

Terms of reference (ToRs) CPTED Expertise

<p>Support to Local Government with integration of Crime Prevention through Environmental Design (CPTED) principles into policies and processes</p>	<p>Project number/ cost centre: 2018.2076.0-003.00</p>
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0. List of abbreviations

CoJ	City of Johannesburg
CoU	City of uMhlathuze
CNPS	Comprehensive National Prevention Strategy
CPTED	Crime Prevention through Environmental Design
CSPS	Civilian Secretariate for Police Service
DCoG	Department of Cooperative Governance
DWYPD	Department of Women, Youth and Persons with Disabilities
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Development Cooperation)
ICM	Intermediate City Municipality
ICVPS	Integrated Crime and Violence Prevention Strategy
IDP	Integrated Development Plan
IUDF	Integrated Urban Development Framework
USRG	Urban Safety Reference Group
MCSN	Municipal Community Safety Network
NDP	National Development Plan
NSP on GBVF	National Strategic Plan on Gender-based Violence and Femicide
SACN	South African Cities Network
STED	Safety through Environmental Design
ToRs	Terms of reference
USRG	Urban Safety Reference Group
VCP	Inclusive Violence and Crime Prevention Programme
WPSS	White Paper on Safety and Security

1. Context

The "Inclusive Violence and Crime Prevention Programme" (VCP III) is a partnership programme agreed to between the Governments of South Africa and Germany. It is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), implemented through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and co-financed by Global Affairs Canada (GAC).

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 – 2024), is to improve the framework conditions for the effective implementation of South Africa's prevention agenda and key national policies, namely the White Paper on Safety and Security (WPSS), its implementation instrument the Integrated Crime and Violence Prevention Strategy (ICVPS), the National Strategic Plan on Gender-Based Violence and Femicide (NSP on GBVF), and its implementation strategy the Comprehensive National Prevention Strategy (CNPS) on Gender-based Violence (GBV) and the Integrated Urban Development Framework (IUDF). The programme is implemented through government partners at national, provincial and local levels, as well as in cooperation with a variety of civil society actors.

The programme comprises four complementary areas of intervention:

- i. Empowering children and youth to become changemakers through enhancing their capacities to lead resilience initiatives, upscaling evidence-based approaches in schools and collaborating with them for rights-based campaigning on GBV.
- ii. Strengthening capacities of key actors including local government and faith-based actors for localised (GBV) prevention, towards the sustainable scale-up of tried-and-tested approaches to violence prevention in collaboration with civil society organisations (CSOs) and other actors in society.
- iii. Supporting implementation and funding strategies for national prevention policies through enhancing evidence bases and resourcing mechanisms for executing the ICVPS and the CNPS.
- iv. Enhancing the development, dissemination and application of the evidence bases through improved data and sustainable learning platforms.

Within the context of strengthening capacities for integrated local prevention, it is widely acknowledged that the application of sound planning, design and management principles in spatial development processes can reduce opportunities for criminal activity. It is also recognised that the physical environment can play a significant role in influencing people's perceptions of safety in specific localities. Crime Prevention through Environmental Design (CPTED) or Safety through Environmental Design (STED) strategies aim to reduce victimisation, deter offender decisions that precede criminal acts and build a sense of

community among inhabitants so they can gain territorial control of areas and reduce crime, as outlined by the International CPTED Association¹.

South African crime and violence prevention policy underscores the importance of environmental design in safety promotion, particularly in urban and peri-urban areas where specific types of crimes such as murder and robberies are concentrated. The National Development Plan (NDP) indicates that “safety should be measured by the extent to which the most vulnerable in society feel and are safe from crime and violence and the conditions that breed it”, seeing environmental design as one aspect to enhance safety. The WPSS, the country’s overarching violence prevention policy, indicates that “safety, crime and violence prevention principles should be incorporated into urban and rural planning and design, promoting safety and facilitating the feeling of safety. Similarly, the IUDF states that “safety, particularly safety in public spaces, is an essential ingredient for the creation of liveable and prosperous cities: urban spaces and facilities need to be designed and managed in a way that makes citizens feel safe from violence and crime”.

It is within this context that the GIZ-VCP Programme has been supporting various government partners across all spheres to materialise the national priority of building safer communities. This has been done through initiatives such as the Urban Safety Reference Group (USRG), a peer-to-peer learning and knowledge sharing platform amongst selected local and national practitioners on urban safety, hosted by the South African Cities Network with support of the GIZ-VCP Programme. Through engagements with USRG members and other city practitioners that the GIZ-VCP Programme supports, CPTED has been identified as a field requiring enhanced resourcing, particularly in the form of capacity building and the development or improvement of tools that guide its coherent integration into municipal-wide safety planning processes.

Furthermore, the GIZ-VCP Programme has been supporting the implementation of the IUDF through various interventions including capacity building to and learning exchange with various IUDF Intermediate City Municipalities (ICMs).

The City of uMhlatuze (CoU) is one of the IUDF ICMs and has requested technical support with integrating CPTED principles into city-wide planning and implementation. This support is intended to further its priority to enhance open space management, recognising the role that the open space system plays in functionally offsetting environmental risks and enhancing community safety, and thus contributing to the effective implementation of the City’s Spatial Development Framework (SDF) and other strategic planning tools. Moreover, this process is envisioned to update and improve earlier tools on CPTED developed by CoU with support of the CSIR’s Housing and Urban Studies unit, as well as contribute to finalising the municipality’s safety plan.

