**REQUEST FOR PROPOSALS**

**PROGRAMME MANAGMENT SUPPORT FOR THE IMPLEMENTATION OF THE NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP GRANT IN XXX MUNICIPALITY**

1. **INTRODUCTION**

The XXX Municipality invites proposals from eligible companies and/or Service Providers to provide support to the Municipality for the implementation of the Neighbourhood Development Programme (NDP), within the framework of the approved Neighbourhood Development Partnership Grant (NDPG) awarded to the Municipality.

* 1. **Terms & Acronyms**

| **Acronyms** | **Definition** |
| --- | --- |
| CG | Capital Grant |
| CSP | City Support Programme |
| DORA | Division of Revenue Act |
| ICDG | An Integrated City Development Grant |
| IGR | Intergovernmental Relations |
| MIS | Management Information System of the NDP Unit |
| NDPU | Neighbourhood Development Programme Unit - referred to as the “Unit” |
| NDP | National Development Plan |
| NDPG | The Neighbourhood Development Partnership Grant |
| SLA | Service Level Agreement |
| USDG | Urban Settlements Development Grant |
| PTIS | The Public Transport Infrastructure and Systems Grant |
| TA | Technical Assistance |
| UNS | Urban Network Strategy |
| Urban Network | The Urban Network consists of a primary and secondary network which interconnects at strategic nodes known as Urban Hubs, which are located within townships. |
| Urban Networks Strategy (UNS) | The Urban Networks Strategy is a transit oriented precinct investment planning, development and management approach. Its focus is on strategic spatial transformation that optimises access to social and economic opportunities for all and especially the poor. It aims to work towards a more efficient urban environment that creates an enabling environment for economic growth and development. |

1. **BACKGROUND**

*Supply details on the Municipality, the background to the township/s where interventions will take place and the need for intervention etc.*

The NDP supports economic development and quality of life improvements in targeted townships. Specifically the NDP supports “neighbourhood development projects that provide economic and community infrastructure that create the platform for private sector development and that improve the quality of life of residents in the targeted areas” (DORA, 2007). The NDP does this through the Neighbourhood Development Partnership Grant (NDPG) comprised of a Technical Assistance (TA) fund intended for strategic and project planning and a Capital Grant (CG) intended for investments into catalytic project implementation.

The NDPG’s new strategy, known as the Urban Networks Strategy represents a targeted investment programme to transform and integrate the development of targeted township economic nodes, by locating and linking them within the wider “urban networks”.

The NDPG has a very specific focus on (1) working with and assisting municipalities, through the TA funds, to do credible medium to long term strategic and project planning to implement the Urban Networks Strategy and (2) using the CG funds to invest in catalytic projects that have the potential to create multi-functional primary Urban Hubs in township areas.

The intention with this service tender is to ensure the required capacity is made available for the Municipality so that:

* Urban plans follow a spatially targeted approach in order to cluster and increase access to amenities, especially for the poor located in marginalised settlement areas, such as townships, within a more efficient urban environment form for economic growth and development.
* Credible implementation is done to obtain maximum value from the planned investments.
* Allow it to both meet its grant administration and management obligations to the funder, the NDP Unit of the National Treasury

1. **SCOPE OF WORK**

The programme manager is expected to comprise of a team of specialists and experts and will fulfil a technical function to report to and support the Municipal NDPG Coordinator.

The scope of work to be undertaken is for these broad categories:

* Overall NDPG Programme Management; and
* Compliance Documentation.
  1. **OVERALL NDP PROGRAMME MANAGEMENT**

Interested companies are invited to submit written proposals and provide information indicating their professional capacity and experience in providing the following functions:

