIDDER**

The Alfred Nzo Development Agency will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid as well as subsequent presentations

## **14. INSTRUCTION TO BIDDERS**

### **14.1 GENERAL INSTRUCTIONS**

This document constitutes an Expression of Interest (EOI), which specifies ANDA's requirements for service provider to assist with Resource Mobilization and related funding services on behalf of the Agency. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making



time frames. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses.

## 15. TERMS OF CONTRACT

The term of the contract shall be a period of 36 months and will be regulated by the Service Level Agreement (SLA) to be concluded with the appointed service provider. The contract may be extended by mutual agreement and in line with the regulations of the MFMA. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

## 16. EVALUATION CRITERIA

ANDDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA of 2000) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

**The proposal will be evaluated only on one stage namely:**

- **Stage 1- Capacity to Execute Work**

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
<b><u>STAGE 1</u></b>	
<ul style="list-style-type: none"> <li>• Clear proposal with methodology, implementation plan, project team, Time frame, funding model</li> </ul>	20
<ul style="list-style-type: none"> <li>• Knowledge and practical experience in the preparation of business plans(Attached Business Plan)</li> </ul>	20
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of a minimum of 02 Resource Mobilization projects to the value of R1000 000.00 or above (attach reference letter).</li> </ul>	20
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of a minimum of 01 Resource Mobilization projects to the value of R1000 000.00 or above( attach reference letter) (10)</li> </ul>	
<ul style="list-style-type: none"> <li>• Project Team Leader with (SAQA) accredited NQF Level 7 qualification in Finance ( Attach CVs and Qualification) with an experience of 3 years in the respective fields</li> </ul>	20

- Minimum of 2 team members with at least Bachelor's Degree (NQF Level 7) in the following fields: - Law, Economics ( Attach CVs and qualifications) with an experience of 3 years in the respective fields

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## 17. SUBMISSION OF PROPOSAL

The completed proposal must be submitted in a sealed envelope endorsed with **THE APPOINTMENT OF A SERVICE PROVIDER FOR THE FOR THE IDENTIFICATION, PACKAGING AND SOURCING OF FUNDING FOR HIGH IMPACT PROJECTS.**

The sealed envelope must be deposited (hand delivered) in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00** on the **31 MARCH 2015**. The submissions will be opened in public. Emailed or faxed proposal will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

## 18. BID ENQUIRIES

Enquiries should be directed to the Office of the Programmes Department: Ms. N Maloi 039 492 0011/066 320 2887 or email: Maloin@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: Sompao@anda.org.za

## RECOMMENDED BY:



**MS F. NKETSHISA**  
**BSC CHAIRPERSON**

## APPROVED BY:



**MS N. BOTI**  
**ACTING CHIEF EXECUTIVE OFFICER**