



**TERMS OF REFERENCE
FOR
THE PROVISION OF PROFESSIONAL SERVICES: CONDUCTING
IMPACT ASSESSMENT
FOR COMMUNITY DEVELOPMENT PROJECTS**

**CLOSING DATE: 14 November 2014
CLOSING TIME: 14h00
BID NUMBER: NDA09/PMU01/14**

SUBMISSION OF PROPOSALS

All proposals must be delivered at the NDA Head Office on or before the closing date and time. No proposals must be sent via the Post office.
NDA Physical Address: **8 Donald Road, 1st Floor Vincent Office Park, Vincent, East London**
(Opposite the Vincent Shopping centre)

Submissions must be marked as follows: Attention Ms K Mngomezulu
"Impact Assessment for Community Development Projects"

A COMPULSORY BRIEFING SESSION HAS BEEN SCHEDULED AS FOLLOWS

Date : 27 October 2014
Time : 12h00
Venue : NDA offices in East London
8 Donald Road, 1st Floor Vincent Office Park, Vincent, East London
(Opposite the Vincent Shopping centre)

The minutes of this briefing session will be sent by email ONLY to the service providers that attend the compulsory briefing session.

Contact person: Ms Khanyi Mngomezulu between 08h30 and 17h00:
0110185518/0791269278

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OVERVIEW OF NDA

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

Our mandate

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organisations (CSOs) to:

Implement development projects in poor communities, and
Strengthen the institutional capacity of other CSOs that provide services to poor communities.

Our mission

Facilitate sustainable development by strengthening civil society organisations involved in poverty eradication through enhanced grant funding and research.

Our vision

A society free from poverty.

Our values

Integrity
Dignity
Empowerment
Accountability & Responsibility
Transparency
Excellence
Partnering

1. PURPOSE OF THE TENDER

To appoint the suitable service provider to conduct an impact assessment study of funded community development funded projects, and develop the norms of standards for community development projects

2. BACKGROUND

The Department of Social Development in the Eastern Cape began its transformation process as early as 1999 which included an exploration into new approaches to social services that are developmental in nature. This process further led to a paradigm shift from Social Welfare to Social Development.

The developmental approach adopted by the Department offers a macro-perspective on social policy and seeks purposefully to link social and economic policies within a comprehensive, state-directed developmental process, involving both civil society and business organizations in promoting development goals. It regards economic development as a desirable and an essential element in social welfare and proposes that macro-economic policies support social programmes that promote employment, raise income and attain human oriented and/or people centred economic development customs. It also recommends that social programmes be investment orientated by promoting economic participation and generating positive rates of return to the economy.

The Department focuses on building healthy functioning individuals and families towards active and sustainable communities using sustainable livelihoods approach which emphasizes on the strengths, needs and adaptive strategies of communities. It seeks to change power structures in order to remove the barriers that prevent poor people and vulnerable individuals such as women and children, from participating in individuals that affect their lives and development.

Over the years since 1998, the Department of Social Development in the Eastern Cape has been providing financial support to communities as a start up capital and working capital to establish community development initiatives with a view to improve low levels of income and reduce high levels of hunger and poverty among the poor communities in the Eastern Cape.

The Department has adopted as its intervention strategy in the development process, a short term immediate intervention known as development project based approach which involves planning, designing and implementing economic projects which have a defined lifespan and addresses the poverty of living. The development project when completed is expected to leave behind and bring about the needed resources, capabilities and tangible changes with which people can willingly continue to work and earn a living.

Over the years since 1998, the Department of Social Development in the Eastern Cape has been providing financial support to communities as a start up capital and working capital to establish community development initiatives with a view to improve low levels of income and reduce high levels of hunger and poverty among the poor communities in the Eastern Cape appoint a service provider for conducting an impact assessment and development of norms

3. OBJECTIVE OF THE IMPACT STUDY

The National Development Agency (NDA) in partnership with the Department of Social Development (DSD) seek to appoint a suitable service provider to conduct impact assessment and develop a comprehensive set of norms and standards to Community Development Initiatives that will enable communities to create sustainable and effective

developmental projects. Further, the norms and standards must enable the Department to make informed decisions regarding the distribution of project funds to project members.

