



TERMS OF REFERENCE FOR APPOINTMENT OF SOCIAL FACILITATOR FOR SOCIAL FACILITATION SERVICES: RESUSCITATION AND REFURBISHMENT OF EMFUNDISWENI SKILLS DEVELOPMENT AND RESOURCE CENTRE

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

The Emfundisweni Skills Development and Resource Centre (ESDRC) is a strategic public training facility situated at the nexus of Flagstaff, Mbizana and Ntabankulu within the Alfred Nzo District Municipality. The facility was transferred from the OR Tambo District Municipality to the Alfred Nzo District Municipality (ANDM) following the 2011 municipal re-demarcation process. Subsequent to the transfer, the Alfred Nzo District Council resolved that the Alfred Nzo Development Agency (ANDA), as the development agency of the District Municipality, would assume full responsibility for the management, development and operation of the facility. Consequently, ANDA has since been mandated to coordinate the revitalisation and utilisation of Emfundisweni as a catalyst for skills development, economic development and investment promotion within the district.

Recognising the strategic importance of the facility, the Construction Education and Training Authority (CETA) approved funding in July 2024 for the refurbishment and modernisation of the Emfundisweni Skills Development and Resource Centre. The investment is intended to restore and upgrade the facility to meet national standards for artisan training, occupational skills development and trade testing, thereby positioning Emfundisweni as a regional centre of excellence for technical and vocational skills development.

The revitalization of Emfundisweni extends beyond infrastructure rehabilitation and has evolved into a multi-sectoral development initiative involving key strategic partners. Given the scale, complexity and multi-sectoral nature of the project, there is a need for a structured and coordinated social facilitation process to build stakeholder consensus, manage expectations, facilitate community participation, resolve potential disputes and establish governance structures that will support long-term project sustainability. To promote an integrated approach, the Department of Public Works and Infrastructure (DPWI) and the Eastern Cape Rural Development Agency (ECRDA) have agreed to deploy their respective social facilitators to work collaboratively with a dedicated ANDA-appointed Social Facilitator.

It is against this background that the Alfred Nzo Development Agency (ANDA) seeks to appoint a suitably qualified and experienced Social Facilitation Service Provider to lead and coordinate the social facilitation component of the Emfundisweni Revitalisation Project. The appointed Social Facilitator will serve as the central coordinating resource, working closely with the social facilitators designated by DPWI and ECRDA to ensure a harmonized stakeholder engagement and support the successful implementation of the Emfundisweni Skills Development and Resource Centre Revitalisation Programme.

2. PROJECT OBJECTIVES

The overall objective of the assignment is to appoint a suitably qualified and experienced Social Facilitation Service Provider to coordinate stakeholder engagement, community participation and institutional collaboration for the successful implementation of the Emfundisweni Skills Development and Resource Centre Revitalisation Project.

The specific objectives of the assignment are to:

- Facilitate meaningful participation and consultation with all project stakeholders, including local communities, Traditional Councils, government departments, municipalities, community-based organisations and other interested and affected parties.
- Develop and implement a comprehensive Social Facilitation and Stakeholder Engagement Plan that promotes transparency, inclusivity and effective communication throughout the implementation of the project.
- Mobilise communities and build stakeholder support for the revitalisation of the Emfundisweni Skills Development and Resource Centre and its associated development initiatives.
- Coordinate and harmonise stakeholder engagement processes between ANDA, the Department of Public Works and Infrastructure (DPWI), the Eastern Cape Rural Development Agency (ECRDA), CETA and other implementing partners to ensure a unified social facilitation approach.

- Establish and strengthen appropriate community governance and stakeholder coordination structures to support project implementation, decision-making and long-term sustainability.
- Identify and manage stakeholder expectations, potential conflicts and social risks through dialogue, mediation and consensus-building mechanisms.
- Promote effective collaboration between government institutions, traditional leadership, local municipalities, community representatives and implementing partners to facilitate integrated project implementation.
- Facilitate awareness and information-sharing sessions to ensure stakeholders have a clear understanding of the project's objectives, implementation approach, anticipated benefits, timelines and opportunities.
- Support the identification of local participation opportunities, including employment, enterprise development, artisan training, infrastructure maintenance, agriculture and agritourism initiatives associated with the project.
- Maintain accurate stakeholder databases, consultation records, attendance registers and engagement reports, and provide regular progress reports to ANDA and the Project Steering Committee.
- Produce a comprehensive Final Social Facilitation Report outlining stakeholder engagements undertaken, issues identified and resolved, governance structures established, lessons learnt and recommendations to support the successful implementation and long-term sustainability of the Emfundisweni Revitalisation Project.

3. SCOPE OF WORK

The appointed Social Facilitation Service Provider shall be contracted for a period of five (5) months to undertake comprehensive social facilitation services for the Emfundisweni Skills Development and Resource Centre Revitalisation Project. The service provider will work under the overall coordination of the Alfred Nzo Development Agency (ANDA) and in close collaboration with the social facilitators appointed by the Department of Public Works and Infrastructure (DPWI) and the Eastern Cape Rural Development Agency (ECRDA).