* + 1. **Initial Scoping / Planning**
* Consultations with the Municipality and NDP to establish the scope, objectives, priorities, constraints, assumptions and strategies for the funding and to confirm the Programme Manager responsibilities.
* Develop a work plan explaining activities to achieve the key outputs, start and end dates and progress.
* Control changes to the work plan to reflect the actual status of the programme during the development stages.
* Identify key risks and mitigations efforts.
* Report on progress against the work plan.
  + 1. **Administration**
* Keep and file all relevant documentation and monitor information distribution forming part of the Programme Management role.
  + 1. **Financial Management**
* Complete and send payment requests (TA) to the Municipality.
* Review and submit cash flows to the Municipality and NDP for approval.
* Manage and control the cost budget and determine cash flows aligned to allocations. Determine and manage component costs of various outputs (high-level for budgeting purposes).
  + 1. **Review and Technical Oversight**
* Monitor the preparation of technical documentation through the duration of the programme should this be required.
* Coordinate the activities and preparation of technical outputs of a team of specialists where required.
  + 1. **Programme/Project Management**
* Facilitate adjustments and technical sign off of milestones as required.
* Prepare updated programme and project information to the Municipality and NDP Unit and submit project status reports to provide project updates on activities, timeframes, costs and deliverables.
* Manage overall risks through identified mitigation processes proactively with project stakeholders to avoid project delivery problems and delays.
* Monitor and ensure quality management in provision of professional services.
  + 1. **Communication**
* Provide social/community facilitation support if required.
* Provide overall communication support to the Municipality to ensure information is effectively distributed to all stakeholders and the NDP Unit is kept up to date on activities as far as possible.
  + 1. **Investment and Partnerships**
* Structure and drive public- private partnerships (stakeholder and investor negotiations).
  + 1. **Other**
* Any other measures required for the successful roll-out of funding.
* Additional services resulting from changes to previously issued instructions.
  1. **COMPLIANCE DOCUMENTATION**

The Programme Manager (and team) will be required to assist with the drafting and submission of specific documentation to prepare for the implementation of NDP projects

The documentation includes:

| **Service Provider / Municipal Documentation** | **SHORT Description** | **Acceptance** |
| --- | --- | --- |
| **WORK PLAN** | * Municipal management structure and programme to implement the NDPG. | NDP comment/ acceptance |
| **URBAN NETWORK PLAN** | * Ad hoc assistance | Urban Network Plan Approval (+ Annual review) |
| **PRECINCT PLAN +**  **PROJECT CONCEPT PLANS** | * Precinct Design Planning * Precinct Phasing, Scheduling and Costing * Precinct Project Concept Plans | Precinct Plan Acceptance  Precinct Plan Approval  (+ Annual review) |
| Approval of Precinct Project Concept Plans | |

*(Refer to the NDP Urban Network Support Guide for detail on the requirements/contents of the below documentation)*

* + 1. **Work Plan**

The service provider will submit a Work Plan to explain how the Service Provision appointment and key outputs proposed within the Bid Response will be executed within the prescribed timelines. It is expected that the service provider will submit updated versions of the Work Plan every six months to confirm progress and cost updates.

The Work Plan should include the following:

* Service provider team including team leader and sub-consultants
* Scope of work to be performed.
* Key outputs and deliverables explained.
* Total contract value as well as the values of the key outputs.
* Work programme explaining activities to achieve the key outputs, start and end dates and progress.
* Organisational interface with the Municipality.
* Key risks.
  + 1. **Urban Network Plan**

The objective of the Urban Network Plan is to plan for network investment optimisation over a long term planning horizon of 10 to 30 years. The Urban Network Plan prepares the Municipality for the development of Precinct Plans addressing local planning and the prioritisation of projects within CBDs, Urban Hubs and Activity Corridors.

Municipalities have already embarked on a process to develop Urban Network Plans. This process include:

* The identification of network elements;
* The prioritization of network elements; and
* Phasing and funding of the primary network.

The service provider may be required to supply inputs into this process on an ad hoc basis.

* + 1. **Precinct Plan**

The service provider will be required to draft one or more precinct plans detailing the plan for the development of Urban Hub/s. The outcome of a Precinct Plan will be a detailed composition of the future spatial structure of the precinct by means of a design framework as well as design guidelines. In addition the Precinct Plan will prepare the Municipality for the submission of prioritised projects for approval by NDP.

A toolkit with detail on the design methodology for the development of the urban hub discussed is available from the NDP.

A Precinct Plan should contain the following essential information:

1. A PRECINCT DESIGN PLAN

* Status Quo Analysis with issues.
* Detailed Precinct Design Framework as per Toolkit requirements.
* Precinct Design Guidelines.

1. PRECINCT DELIVERY PLAN

* Identification, selection, clustering and prioritisation of precinct projects.
* Feasibility studies for projects.
* Establish precinct phasing, scheduling, procurement approach and costing.

1. PRECINCT PROJECT CONCEPT PLANS

* Prepare project concept plans and portfolio budget requirements (bulk costing and per month) and updated precinct plan.
  + - 1. **Project Concept Plans**

As part of the precinct plans, the service provider will be required to prepare Project Concept Plans outlining the implementation details of discrete project/s.

Project Concept Plans for should contain the following information:

* Descriptions for NDP projects only
* Descriptions of Bulk Costing [taking previous examples and standard building costs into consideration] and Project Life Cycle etc.