4. SCOPE AND DELIVERABLES

The expected outcome of the project is an impact assessment report and a norms and standards document based on the best practice and experience gained in reviewing selected projects funded by DSD from 2009/10 to 2011/12 financial years, under the following sub-programmes: Sustainable Livelihoods, Youth development, and Women development. All the projects are unique in nature and have been implemented in different District Municipalities in the Eastern Cape Province. Between the above-mentioned period the Eastern Cape Department of Social Development has funded and implemented a total of 603 projects in the following District Municipalities: Joe Qhabi DM(53 Projects), Amathole DM (124 Projects) , Alfred Nzo DM (86 projects) , Chris Hani DM(137 Projects), Buffalo City Metro (25 Projects), OR Tambo DM (119 Projects), and Cacadu DM (58 Projects).

The scope of work involves, but limited to the following key deliverables:

- Assessment and evaluation of whether the funded projects have addressed the problems as reflected in the DSD approved annual business plans.
- Assessment of other positive changes that have occurred over and above those reflected in the approved DSD business plan.
- Assessment of the nature and impact of support and the number of stakeholders that have assisted the projects other than the DSD.
- An assessment of the individual project's financial sustainability beyond the DSD funding.
- An assessment of governance, management and administrative capacity to implement planned activities.
- Assessment of the suitability and relevance of the funding criteria used by DSD in providing financial support to projects.
- An assessment of the challenges/constraints experienced by DSD funded projects particularly in graduating out of DSD support.
- Typical financial and operational metrics experienced in the projects.
- A listing of standardised project types for future usage by communities, based on profitability, sustainability and experience/expertise required; and Operational, financial and governance norms and standards to equip communities in creating sustainable projects and the Department in partnering, monitoring and mentoring communities.

In addition

- The service provider shall undertake to study and review all documentation, policy documents, relevant Acts and Regulations with regards to the rendering of Community Development services;
- The Department will supply all relevant and available data and information in its possession necessary for the service provider to perform;
- The service provider shall undertake to visit offices, delivery sites and solicit pertinent information that will facilitate the process of developing norms and standards, implementation plans and costing model;
- Taking cognizance of the financial constraints of the Department of Social Development, the service provider shall recommend practical and cost effective guidelines for the implementation of the norms and standards relevant to the level and function of service offices and at provincial level;

- The service provider shall identify and constraints that may impair the attainment of uniformity and application of norms and standards and propose solutions;
- Prepare monthly progress reports in the format to be agreed upon between the Department and service provider.
- Develop a programme of activities designed to reach strategic objectives;

5. METHODOLOGY

This impact assessment study must apply the integration of quantitative and qualitative methods and that should be carried out during each step of the study. Quantitative methods will be used to determine the relationship between outputs and outcomes of key indicators identified for each project area and generalise results for different types of projects. In addition, qualitative techniques, including a series of key informant interviews and focus group discussions with different projects based staff and beneficiaries, must be utilised to analyse the context in which the projects were implemented, examine the decision making dynamics in each selected project, and to assess the perspectives of different project community actors on the autonomy process.

The service provider together with the technical team for this study will be required to sample 25% of the 608 projects and apply a combination of both stratified, and cluster sampling methods in order to produce samples that are representative of the Eastern Cape beneficiary population and addresses different clusters of the population as asserted in the programmes under review. The advantage of this method is that the researcher will be able to manage the size of each stratum and that will fix the proportion of different strata within the sample. The cluster sampling on the other hand will address the issues of geographically spread out that may be very costly if one considers covering the whole province. The sampling method will cover 25% (representing 151 projects) of the total projects approved and implemented between 2009/2010 and 2011/12 financial years and conduct interviews in them. Those projects will comprise a total of: 50 project under Women Development Programme; 28 project of Youth Development; and 73 projects under Sustainable Livelihoods Programme. In cases where by a project is no longer active nor operational, such project must be randomly substituted with an adjacent but similar project from the similar sub-programme in the same district municipality.

6. EXPERTISE & REQUIREMENTS FOR SUITABLE SERVICE PROVIDERS

- 6.1 The services provider must provide a process plan to demonstrate an understanding of the entire process of developing norms and standards, as well as relevant experience.
- 6.2 The service provider must have proven track record supported by documentary evidence of the knowledge and understanding of evaluation and impact assessment; (Attached copies of documents reflecting similar work previous undertaken)
- 6.3 The service provider must display competency and sufficient capacity of personnel to carry out this assignment (Submit staff profile indicating qualifications);
- 6.4 The service provider must have experience and understanding of project and financial management (minimum five years experience);
- 6.5 The service provider must have, within the project team, a member with the necessary qualifications and experience in research (minimum requirement is a Masters Degree and five years in experience Community Development work).
- 6.6 The service provider is required to provide a detailed Project Plan / Work-Plan that demonstrates understanding of assignment.