The scope of work should include, but not be limited to, the following:

- Attend project inception meetings with ANDA, CETA, DPWI, ECRDA and other key stakeholders
- Develop a Stakeholder Engagement and Communication Plan.
- Stakeholder Identification, Mapping and maintain stakeholder register
- Organise and facilitate public participation meetings, community dialogues, stakeholder consultations and record stakeholder inputs, concerns, commitments and resolutions.
- Serve as the lead coordinator for social facilitation activities on behalf of ANDA.
- Coordinate social facilitation activities with DPWI and ECRDA social facilitators to ensure a harmonized engagement approach.
- Support the functioning of the Joint Stakeholder Facilitation Committee and Project Steering Committee where required.
- Facilitate the establishment or strengthening of community liaison and stakeholder governance structures.
- Identify potential social risks that may affect project implementation.
- Facilitate mediation and conflict resolution where disputes arise.
- Maintain accurate records of all stakeholder engagements.
- Compile attendance registers, meeting minutes, photographic records and stakeholder resolutions. Maintain a stakeholder issues and resolutions register.
- Submit monthly progress reports outlining stakeholders consulted; Issues raised and resolutions achieved;
- Present the final social facilitation outcomes to ANDA, CETA, DPWI, ECRDA and the Project Steering Committee.

The appointed service provider shall work closely with ANDA's Project Management Team and collaborate with the social facilitators designated by DPWI and ECRDA to ensure an integrated, coordinated and effective stakeholder engagement process throughout the implementation of the Emfundisweni Skills Development and Resource Centre Revitalisation Project.

4. PROJECT METHODOLOGY

The prospective Service Provider shall submit a detailed technical proposal outlining the methodology and approach that will be adopted to successfully deliver the objectives of the Emfundisweni Skills Development and Resource Centre Revitalisation Project. The methodology must clearly demonstrate the Service Provider's understanding of the assignment and describe how each of the required deliverables will be achieved.

The methodology must, at a minimum, address the following:

- Proposed implementation methodology and work plan.
- Stakeholder Identification and Mapping
- Stakeholder Engagement and Community Participation
- The proposal must include a detailed five (5) month implementation programme;

5. 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 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 structures/cooperatives; SMMEs, development and signing of Social Charters; skills audit and SMME 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	Month 5

6. EXPECTED DELIVERABLES

- Stakeholder Engagement Plan and Report
- Stakeholder database
- Community consultation reports
- Meeting agendas and minutes and attendance registers
- Labour and SMMEs participation reports
- Monthly Social Facilitations Reports
- Grievance Register and Resolution Reports
- Final Project Close-out Report

7. 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.

7. IMPORTANT SUBMISSIONS

- Detailed methodology with project initiation, project management, project milestones, time management, quality assurance and clear outcomes with specific time frames and project costs.
 - Team Leader must have a Bachelor's degree in Level 7 qualification in Community Development Studies/Business Management/Public Relations/ Social Science with at least 5 years' experience in Social Facilitation and mentorship (Specialist must attach CV with certified qualifications)
 - Submission of Clear financial breakdown with detailed proposal.
 - The potential bidder must be registered with national treasury central supplier database (CSD). CSD report must be attached.
 - Bid documents must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 1, 4, 6.1, 8, and 9).
 - Provide and attach a copy of company registration certificate.
 - Attach certified copies of IDs of directors and project team, certification must not be older than 3 months
 - The potential bidder must attach valid tax clearance / pin number
 - Company profile with the relevant experience and track record.

- 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/ Proof of residence/Lease agreement and Affidavit. 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.

8. 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 3 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 3)**

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 3 – 20**

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

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

CRITERIA	WEIGHT
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Capacity to execute the work	100

• Previous Experience	40
• Capacity and expertise	60
STAGE 2 OF EVALUATION: PRICE AND PREFERENTIAL POINTS	100
STAGE 2 OF EVALUATION-PRICE & PREFERENTIAL POINTS	
Price	80
GOAL	20
TOTAL	100
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 A reference letter/letter specifying the contract amount for each project completed (1 reference letter per project completed)	40
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	WEIGHTING
A Project Team with the following areas of expertise	
• Team leader with South African Qualification Association (SAQA) accredited bachelor's degree (NQF Level 7) in Community Development, Development Studies, Social Sciences, Sociology (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/Development Planning (Attach CVs and certified proof of qualifications).	20
NB: Attach CVs and certified copies not older than 3 months for all qualifications	
Comprehensive proposal with implementation plan, project team, activities, time frames with methodology	20
Total Maximum Weighting	60

SPECIFIC GOAL : COMBINATION OF ANY GOALS	Attachments to claim maximum points	Criteria Points
Business owned more than 50% by Priority population group (Black/Indian etc)	CIPC certificate, Certified ID, detailed CSD	10
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

Bidders need to score a minimum of 70 points on stage 1 to proceed to stage 2.

9. DURATION OF THE PROJECT

The duration of the Social Facilitation project will be 5 months from the appointment of the Service Provider.

10. BID SUBMISSION

Proposals must be placed in a sealed envelope and clearly marked: **"SOCIAL FACILITATION FOR EMFUNDISWENI PROJECT"** 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 Sompaa for SCM related queries at tel. number 039 492 0011/ 066 440 7301 or email: Sompao@anda.org.za.

APPROVED/NOT APPROVED



MS F. NKETSHISA
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