**Note that while Project Concept Plans do form part of this tender, the detailed Project Plans will be budgeted from NDP Capital Grant and do-not form part of this tender.**

* 1. **ADDITIONAL DOCUMENTATION**

The Programme Manager may be required to undergo additional investigations and/studies if required by parties in terms of the programme but this will be agreed to and costed separately and do not form part of this tender.

The documents include:

* + 1. **Precinct Management Plan**

A Precinct Management Plan may be prepared as part of the assignment. There may be one or more Precinct Management Plan/s per Municipality depending on the number of Urban Hubs identified by the Municipality. The Precinct Management Plan will be used as a tool to optimise the use of existing resources and manage/maintain and improve key activities and priorities within a delineated area to ensure value for money and long term impact.

The following information is required in a Precinct Management Plan:

* Precinct Management
* Management of services (e.g. Waste, water, safety)
* Asset maintenance
* Marketing of the area
* Risk Management
* Economic Development
* Employment
* On-going projects
* Partnerships.

1. **KEY EXPERTISE AND/OR EXPERIENCE**

The Programme Manager should demonstrate an in-depth understanding of urban development and management and be conversant with the NDP of National Treasury, the rules governing this conditional grant as set out in the Division of Revenue Act (DoRA) and the specific conditions attached to the NDP Grant. The successful bidder will be assessed based on the experience and qualifications of the proposed team. This is ideally to be reflected by team members being Registered built environment and/or planning Professionals[[1]](#footnote-1) (with professional registration practice numbers), their professional registration status (for example student, candidate, graduate in-training, professional, mentor etc.) and in the CVs and their fees per hour per resource.

It is essential that the make-up of the team will have both senior (professional) and more junior (candidate) members with qualifications and inter-disciplinary experience in:

* Construction Project Management
* Construction Management
* Project Management and Intervention Administration;
* Urban Economics;
* Town Planning;
* Urban Design;
* Architecture;
* Landscape Architecture
* Transport Planning;
* Civil and Structural Engineering;
* Quantity Surveying;
* Environmental Management; and
* Social Facilitation.

The make-up of the team will have sound knowledge of:

* Intergovernmental relations;
* Legislation pertaining to local government;
* Infrastructure development;
* Strategic planning;
* Financial management;
* Managing inter-disciplinary teams including other Service Providers;
* Working with communities;
* Partnership building with public and private sector; and
* Good verbal and written communication skills.

The team will have commitment to:

* Professional / Registered Persons Code of Ethics and Standards;
* Industry, Government and / or Professional / Registered Persons fee guidelines (comprised of either TIME BASED FEES – for profession services used for technical assistance grant funding is used and PROJECT COST BASED FEES – on projects when capital funding is used)
* Service to society (through mentorship and/or internship programmes) as well participation on lifelong learning and continuing professional development; and
* Construction Health and Safety management.

1. **BUDGET AND TIMEFRAMES**

It is compulsory that the Service Provider utilise the tables below as part of the financial proposal to cost and confirm financial aspects.

**Rates must align with the industry standards or lower**:

* 1. **NDP OVERALL PROGRAMME MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESOURCE** | **status (level)** | **RESOURCE COST PER HOUR** | **HRS PER MONTH** | **SUB-TOTAL COST (COST X HRS)** |
| Eg. Programme Manager | Eg. Professional |  |  |  |
| Eg. Quantity Surveyor | Eg. Candidate |  |  |  |
|  |  |  |  |  |
| **TOTAL COST PER MONTH** |  |  |  |  |
| **DISBURSEMENTS** |  |  |  |  |
| **VAT @ 14%** |  |  |  |  |
| **GRAND TOTAL PER MONTH** |  |  |  |  |

Notes:

1. Programme Management function is expected to be performed by a recognised (registered) professionals working within the planning, built environment, construction and engineering industries who is concerned with both the structure and practices to guide the program and provide senior-level leadership, oversight, and control
2. It is expected that the Programme Manager will be appointed for a **period of xxx months from the start date of xxxx**. The following table should be completed to confirm the total Programme Management Cost for xxx months:

|  |  |
| --- | --- |
| **TOTAL PROGRAMME MANAGEMENT COST FOR xx MONTHS** |  |
| **VAT @ 14%** |  |
| **GRAND TOTAL PROGRAMME MANAGEMENT COST FOR xx MONTHS INCLUDING VAT** |  |

* 1. **COMPLIANCE DOCUMENTATION**

As mentioned previously, the Programme Manager will be required to assist with the drafting and submission of documentation. The following table should be completed to cost compliance documentation:

