



Sustainable Development & City Enterprises
Economic Development & Investment Promotions Unit

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10 April 2018

EThekweni Municipality's Economic Development Unit invites proficient and experienced service providers registered on the Municipality database to submit quoted proposal for the following: -

Request for proposals for a consultant/Service Provider to undertake an impact study to assess the effect and influence of the EtheKwini Waste Beneficiation Cluster (Use It) on the development and growth of the Waste Economy sector within in EtheKwini Municipality.

Interested parties can collect the Terms of Reference document which outlines the requirements for this proposal from the Economic Development Unit offices on the 11th floor of Rennie's House on 41 Margret Mncadi Avenue, 4001; **from the 11 April 2018** between 08h00 and 16h00 during working days.

Sealed proposals (including all required documentation) are to be hand delivered DEPOSITED INTO THE **TENDER BOX AT MATERIALS MANAGEMENT BUILDING, CORPORATE PROCUREMENT, ARCHIE GUMEDE PLACE**

"REQUEST FOR PROPOSALS: CONTRACT NO: 7N-37648

The closing date for submissions of proposals **is 25th April 2018. NO LATE SUBMISSIONS WILL BE CONSIDERED. EThekweni Municipality reserves the right not to appoint on this project**

For enquiries please contact Phakamile Mbonambi on 031 3114227 or you can e-mail for an electronic copy of TOR from sinenhlanhla.chonco@durban.gov.za or phakamile.mbonambi@durban.gov.za

Please note, that the eThekweni Municipality further reserves the right to not appoint on this project.

CONTRACT NO: 7N-37648

Terms of Reference

Request for proposals for a consultant/Service Provider to undertake an impact study to assess the effect and influence of the EtheKwini Waste Beneficiation Cluster (Use It) on the development and growth of the Waste Economy sector within in EtheKwini Municipality.

1. Background/Motivation

The stimulation and growth of priority sector by Economic Development Unit (EDU) contributes towards the realization of the Plan 2 goal of the Integrated Development Plan (IDP) which is to develop the economic wealth of the eThekweni region for the well-being of all its citizens. The support of niche economic sectors such as the green economy, is in line with the strategic development principles of the IDP and the Economic Development Strategy in tackling unemployment and facilitating radical economic growth and development within the City.

This is also aligned to the National government economic imperatives through the Department of Trade and Industry (DTI), which recognizes that the “Waste Management and Recycling sector is known for its significant potential to promote SMME development and employment creation opportunities, through interventions such as organized waste collection systems, beneficiation of waste as an input resource and manufacturing of new products from recyclables.”

The DTI in its Industrial Policy and Action Plan (IPAP) recognizes the constraints of this industry as follows which needs to be tackled through various interventions:

- Mixed waste streams due to a lack of separation at source.
- Lack of a structured and regulated industrial recycling system.
- Inadequate identification of best available locally manufactured technologies to sort and process different types of waste streams.
- Under-investment by industry in the exploration of alternative ways to use waste in their processes.
- Thin information on the sectors that produce more re-usable waste.
- Insufficient attention paid to the creation of markets for products manufactured from recycled materials.
- A paucity of good incentives to support the development of an organised recycling industry.
- Lack of thorough value chain analysis of each waste stream in terms of economic value.
- Weak capacity-building and technical training.

The recycling industry, waste beneficiation and the green economy have been recognized by the EDU as one of the key sectors to the local economy and potentially a major employer within the municipal area, and hence the EDU’s continued support of the Waste Materials Recovery Initiative which has been in existence since 2009.

The Municipality entered into a 3 year Memorandum of Agreement (MOA) with Waste Materials Recovery Development Cluster, (USE-IT), in 2015. USE-IT interventions over the past two years with

waste have focused on activities with economic, social and environmental benefits to eThekweni Municipality. These are:-

- Waste product development
- Mentorship and business advice to emerging small businesses within the waste economy
- Market Access for small businesses
- Conservation of natural resources
- Upcycling skills development
- Advocacy for the development of green economic activities

2. Objectives

The last impact assessment conducted by the Unit on its various economic sector programmes, which included the assessment on USE IT, was concluded in 2013. It is therefore important for the Unit to constantly monitor so as to ensure maximum economic benefit for EtheKwini.

