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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/000093/30

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO CONDUCT SOCIAL FACILITATION FOR COFFEE PLANTATION

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

The Alfred Nzo Development Agency (ANDA) has completed a comprehensive feasibility study to assess the potential for establishing a commercially viable coffee industry within the Alfred Nzo District. The study was undertaken to determine the feasibility of developing community-based coffee plantations in areas where agro-climatic conditions are conducive to sustainable coffee production.

Coffee presents a strategic opportunity for agricultural diversification and rural economic development within the district. As a high-value cash crop, coffee has the potential to generate sustainable household incomes, create employment opportunities, stimulate agro-processing, and strengthen the participation of rural communities in commercial agriculture. Furthermore, coffee is well suited to areas with limited infrastructure, as it can be processed and stored for extended periods without significant deterioration, making it particularly suitable for remote rural communities.

The findings of the feasibility study confirmed that the Alfred Nzo District possesses favourable environmental conditions for the cultivation and commercialisation of coffee. Field investigations identified several suitable sites across all four local municipalities with appropriate climatic conditions, altitude, rainfall patterns, soil characteristics, water availability and agricultural potential to support the establishment of pilot coffee plantations.

Based on these findings, the feasibility study recommends progression to the implementation phase of the project. The next phase will focus on undertaking a comprehensive social facilitation process to engage traditional leadership, local municipalities, communal landowners, community structures, prospective beneficiary groups and other key stakeholders. This participatory process will assist in confirming the final pilot sites, securing stakeholder buy-in, facilitating land access and tenure arrangements, establishing community governance structures, and ensuring that beneficiary communities are adequately prepared for project implementation.

The implementation of the pilot phase will establish the foundation for the development of a sustainable coffee value chain within the Alfred Nzo District. The project is expected to contribute towards agricultural diversification, increased investment in the agricultural sector, job creation, rural enterprise development, skills transfer, agro-processing opportunities and improved household incomes. In the long term, the initiative aims to position Alfred Nzo as an emerging coffee-producing region capable of supplying both domestic and specialised export markets, while contributing to inclusive local economic development and sustainable rural livelihoods.

PROJECT OBJECTIVES

The purpose of these Terms of Reference (ToR) is to appoint a suitably qualified and experienced Social Facilitation Service Provider to render professional social facilitation services for the implementation of the Coffee Plantation within the Alfred Nzo District.

The assignment seeks to facilitate meaningful stakeholder engagement and community participation throughout the project implementation process, ensuring that the selected production sites are socially acceptable, supported by local stakeholders, and positioned for long-term sustainability. Social facilitation will serve as a critical mechanism for building consensus, fostering inclusive participation, resolving potential conflicts, and strengthening partnerships between communities, traditional leadership, government institutions, and other strategic stakeholders.

Ultimately, the social facilitation process aims to create an enabling environment for the successful establishment of community-based Coffee Plantation production enterprises by maximising community ownership and enhancing the sustainability and developmental impact of the project.

The objectives of the assignment are:

- Facilitate community participation in identifying and confirming suitable production sites, beneficiary groups, governance structures and implementation arrangements in a transparent, inclusive and participatory manner.

- Engage traditional councils, communal property institutions, municipalities and relevant authorities to facilitate land access, community resolutions and any social agreements required to support project implementation.
- Facilitate the establishment and strengthening of community-based production structures, cooperatives or other appropriate institutional arrangements to ensure effective project governance and accountability

2. SCOPE OF WORK

The Alfred Nzo Development Agency (ANDA) invites proposals from suitably qualified and experienced professional service providers to undertake comprehensive social facilitation services for the establishment of the Coffee Plantations within the Alfred Nzo District Municipality.

The appointed Service Provider shall be contracted for a period of Five (5) months to plan, coordinate and implement all social facilitation activities necessary to secure stakeholder support, community participation, institutional arrangements and implementation readiness for the project.

The successful Service Provider shall be required to perform, but not be limited to, the following activities:

- Conduct a comprehensive stakeholder mapping exercise to identify all relevant stakeholders, including traditional leadership, local municipalities, government departments, community structures, landowners, farmers, cooperatives
- Develop a Stakeholder Register and Stakeholder Analysis outlining stakeholder interests, influence, responsibilities, engagement strategies and communication mechanisms.
- Prepare a comprehensive Social Facilitation and Stakeholder Engagement Plan detailing the methodology, consultation programme, implementation schedule and reporting framework.
- Facilitate introductory meetings and consultations with all relevant stakeholders to introduce the project, clarify objectives, obtain stakeholder inputs and secure institutional support.
- Conduct community mobilisation and awareness campaigns within the identified project areas
- Facilitate inclusive community participation through public meetings, focus group discussions, household engagements and stakeholder workshops to ensure transparent decision-making throughout the project.
- Engage with traditional councils, communal property institutions, municipalities and other land governance structures to facilitate access to suitable land and obtain the necessary community resolutions and approvals.
- Facilitate the identification and confirmation of project beneficiaries, community production groups, cooperatives and farmer organisations through an open, transparent and participatory process.
- Develop Social Charters and Community Participation Agreements clearly defining the roles, responsibilities, commitments and accountability mechanisms of all project stakeholders.