**A: COST – WORK PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESOURCE** | **status (level)** | **RESOURCE COST PER HOUR** | **HRS PER MONTH** | **SUB-TOTAL COST (COST X HRS)** | |
| Eg. Programme Manager | Eg. Professional |  |  |  | |
| Eg. Quantity Surveyor | Eg. Candidate |  |  |  | |
|  |  |  |  |  | |
| **TOTAL COST:** |  |  |  |  | |
| **DISBURSEMENTS** |  |  |  |  | |
| **VAT @ 14%** |  |  |  |  | |
| **GRAND TOTAL PER MONTH** |  |  |  | |  |

**B: COST – URBAN NETWORK PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESOURCE** | **status (level)** | **RESOURCE COST PER HOUR** | **HRS PER MONTH** | **SUB-TOTAL COST (COST X HRS)** | |
| Eg. Programme Manager | Eg. Professional |  |  |  | |
| Eg. Quantity Surveyor | Eg. Candidate |  |  |  | |
|  |  |  |  |  | |
| **TOTAL COST:** |  |  |  |  | |
| **DISBURSEMENTS** |  |  |  |  | |
| **VAT @ 14%** |  |  |  |  | |
| **GRAND TOTAL PER MONTH** |  |  |  |  |  |

**C: COST PER PRECINCT PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESOURCE** | **status (level)** | **RESOURCE COST PER HOUR** | **HRS PER MONTH** | **SUB-TOTAL COST (COST X HRS)** | |
| Eg. Programme Manager | Eg. Professional |  |  |  | |
| Eg. Quantity Surveyor | Eg. Candidate |  |  |  | |
|  |  |  |  |  | |
| **TOTAL COST:** |  |  |  |  | |
| **DISBURSEMENTS** |  |  |  |  | |
| **VAT @ 14%** |  |  |  |  | |
| **GRAND TOTAL PER MONTH** |  |  |  |  |  |

**D: COST PER PROJECT CONCEPT PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESOURCE** | **status (level)** | **RESOURCE COST PER HOUR** | **HRS PER MONTH** | **SUB-TOTAL COST (COST X HRS)** | |
| Eg. Programme Manager | Eg. Professional |  |  |  | |
| Eg. Quantity Surveyor | Eg. Candidate |  |  |  | |
|  |  |  |  |  | |
| **TOTAL COST:** |  |  |  |  | |
| **DISBURSEMENTS** |  |  |  |  | |
| **VAT @ 14%** |  |  |  |  | |
| **GRAND TOTAL PER MONTH** |  |  |  |  |  |

Notes:

1. All fees and disbursement shall be paid directly by National Treasury once a valid claim has been submitted by the client and certified by the client`s representative to be correct. Supporting documentation will be required to validate claims and should include timesheets, travel logs, proof of payment for disbursements etc.
2. Amounts reflected for the estimated hours/months and the related tariff will be utilised for tender evaluation purposes only. The actual work required will depend on circumstances pertaining to the number of projects, budgets and resources to be managed during the execution of the services.
3. Status (level) serves to differentiate rates between the different skills, qualifications and expected experience and competencies levels between professionals within the same category. Determining the different skills, qualifications, expected experience and competencies levels lies with the professionals, the recognised Voluntary Associations (bodies) and their respective Councils. They may for example include levels such as student, candidate, graduate in-training, professional and mentor.
4. **SUBMISSION REQUIREMENTS**

The following items are required in submission from the Service Provider in order for bids to qualify for evaluation in the following order:

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| 1. COVERING LETTER | * Name and contact details of Service Provider * Valid Tax Clearance Certificate * Any special conditions (if any). |
| 1. TECHNICAL PROPOSAL | To contain:   * Brief understanding of the project and the project components. * Provide details of the proposed methodology for the successful completion of the project. * Provide a statement on experience in respect of NDP, project and financial management, infrastructure development as well as knowledge of urban management and development. * Supply a list of key members setting out the professional role, hourly rates and experience/skills of each professional as well as a resourcing diagram to illustrate how the proposed companies/individuals intend to collaborate with their expertise and experience to conduct the work. |
| 1. COST SCHEDULE | To contain:   * A breakdown of programme management and professional fees as per Section 5 of this document. |

1. **MUNICIPAL REQUIREMENTS**

*Municipality to confirm all Municipal requirements.*

1. **FORM OF SUBMISSION**

The submissions should be in hard copy format and contained within a sealed envelope and should be submitted no later than xxxxxx. Envelopes should have the following information on:

XXXXXX

The submissions should be made to the following address:

XXXXXXX

**Contact persons:**

1. With the relevant Councils of Built Environment Professional and Planning [↑](#footnote-ref-1)