In undertaking an impact assessment for this initiative, the Unit is anticipating to have some of the following questions answered:

- The policy imperatives that currently affects the waste beneficiation activities in EtheKwini.
- Understand the local reach of the current USE IT programme
- Social, economic, ecological, and institutional impact of the programme
- Possible unintended (secondary) effects of the programme
- Possible interventions beneficial to the programme to maximize the impact

3. Deliverables

The Consultant is required to undertake a survey/stakeholder engagement, an indepth assessment and present an intervention strategy for USE IT in the eThekweni Region. The findings from the report will be used to advice on improving the functioning of this initiative.

A list of prerequisite deliverables (however not limited to) is set as follows:

- 3.1 Inception report (with draft questionnaire)
- 3.2 Survey/Stakeholder engagement
- 3.3 Assessment Report (draft and final)
- 3.4 Intervention Strategy

1. The Inception Plan

- Will be due in the first week of the Appointment and will be finalized with input from the Project Team and will out-line the methodology and timeframe for delivery.

2. The Survey/Stakeholder Engagement

- The consultant will be required to consult with stakeholders and value chain members of

each cluster. Will be developed by the Consultant and approved by the Project Team and be used to ascertain information from relevant stakeholders with regards to this initiative.

3. An Assessment Report

- A status quo analysis of Waste Beneficiation Sub-Sector
- Delivery of Projects and Programmes against Approved Business Plans
- Institutional functioning (Executive; HR; Marketing; Programmes)
- Initiative resources
- Initiative Processes
- Initiative Strategy
- Partnerships/Level of collaboration
 - Level of Research and Development and Innovation Activities
 - Perception, use and degree of satisfaction with different types of support services provided

4. Intervention Plan

- Gap Analysis
- Strategies to bring about improvement if and as needed within structure, systems, services, positioning, etc.

The consultant is expected to add, through their experience and sector competencies, additional indicators.

4. Individual/Professional Team

The consultant / consortium appointed would need to have experience and qualifications in the following key knowledge areas:

- Development Economics
- Research
- Project Management

The successful consultant/consortium must submit proof in the proposal that they have sufficient expertise in Feasibility and Business Plan Development, research, strategic planning and show an understanding of issues relating to the Creative Industries and an ability to deliver the work.

5. Project Commencement and termination dates

The eThekweni Economic Development Department will provide the appointed consultant with any relevant information at its disposal as a basis to start the work.

The appointment will be made by the 1st May 2018 and is due on the 31th August 2018. If the commencement date is earlier or later, the due date will be adjusted accordingly. The assessment is not expected to take longer the **4 months**.

Once the appointment has been made the consultant has 5 working days to hand in the inception report detailing the scope of work, methodology and deliverables etc, for the duration of the project

The consultant will be required to make presentations each report to the Project Team as well as to any other stakeholders that the team deems necessary; before finalization.

6. Evaluation Criteria

CRITERIA	MAX SCORE
STAGE 1	
1. Response to the brief	35
<p>1.1. Does the proposal clearly demonstrate good understanding of the brief i.e. does it clearly articulate the theme, how each task & expected deliverable would be carried out, and resources and timeframes thereof? = 10 points.</p> <p>1.2. Is the methodology/approach innovative and tailor-made for the execution of i.e. the methodology, in terms of delivering the assessment, MUST be in line with the project's objective. = 20 points.</p> <p>1.3. Is the project plan sufficiently flexible to accommodate changes that may occur during execution? = 5 points.</p> <p><i>The above points will be further be interpreted as follows.</i></p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – The proposal shows limited understanding of the brief and project, has not adequately dealt with the key challenges. ○ Satisfactory (score 70%) – The brief is well understood, clearly articulated, and key components are adequately addressed. The proposal reflects necessary concepts but has insufficient detail for it to be distinctive. ○ Good (score 90%) – the proposal clearly demonstrates an understanding of the project's vision and the brief. All key components are adequately addressed. ○ Very good (score 100%) - A unique proposal that is strongly aligned to and identifiable with the project. It identifies and deals well with all the brief criteria and has the potential to leave a broader legacy. 	
2. Expertise and experience	40
<p><i>Points will be interpreted as follows.</i></p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – The team has limited relevant experience in projects of similar nature. The company is unlikely to deliver within the specified time frame. ○ Satisfactory (score 70%) – The tenderer has relevant experience in projects of similar nature but has not directly undertaken a project of this magnitude. ○ Good (score 90%) – The tenderer has extensive experience in projects of similar nature and has directly undertaken similar projects. ○ Very good (score 100%) – The tenderer has outstanding experience in projects of similar nature and has taken many such projects. Key personnel allocated to the project have outstanding relevant experience. 	
3. Capacity to deliver and capability	25
<p><i>Points will be interpreted as follows.</i></p> <ul style="list-style-type: none"> ○ Nil – No submission 	

