

Terms of reference (ToRs) for the procurement of services below the EU threshold

Appointment of a service provider to carry out a scoping study on the consideration of safety aspects in Precinct Management, including practical inputs on existing Precinct Management plans in selected municipalities	Project number/ cost centre: 18.2076.0-001.00
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List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work Local 2017
CPTED	Crime Prevention through Environmental Design
GIZ	Deutsche Gesellschaft für internationale Zusammenarbeit
NDPP	Neighbourhood Development Partnership Programme
NT	National Treasury
PM	Precinct Management
ToRs	Terms of reference
VCP	Inclusive Violence and Crime Prevention Programme

1. Context

The following requested assistance to the Neighbourhood Development Partnership Programme of National Treasury falls under the support of the Inclusive Violence and Crime Prevention (VCP) Programme of the Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ), with the aim of contributing to building safer communities in South Africa.

Cities are the engine of economic growth and home to more than 60% of the population of South Africa. At the same time, cities do not currently work for all inhabitants, with vastly different experiences of public space, facilities and transport across the city. With the legacy of apartheid's spatial planning, the majority of residents live far from the economic centres where jobs are typically located; and within townships and informal settlements there is often a lack of formal economic opportunities, social development services and facilities, as well as quality infrastructure that typically constitutes quality neighbourhoods – including safe and well maintained public open spaces. Safety is a fundamental attribute of quality public spaces. In South Africa, however, the real and perceived fear of being victimised is a significant deterrent to people using and enjoying public spaces. High crime rates in the country and its manifestation in precincts through robberies, muggings, burglaries and vandalism, for example, have a negative effect on the functioning and impacts of developed precincts. The extent to which precincts are unsafe has much to do with the communities within which they are located, and the risk factors related to crime and violence that exist in those communities. For that reason, precincts, as hubs that concentrate people and economic activity, may also attract anti-social or criminal behaviour. Following spatial design principles to Crime Prevention through Environmental Design (CPTED), as well as social-activation of public space and placemaking can create a positive identification between the user and their spaces and reinforce a sense of appreciation and shared responsibility for the precinct. Hence, quality and well-utilised precincts can make a valuable contribution to the quality of life of the users and local residents of the spaces and enhance community safety more generally

The redevelopment and the management of nodes and hubs in our cities and especially in townships was mainly seen as adding infrastructure and/or services without considering integrated approaches for urban management. Safety aspects and stakeholder participation are often overseen, and the importance underestimated. Therefore, multi-stakeholder participation in Precinct Management (PM) and the development of a joint vision for the precinct, to analyse safety related risks, perceptions and drivers through the development of participatory safety audits and mapping exercises are key aspects to achieve economic and social objectives within a defined space.

In this context, the GIZ-VCP Programme is supporting The National Treasury Neighbourhood Development Partnership Programme (NT-NDPP) who has been supporting various targeted urban and rural precincts within the country through grants to assist eradicating spatial inequality. The Neighbourhood Development Partnership Programme (NDPP), supports municipal planning and investment in targeted locations (urban and rural), aimed at attracting and sustaining third-party (public and private sector) capital investment and business development towards spatial and economic transformation, with a focus on improving the quality of life and access to opportunities in under-served townships or settlements. The

programme aims to encourage complementary public and private investment in these targeted locations and in this way contribute to the broader goal of liveable, sustainable, resilient, efficient and integrated towns and cities.

Therefore, the GIZ-VCP Programme, the NT-NDPP and selected other government partners seek to conduct a scoping study, including the development of related knowledge products on the consideration of safety aspects in Precinct Management. This will also include practical input of safety in existing PM plans of selected municipalities in pilot nodes supported by the NT-NDPP on Precinct Management.

Objectives of the assignment

- 1) Develop a research document that presents and discusses different dimensions of safety including relevant indicators to measure safety aspects within the various types of precincts (urban/ rural and established/ declining/ emerging).
- 2) Develop a user-friendly Guidebook on safety aspects in PM drawn from the above research product. The summary shall be packaged for practical use by government, precinct stakeholders and professional teams responsible for developing PM plans or within government departments and underline the various benefits of and practical measures for taking a safety-focused approach in PM. In addition to that, the booklet shall entail a monitoring and evaluation framework for stakeholders and create the necessary awareness of the importance of safety within PM.
- 3) Provide hands-on support to Steve Tshwete Local Municipality and a second precinct within a municipality in KZN. This participatory process is aimed at integrating safety into their existing precinct management plans by developing precinct a safety plan and to generate practical experience to inform the research product and the usability of the guide booklet. This is also aimed at including safety into the ToR of professional teams preparing precinct management plans.

