

Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000

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General information

a. Brief information on the project

Review and update of the Local Economic Development (LED) Strategy for Steve Tshwete Local Municipality

b. Context

The Governance Support Programme (GSP II) is a partnership programme agreed to between the Governments of South Africa and Germany. It is a technical cooperation programme co-steered at national level in a partnership between the Department of Cooperative Governance (DCoG), the Department of Public Service and Administration (DPSA), the National Treasury (NT), the Department of Planning, Monitoring and Evaluation (DMPE), the South African Local Government Association (SALGA) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). GIZ is responsible for the implementation of the development contributions on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and in delegated cooperation with the US Government acting through the United States Agency for International Development (USAID).

The programme provides technical, policy and process advice to support the South African government in remedying systemic shortcomings. The GSP II has the objective that public institutions and selected municipalities implement the Back2Basics principles for more transparent, accountable, effective and efficient delivery of public services on local level. The Back2Basics is a national programme implemented by the South African Government to improve service delivery to the citizens.

This ToR form part of the GSP's II implementation mandate. It aims to contribute to the strengthening of long-term planning capability and capacity and the enhancement of the revenue base of the municipality. It specifically contributes to GSP indicators related to supporting the implementation of two measures of organizational development regarding management processes for service delivery and the measure on increasing the revenue base.

Steve Tshwete Local Municipality (STLM) is an intermediate city that is experiencing rapid population growth, migration to the urban centres, dwindling revenue and increasing demand for service delivery. Over the last two decades the municipality has performed at a consistent standard from a governance and service delivery perspective. The STLM has recognised the above identified challenges and is in a process to establish a long-term planning culture in the municipality to drive growth and development. STLM recognises the opportunities available to the municipality from a number of angles including the strategic location in proximity to the N4 that connects the economic hub of Gauteng Province to the city of Maputo and the port, the opportunity to grow the mining and manufacturing sectors, partnerships for investment and opportunities to explore growth in other sectors.

In September 2015, the STLM Council adopted a Local Economic Development (LED) strategy. The strategy forms a key component in the implementation of economic objectives as contained in the Integrated Development Plan (IDP). It is envisaged that the LED strategy promotes coordination and plays a key part in facilitating sustainable development and attracting economic investment. The LED strategy is aligned to the 5-year medium term planning cycle and covers the period 2016-2020. Several planning developments have recently occurred, within STLM, including the adoption by Council of a long-term planning strategy: Vision 2040, the development of a Capital Expenditure Framework (CEF), a Tourism Strategy, various LED sector studies and the planning process to review and update the 5-year IDP. As such it is imperative that the LED strategy be reviewed and updated in accordance with these planning frameworks and to chart the economic opportunity trajectory for the municipality over the next 5-year cycle, 2022-2026.

The pursuit of LED offers a space and opportunity to foster collaborative partnerships between local government, the private and not for profit sector as well as local communities. LED focuses on ensuring growth is inclusive, sustainable and enhances competitive growth. STLM is a key mining sector locale and attention should also be paid to LED initiatives that will prepare and/or align to just transition opportunities. The overall goal of the strategy can thus be summarised as follows: To formulate a revised and updated LED strategy informed by and contributing to:

- newly identified development needs, opportunities, priorities,
- guiding the budget and service delivery implementation process,
- unlocking investor potential,
- creating economic and job opportunities, driven by inclusive growth and
- measuring economic performance and the impact of private investment.

A suitable service provider will be appointed to support STLM in reviewing and updating the Local Economic Development strategy.

c. GIZ shall hire the contractor for the anticipated contract term, from 1 July to 20 October 2021.

d. The contractor shall provide the following tasks and services:

This assignment intends to position STLM to effectively deliver on implementing a strategy to stimulate the local economy, in an inclusive way, based on collaboration with the intent to facilitate economic growth and job creation in the local space. The scope of work will focus on supporting STLM to review the strategy including a rapid desktop assessment of the extent to which the LED strategy 2016-2021 achieved any impact and key result findings, and then update and amend the strategy in line with all regulatory requirements and in alignment with the key policy, planning and budgeting frameworks/strategies of the municipality. The LED strategy review will ensure that a LED strategy supported by an

implementation plan is in place for the period 2022-2026. The service provider will work with the Strategic Planning, IDP and LED directorate in STLM.

The contractor is responsible for providing the following services:

- Review of the LED strategy 2016-2021 and high-level desktop review of progress against the strategy and the resultant outcomes achieved.
- Highlight any gaps and/or opportunities to strengthen the strategy and ensure it is aligned to all key planning and policy frameworks. Consider alignment to relevant sector plans, Vision 2030 and any other key frameworks/strategies such as the IUDF, describe this and ensure it is included in the update of the strategy
- Stakeholder engagement with no more than 20 organised structures should be organised. These include the following sectors: agriculture and agro-processing, green economy, manufacturing, mining, tourism, steel and metal, tourism and other organised business sectors and/or forums including informal traders and SMME's
- Update of the LED strategy in accordance with the review and the legislative framework, regulatory requirements, government policy (across all spheres) and the guiding planning and policy frameworks within STLM. The strategy should be concise and presented in a user-friendly way both in a word and PDF document as well as a concise executive summary. The format and structure of the LED strategy, 2016-2021, will be used as a guide and the service provider will recommend improvements resulting in the updated LED strategy for 2022-2026. The current strategy is available on the STLM website under Legislation and Documents, section 5 Local Economic Development.

All the above activities will result in an updated LED strategy as well as a review of the progress and achievements against the current strategy.

The contractor must be able to work according to the COVID-19 regulations in South Africa and, by implication of the current level and regulations at the time of the awarding of the contract. As such the service provider is encouraged to consider these restrictions and ensure that the project proposal submitted considers alternatives to on-site face to face access. For example, the service provider must propose alternatives such as, online interviews in order to avoid contract delays should free movement not be allowed.

Tender requirements

Qualifications of proposed staff

Expert 1: Team Leader & LED Expert

Education: 2.1.1: university qualification (Master's) in public administration, public & development management, development economics or social sciences

Professional experience: 2.1.3: 10 years' experience in local government and local economic development

Expert 2: Local Government & LED Expert

Education: 2.2.1: university qualification (Honours) in public & development management, development studies or public administration

Professional experience: 2.2.3: 7 years' experience in the government spheres specifically local government

2. Appropriateness of proposed concept

The following three objective criteria will form the basis of an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders':

- 1.1.1 Interpretation of the objectives in the ToRs, critical examination of tasks
- 1.4.1 Presentation & explanation of the implementation plan: work steps, milestones, schedule
- 1.6.2 Personnel assignment plan (who, when, what, work steps) including explanation and specification of expert months

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	2	2	
• Implementation	2	15	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	2	6	
• Overnight allowance in country of assignment	2	6	
• Travel costs (train, private vehicle)	2	4	Private vehicle costs must include toll fees
Flights	Number of experts	Number of flights per experts	Comments
• International flights			
• Domestic flights	2	4	
Other costs	Number of experts	Amount per experts	Comments
Toll gate fees	2		Number of trips = approximately 4
Car rental	2		Number of trips = approximately 4

Other requirement

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 04th June 2021, 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 price proposal in ZAR currency
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.
- **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.**