6.7. The service provider is required to transfer research skills relevant department officials

7. PROJECT TIME FRAME

The assignment is to be carried out over a period of nine months (reviewable), and to commence within one week of signing the Service Level Agreement. A detailed workplan indicating time frames should be provided with the proposal. Progress will be monitored based on the work plan and timeframes provided by the service provider and approved by the Department. The detailed implementation plan detailing activities to be carried out in this study is attached as Annexure A of these TORs.

8. COMMERCIAL TERMS

8.1 Pricing

- 8.1.1 Each bidder must submit a detailed price breakdown together with the proposal. Prices must include Value Added Tax (VAT).
- 8.1.2 All prices must be fixed and firm for the duration of the proposed contract. No price adjustments will be accepted after the submission of offers or after the contract/order award.
- 8.1.3 Service providers must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted after the closing date. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by NDA and the service provider prior to contract acceptance.
- 8.1.4 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process. The service providers must attach a copy of a resolution clearly stating the delegation of authority awarded to all its directors and managers.
- 8.1.5 All prices submitted should be typed in black ink or written in black pen. No proposals written in pencil will be accepted or evaluated.
- 8.1.6 Prices submitted must be valid for 90-days from the date of bid submission. Should the evaluation process not be completed within the 90-days and the bid is not cancelled, NDA will request an extension only from the participating service providers. However, all service providers disqualified during the evaluation process will not be requested to extend the validity of their bids.

8.2 NDA Payment Terms

Invoices will be paid 30-days from the date of submission, subject to the invoice being correct in all respects.

The study will be paid in four tranches:

Tranches	%	Milestone Completed	Duration
1 st	30	Completion of Literature and data review of Social Development funded Projects	2 Months (Nov-Dec)
2 nd	40	Primary data collection (Field work)	3 Months(Dec-Mar)
3 rd	20	Writing Consolidated status of Social development funded projects report	3 Months (Apr-Jun)
4 th	10	Development of Norms and Standards	2 Months (May-Jun)

8.3 Additional Commercial matters

- 8.3.1 The Agency's Bid Evaluation Committee (BEC) and Bid Evaluation Committee (BAC) and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its documents.
- 8.3.2 A briefing meeting attendance is compulsory.
- 8.3.3 NO bids will be considered if submitted after the closing time and no negotiations shall be entered into regarding this.
- 8.3.4 Only bidders that have met the requirements of the bid specification shall be considered during the adjudication process.

9. EVALUATION CRITERIA (COMMERCIAL)

- 9.1 Bids received will be evaluated and scored according to the 90/10 calculation criteria.
- 9.2 Bidders participating as joint ventures must submit BEE certificates reflecting the BEE rating of the joint venture. Individual BEE certificates for JVs will score a zero (0) for the BEE portion of the evaluation.

Matrix for evaluation

NO.	Criterion	Points
1	Price	
2	B-BBEE status level	
3	B-BBEE Status Level of Contributor	
4	• 1	
5	• 2	
6	• 3	
7	• 4	
8	• 5	
9	• 6	
10	• 7	
11	• 8	
12	Non-complaint contributor	0
TOTAL POINTS FOR PRICE & B-BBEE		100

7.3 Evaluation on functionality

NB: The bids that score below 70% for functionality will not be evaluated further

NO.	Elements	Points
1.	Scope, Design & Methodology Detailed Project Plan/Work-Plan that demonstrates understanding of assignment	35
	Experience in developing norms and standards	25

	Experience in Impact Assessment	25
	Experience in Project and Financial Management	5
	Qualifications and Experience of Research Team (minimum Masters Degree and Five years experience in research)	5
	Qualifications and Experience of the research team in Community Development (Post Graduate Degree and Five years experience in community development)	5
TOTAL		100

10. ACCEPTANCE OF BIDS

- 10.1 Successful bidders will be notified in writing by NDA.
- 10.2 Should you not hear from NDA 90-days from the proposal submission date, it will mean that your proposal was not successful. The successful service provider will be announced on the NDA website.
- 10.3 No binding contract or other understanding for rendering the required services will exist between the NDA and any bidder unless and until the Agency has executed a formal written appointment/SLA with the successful bidder.