2. Tasks to be performed by the contractor

Responding to the objectives of the assignment as stated above, the service provider will be required to undertake the following tasks:

2.1. Participate in a virtual inception meeting

The assignment will kick-off with a virtual inception meeting with GIZ-VCP and relevant officials from the NT NDPP to jointly discuss and agree on the detailed aspects of the process. The required output of this task will be an inception meeting report, summarizing the guiding points as specified in the meeting

2.2. Research report

Guided by previously developed documents and the Precinct management approach of the NDPP as per the Appendix, develop a document that explores the relevance of different safety considerations in the context of precinct management. This should include the unpacking of safety in precincts and setting safety as a core consideration in PM that outlines the roles and responsibilities of different stakeholders and makes provision around co-management. This shall also include ways of enhancing safety and safety perceptions for all residents as part of the PM. The required output for this task will be a final research document, ready for layout and design, and which can be integrated into the future revised Precinct Management guide. The following core aspects must be integrated:

- a) Features different safety dimensions that exist at a precinct level and which are related to precinct management incl. CPTED but also social crime prevention aspects. It should be explained and analysed why the featured dimensions are relevant for the development and management of different types of precincts (urban/ rural and established/ declining/ emerging).
- b) Social activation of spaces and placemaking within precincts; including the maintenance and sustainability of vibrant active spaces within precincts contributing to safety,
- c) Monitoring and evaluation framework on safety and on the promotion of safety in PM.
- d) Presents and discusses relevant SMART indicators to measure safety aspects at a precinct level. It should further elaborate on effective monitoring and evaluation systems that include stakeholder consultation/ participation and can potentially immediately be integrated in future of precinct management plans.
- e) Describes relevant (at least three) and recent area-based approaches that have been successfully piloted at precinct level and which specifically address safety aspects. The research product should also provide practical guidance on how such practices can be integrated into the current PM process in South Africa.

2.3. Develop a user-friendly guide booklet

On the basis of the research report, a user-friendly booklet needs to be developed, aimed at creating awareness of the importance of safety considerations in precinct management. It should also provide a step-by-step guide on how to integrate safety promotion measures into PM. This guide booklet will be used by municipal officials, professional teams and other stakeholders working at an area-based level with the municipality and should describe examples of area-based approaches that have been successfully piloted at precinct level and which specifically address the promotion of safety and prevention of crime and violence in these spaces. The booklet should also include indicators and an easy to read and understand

monitoring and evaluation framework on safety within PM. The output for this task will be a final brochure/guide booklet that is ready for layout and design.

2.4. Provide support to two selected municipalities

The service provider is expected to design a support process for the two municipalities mentioned above in coordination with NT-NDPP and GIZ-VCP to integrate safety into already existing precinct management plans or develop a context specific precinct safety plans. The support should be used as an iterative action research exercise as part of the developing the research report and informing the guide booklet. This process will deliver insights and recommendations particularly for the research component of this process, but also involve testing and usability of the PM. It is requested for the service provider to

- a) Plan and implement up to 15 hours of participatory workshops in each of the two selected municipalities in various sessions. Initially, these sessions will take virtually but may end with a face-to-face engagement/workshop. The workshops are aimed at supporting them with the integration of safety considerations ideally into already existing PM plans of a selected precinct.
- b) It should include the development of a stakeholder process that includes co-management and ownership to provide for safety and improve the perception of safety in the precinct and
- c) Develop an addendum to the existing precinct management plan including the factors from the research/ guidebook for the precincts or alternatively develop a precinct safety plan which can be used and upscaled by the municipality that comprehensively integrates safety and safety perceptions, precinct information, indicators, including the monitoring framework setting out clear roles and responsibilities of each of the stakeholders.

3. Milestones and Timeframes

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Participation in the inception meeting and the development of notes to summarize the guiding points	October 2020
Participatory engagements/workshops for the two selected municipalities	October- December 2020

Integration of Safety into PM for the two selected municipalities or Precinct Safety plan	January 2021
Final Research Document	February 2021
Final Guide Booklet	February 2021
Regular check-ins with the project management team between phases of Project	Ongoing

Period of assignment: From October 2020 until February 2021 for approximately 50 Expert Days.

4. Concept

In the bid, the bidder is required to show how the objectives and tasks defined in Chapter 2 are to be achieved (technical-methodological concept). In addition, the bidder must describe the project management system for service provision, including the relevant costs for the assignment.

4.1 Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

4.2. Other specific requirements

The bidder is required to consider cross-cutting themes such as accessibility and safety especially for women and girls as well as disadvantaged communities.