- Conduct institutional and organisational capacity assessments, including skills audits of cooperatives, farmer groups and community structures, to identify capacity gaps and training requirements.
- Secure community support and stakeholder commitment throughout all phases of the project implementation by ensuring continuous engagement and effective communication.
- Develop and maintain a comprehensive stakeholder database, attendance registers, consultation records, minutes of meetings, resolutions and photographic evidence of all engagement activities.
- Submit detailed Monthly Progress Reports outlining activities undertaken, stakeholder engagements conducted, challenges encountered.
- Prepare and submit a comprehensive Close-out Report detailing all social facilitation activities undertaken, stakeholder commitments secured, confirmed project sites, beneficiary selection outcomes, identified implementation risks

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 proposal on how the service provider will undertake the requirements of this assignment from inception to closure
- Indicate areas of preference 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
- 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 workdays 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

- proposal must outline 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.

3. PROJECT DELIVERABLES AND DURATION

The duration of the social facilitation project will be limited to 5 months from the date of appointment. On conclusion of the project a final report is to be delivered in hard copy outlining the consultation process and input from key and affected stakeholders.

Milestone	Deliverable	Timeline
Project Inception	Inception meeting with ANDA and submission of an Inception Report detailing methodology, work plan, stakeholder engagement Plan, implementation schedule	Month 1
Stakeholder Mapping and Planning	Comprehensive Stakeholder Mapping and Analysis Report, Stakeholder Register, and approved Social Facilitation and Stakeholder Engagement Plan.	Month 1
Stakeholder Consultations and Community Mobilisation	Consultation meetings with National, Provincial, District and Local Government, Traditional Leadership, community structures, landowners, cooperatives and other stakeholders. Community awareness and mobilisation sessions conducted in all targeted project areas.	Months 2–3
Institutional Development and Beneficiary Facilitation	Identification and verification of beneficiary groups; facilitation of community production structures/cooperatives; development and signing of Social Charters; skills audit and governance capacity-building workshops	Months 3–4
Project Close-out	Submission of a Final Social Facilitation Report, implementation readiness assessment, stakeholder database, beneficiary database, signed Social Charters, meeting records, attendance registers, photographic evidence and recommendations on the final selection of project sites.	Month 5

4. REPORTING PROCEDURE

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC monthly. 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.

5. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Act (PPPFA) 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.

Price and Preference goal will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

The proposal will be evaluated in two stages, namely:

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

- **Price – 80**
- **Specific Goal – 20**

The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u>	
- Detailed methodology or implementation plan with project Management, project milestones, and clear outcomes, specific time frames and project costs	40
-One team member with NQF level 6 in community development	10
-One team member with NQF level 6 in Agricultural studies	10
Company experience for professional services in Social Facilitation:	
• Four (4) completion certificates / reference letters. (40)	
• Three (3) completion certificates / reference letters. (30)	
• Two (2) completion certificates / reference letters. (20)	
• One (1) completion certificate / reference letter. (10)	

STAGE 2 : PRICE & PREFERENCE SPECIFIC GOAL	
Price	80%
Preference Goal- Combination of any Goals	20%

SPECIFIC GOAL: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Priority population groups (Black owned)	CIPC certificate, Certified ID, detailed CSD	12
Women	CIPC certificate, Certified ID, detailed CSD	3
Youth	CIPC certificate, Certified ID, detailed CSD	3
Disabled	Attach signed letter from Health practitioner	2
TOTAL WEIGHT		100%

6. IMPORTANT COMPLIANCE SUBMISSIONS

- All bidders must be registered on Central Supplier Database (Updated CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Formal methodology or implementation plan from the service provider with project initiation, project management, project milestones, time management, and clear outcomes with specific time frames and project costs
- Submission of Clear financial breakdown with the proposal.
- Municipal clearance certificate certifying that no municipal rates and service charges are in arrears for more than three months by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located. Provide Lease agreement/ Proof of Residence and affidavit
- Valid Tax Clearance Certificate and/or Pin should be attached
- Joint Venture agreement (where applicable)
- Proposal must be duly completed together with all declaration of interest/ standard bidding documents (MBD's 1, 4, 6.1, 8, and 9).
- Detailed information of project team such as their CVs and qualifications, ID copies and their positions in the business (all attachments enclosed must be certified with the certification not older than three months).

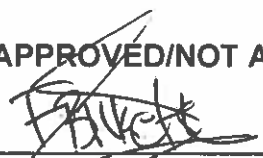
- Team Leader must be in possession of at least NQF level 6 in Community development (Attach CV, qualification and certificates)
- One team member must in possession of at least NQF level 6 in an agricultural studies (Attach CV, qualification and certificates)
- Attach certified copies of IDs of directors and certification must not be older than 3 months
- Provide and attach a copy of the company registration certificate.
- Company profile with the relevant experience and track record. Please clearly index your company profile

7. BID SUBMISSION

Proposals must be placed in a sealed envelope and clearly marked: **"SOCIAL FACILITATION FOR COFFEE PLANTATION"** and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 07 **September 2026**.

For any queries, please contact Mr N.C Cengimbo and at telephone number 039 492 0011 / 071 075 9612 or Email: cengimbon@anda.org.za during office hours or; Ms Olona Sompao for SCM related queries at tel. number 039 492 0011/ 066 440 7301 or email: Sompao@anda.org.za.

APPROVED/NOT APPROVED



MS E. NKETCHISA
BSC CHAIRPERSON

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