<ul style="list-style-type: none"> ○ <i>Poor (score 40%) – The project plan is sketchy, there is no clarity in terms of resources aligned to the project.</i> ○ <i>Satisfactory (score 70%) –Project plan is complete & reasonably detailed. Resources appear adequate.</i> ○ <i>Good (score 90%) – besides meeting ‘satisfactory’ rates and resources have been clearly defined and make provision for key risk areas.</i> ○ <i>Very good (score 100%) – Besides meeting “good” rating, the plan make provision for every eventuality.</i> 	
TOTAL	100
THE MINIMUM THRESHOLD OF THIS FUNCTIONALITY IS 70 OUT OF 100 POINTS. ANY BID WHICH FAILS TO MEET THIS MINIMUM THRESHOLD WILL BE DISQUALIFIED. ONLY BIDS SCORING 60 AND ABOVE WILL PROCEED TO STAGE 2	
STAGE 2	
Price: overall budget of the project	80
BEE: empowerment status	20
GRAND TOTAL	100

7. Appointment Of Service Provider

The selection and appointment of a service provider will be according to the MFMA Circular 53 (Municipal Finance Management Act No. 56 of 2003), and proposals must be submitted in the following format:

- a) Full name of company.
- b) Physical address.
- c) Full contact details, including cell phone number of contact person.
- d) Valid Tax clearance certificate (ORIGINAL COPY) *by the date of evaluation.*
- e) EThekwini Municipality database registration number.
- f) A clear & complete proposal. Take note of information requested above, in order to adhere to the requirements.
- g) complete and sign the attached declarations wherein they declare that all municipal fees are in order
- h) Budget

8. Budget

The budget is subject to the range of costs as quoted by consultants for similar studies and is expected to cost up to **R200 000 (Including VAT, and disbursements)** for the full scope of deliverables. The consultant must provide a full budget breakdown and final costs to undertake all work pertaining to this project the full scope of deliverables.

9. Payment Terms

Payments are made on the satisfactory completion of the different stages of the process, covering the full range of tasks as will be finalized.

Payment will be made according to Ethekwini Municipality standard terms and conditions. On receipt of invoice for work rendered, the service provider should allow at least **4 weeks** for the payments to be processed.

10. Accountability

The client is eThekweni Municipality: Economic Development Unit: the Task team under the leadership of the Deputy Head Programmes or any other nominated official is responsible for the implementation of the project.

11. Non Appointment

The eThekweni Municipality has a right not to make an appointment should it find that bidding parties do not meet the specified criteria/ requirements.

The eThekweni Municipality reserves the right to award the tender to the most responsive and not necessarily the lowest bidder.

12. Closing Date And Time

The closing date for submission of proposals is 11h00 on Wednesday, 25th April 2018.

Each service provider must submit 3 colour copies of proposal marked Enquiry No. 7N-37648 **“Request for proposals for a consultant/Service Provider to undertake an impact study to assess the effect and influence of the EtheKwini Waste Beneficiation Cluster (Use It) on the development and growth of the Waste Economy sector within in EtheKwini Municipality”**.

must be placed in the tender box located in the Ground Floor, City Engineers Building, 166 K.E. Masinga Road (Formerly Old Fort Road), Durban (and not any other Municipal Department) not later than 11:00 on Wednesday, 25th April 2018.

For further information/ enquiries, please contact Phakamile Mbonambi on 031-311 4227 or email: phakamile.mbonambi@durban.gov.za