9.1. Mandatory Documents

- An original and current/valid SARS issued Tax clearance certificate.
- Bank letter or cancelled cheque.
- Completed and signed NDA Supplier registration form.
- Company registration documents (CIPC).
- BEE verification certificate (Issued by SANAS or approved verification agency)
- All participating Service Providers must complete, sign and return ALL the attached
- SBD 4, 6.1, 8, 9 declaration forms (completed and signed).

Failure to complete and submit any of the attached documents during the bidding process will result in immediate disqualification with the exception of a BEE certificate which will only result to a score of zero.

11. CONTRACT AWARD

NDA's legal department will draw up a contract with the successful service provider for the purpose of contracting and outlining deliverables. This will be a once off, short-term contract.

12. DISCLAIMER

- 10.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the NDA makes no representations or warranties that the content in this RFQ or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 10.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such

discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).

- 10.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 10.4 No representations made by or on behalf of NDA in relation to this RFQ will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

13. ADDITIONS AND AMENDMENTS TO THE RFQ

- 11.1 The NDA reserves the right to change any information in, or to issue any addendum to this RFQ before the closing date and time. The NDA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 11.2 If the NDA exercises its right to change information in terms of clause 10.1 all amendments will be posted on the NDA website and participating bidders will have the responsibility to regularly monitor the NDA website to ensure access to such changes.
- 11.3 The NDA will immediately disqualify a bidder from the bidding process if the bidder fails to notify the NDA of the conflict as required.

Annexure A. Impact Evaluation Project Major Activities and Time Frames (2014/15)

	2014									2015		
	September	October	November	December	January	February	March	April	May	June	July	August
Activities	Q3			Q4			Q1			Q2		
Planning												
Tender preparation and Bidding												
Consultations with the Service Provider												
Development of contract and Signing												
Development of evaluation tools												
Applying sampling methods to study population and selection of study sites												
Workshop for partners/ stakeholders and agreement on project scope												
Literature and data review of Social Development funded Projects												
Identifying and collating documents for Social Development funded projects												
Organizing collated information into required formats												
Analyzing secondary data for presentation and comparison with												

	2014									2015		
	September	October	November	December	January	February	March	April	May	June	July	August
primary data												
Primary data collection (Field work)												
Pre-test questionnaires												
Conduct provincial survey according to impact evaluation protocol												
Data capturing												
Clean data for analysis												
Date Analysis												
Preparation of a preliminary report for the MEC												
Writing Consolidated status of Social development funded Report												
Writing of Evaluation report												
Presentation of preliminary evaluation results												
Finalization of evaluation report												
Presentation of Final report												
Publication of the report												
Development of Norms and Standards												
Conducting desktop and impact assessment report review												
Consultation with relevant DSD officials/												

	2014									2015		
	September	October	November	December	January	February	March	April	May	June	July	August
units; and the district officials												
Writing the Norms and standards for EC Social Development Projects												
Presentation of the final draft Norms and Standards Reports												

Annexure B.

Programme	District Municipality	2009/10	2010/11	2011/12	Total
Women Development	Amathole	16	13	18	47
	Cacadu	12	6	8	26
	OR Tambo	9	6	15	30
	Buffalo City Metro	0	0	0	0
	Chris Hani	19	13	13	45
	Alfred Nzo	9	9	4	22
	Joe Qhabi	5	11	9	25
	Nelson Mandela	0	4	0	4
Sub-total		70	62	67	199
Youth Development					
	Amathole	4	9	1	14
	Cacadu	9	2	6	17
	OR Tambo	5	10	5	20
	Buffalo City Metro	0	1	10	11
	Chris Hani	7	4	2	13
	Alfred Nzo	11	5	5	21
	Joe Qhabi	6	2	5	13
	Nelson Mandela	0	1	3	4
Sub-total		42	34	37	113
Sustainable Livelihoods					
	Amathole	28	14	21	63
	Cacadu	1	12	2	15
	OR Tambo	26	18	25	69
	Buffalo City Metro	1	4	0	5
	Chris Hani	31	23	25	79
	Alfred Nzo	17	15	11	43
	Joe Qhabi	6	5	4	15
	Nelson Mandela	0	0	2	2
Sub-total		110	91	90	291
Grand Total		232	214	196	603