4.3 Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project. The Consultant shall be accountable to GIZ as the contractor and will work under the guidance of the designated GIZ- VCP Team Member. All correspondence and reporting shall be entered

with GIZ-VCP who will also be the point of contact for all matters related to the execution of this assignment. However, the process will be in close coordination with the NT-NDPP.

4.4. Assignment of personal

Key Experts: desktop assignment and hands on technical support for a period between mid-October 2020 and February 2021 for a team of up to two experts.

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

4.5 Resources and Costing

The bidder must provide with cost estimates within the concept as outlined above in Chapter 3.

4.6 Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. This should be with reservations and only used shall travel be permitted again under GIZ guidelines and Covid-19 regulations.

4.7 Workshops, training

The contractor implements the following workshops/study trips/training courses:

- Various online/ or face-to-face trainings for the two selected municipalities. Tools for online trainings such as MS Teams, Miro and Mentimeter will be provided by GIZ-VCP. Possible on-site travel (if allowed) shall be included in the budget.

Other costs

N/A

5. Inputs of GIZ or other actors

GIZ and the NT NDPP will provide support and assistance with the development of the study and the relevant inputs throughout the process. GIZ-VCP will also provide the necessary virtual tools for the trainings such as MS Teams, Miro Board and Mentimeter.

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

Companies that believe they fit the required profile for this assignment may submit a proposal that shall not exceed 10 pages (excluding CVs) via email to **ZA_Quotations@giz.de** by **15th October 2020**.

Proposals should at the minimum contain the following:

- a) Understanding of the brief according to this ToR, including timeframes for undertaking the scope of work and any unique value add services offered.
- b) Relevant expertise and experience (this can be captured in the CV).
- c) A budget, which should include a detailed breakdown of all professional fees required for the tasks.
- d) Disbursement and all other relevant secondary charges and costs, which may include transport, air travel and accommodation.
- e) The physical address and confirmation of the bank account of the consultant.
- f) Tax Clearance from the South African Revenue Services
- g) CVs of all individuals who will work on the assignment.
- h) At least 2 contactable references

7. Expertise Required

The successful bidder should display relevant experience, technical expertise and capabilities with respect to the following:

- a) Degree in Humanities; Public Management, Public Policy or any related qualification in local government
- b) Strong understanding of the multiple dimensions of safety and its implementation at community level, including safety planning.
- c) A track record of a strong understanding of the relevant actors across government and society in Precinct Management
- d) Excellent knowledge of the South African policy framework on safety and other relevant legislation and policy documents such as the 2016 White Paper on Safety and Security, the IUDF, IDPs, 1998 White Paper on Local Government and others
- e) Strong stakeholder engagement at a municipal and community level. Excellent facilitation experience and skill for both virtual and face-to-face meetings
- f) Strong analytical and complex systems thinking abilities
- g) Knowledge and understanding of the literature policy and practice of precinct management and precinct planning
- h) Knowledge to work with online tools such as Miro/Murals, MS Teams, Mentimeter. Experience with visual harvesting methods would be of added advantage
- i) Track record of good, accessible communication, research and report writing skills
- j) Ability to work to timeframes and specified outputs
- k) Familiarity with the NDP NT and GIZ_VCP would be of added advantage

8. Annexure

1. Overview VCP - Programme

The "Inclusive Violence and Crime Prevention Programme" (VCP III) is a partnership programme agreed to between the Governments of South Africa and Germany. The programme seeks to contribute to the national development priority of creating a safer South Africa by addressing the root causes of violence and crime through promoting integrated, holistic and developmental prevention approaches. The overall objective of the programme, now in its third commission (2019 – 2021), is to improve the framework conditions for the effective implementation of South Africa's national overarching policy on violence and crime prevention, the White Paper on Safety and Security. The programme is implemented nationally, through government partners on national, provincial and local levels, as well as in cooperation with a variety of civil society actors. The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is responsible for the German contribution to implementing the programme, on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

The programme comprises four complementary areas of intervention:

1. Supporting the development of an implementation model for a National Centre for Violence and Crime Prevention in order to institutionalize violence and crime prevention in South Africa.
2. Developing the capacities of selected state actors to sustainably scale-up tried-and-tested approaches to violence prevention nationally, in particular focusing on local government's capabilities to promote violence prevention, as well as youth-led violence prevention interventions.
3. Supporting the integration of recommendations of the White Paper on Safety and Security into other relevant policy implementation processes, especially the national Integrated Urban Development Framework and the policy framework for the prevention of violence against women and children.

4. Strengthening the development and dissemination of the evidence base for cost-effective and gender responsive violence prevention measures in order to support their scaling-up and sustainable financing.

Other requirement

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 15th October 2020, 23h00 all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your proposal in ZAR currency
- **Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.**
- **All questions and answers will be loaded on the link**