The recently approved ICVPS provides the policy stipulations to facilitate the above stated processes around the improvement of capacities in and integration of STED principles across different municipal functions and departments, including land use management, housing, and environmental management. The ICVPS emphasises that STED integration should be adequately resourced and budgeted for and recommends that mechanisms such as the Urban

¹ <https://cpted.net/>

Settlement Development Grant (USDG) be extended to facilitate this, especially in intermediary cities where urbanisation is often ill-managed.

Based on the aforementioned, the GIZ-VCP Programme seeks to appoint a suitably qualified and experienced service provider to support with developing and enhancing Crime Prevention through Environmental Design tools, capacity measures, and resourcing mechanisms.

2. Tasks to be performed by the contractor

The above-mentioned tasks and corresponding deliverables are further defined as follows:

2.1 Integration of CPTED principles into municipal-wide planning in City of uMhlathuze

- 2.1.1 Conduct an in-depth desktop research and engage with relevant practitioners in City of uMhlathuze on existing available documents, plans, strategies and processes that (can) facilitate CPTED integration.

Deliverables/Scope	Estimated Time (up to x days)
Conduct a review of existing instruments and processes towards supporting the facilitation of an enabling policy framework for CPTED in CoU's planning, design and management.	4

- 2.1.2 Following the research, develop comprehensive city-wide guidelines on how to integrate CPTED principles into existing planning instruments addressing the built environment broadly, and spatial planning and land use specifically.

Deliverables/Scope	Estimated Time (up to x days)
Develop comprehensive city-wide guidelines on CPTED integration that include: - embedding of proactive planning for safety into the strategies for human settlements development within the city. - integration of CPTED principles into building and land use regulations (including by-laws, norms and standards, informal settlement upgrading etc). - integration of CPTED into Integrated Development Plans (IDP) and selected ward plans i.e., those in urban and peri-upwards (at least 10), outlining the recommended responsibilities of line departments and testing with relevant stakeholders within the municipality.	5

2.2 Capacity building and conscientisation of key actors in relevant departments and units of the City of uMhlathuze

- 2.2.1 Enhance understanding of CPTED as part of safety functions, as well as overall urban design and development, emphasising the need for integrated, cross-departmental approaches and strengthened community engagement.

Deliverables/Scope	Estimated Time (up to x days)
Facilitate 2-4 workshops (at least 2 physical) with practitioners from key CoU departments i.e., human settlements, IDP, public safety, community services etc. on CPTED principles and their practical integration into everyday processes.	5

- 2.2.2 Support practical integration of CPTED principles into an ongoing area-based intervention.

Deliverables/Scope	Estimated Time (up to x days)
Provide hands on support that guides the practical adoption and application of CPTED principles within the revitalisation processes of the Empangeni CBD, in collaboration with CoU and its revitalisation consultants.	5

- 2.2.3 Enhance understanding of gender transformative approaches for gender-based violence prevention in planning, development and management.

Deliverables/Scope	Estimated Time (up to x days)
In collaboration with the GIZ VCP gender expert, support the integration of gender responsive and transformative approaches into the application of CPTED principles and provide area-specific recommendations that can be coherently incorporated into the CoU safety plan.	3

2.3 Development of a How-to-Guide Booklet on CPTED

- 2.3.1 Adapt and enhance user-friendly guidelines which were previously developed on the basis of the “Manual to Designing Safer Places” for the City of Johannesburg into a “How-to Guide Booklet”. This guide booklet should capture the multiplicity of needs and particularities of public space in relation to CPTED in the South African context: post-apartheid spatial fragmentation, informality, inequality and issues of marginality (disability, gender etc.). The Guide Booklet should be informed by research on best practices and existing tools and approaches regarding the inclusion of CPTED within city-wide planning.

Deliverables/Scope	Estimated Time (up to x days)
Outline the roles and responsibilities of selected government officials, planners, urban designers and architects who are involved in shaping the built environment, including the roles the Public Safety, Community Services, Urban management departments and other related departments.	1.5
Provide a comprehensive legislative background to integrate CPTED within planning and design.	0.5
Outline the importance of management and maintenance in integrating CPTED principles, reflecting on the relationship between CPTED principles and safe and inclusive public space, particularly in reference to marginality and informality.	0.5
Provide comprehensive step-by-step recommendations on CPTED principles in the South African context presenting clear guidelines on the safety of women, children and other marginalised groups. This should be done with support of the GIZ VCP gender expert.	0.5
Develop an easy-to-follow checklist to implement the CPTED principles	1.0

Conduct at least 1 workshop with CoU practitioners, members of the Urban Safety Reference Group and the Municipal Community Safety Network, select IUDF ICMs and others to verify the draft guide/booklet.	1.0
Develop a final and ready for design and layout guide booklet of a maximum of 10-15 pages guide (could be in the form of a brochure). This should also reflect on learnings from CoU support processes.	3.0

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/report to summarize the guiding points	14 October 2022
Participatory engagements/workshops City of uMhlathuze	31 January 2023
Recommendations/ Guidelines on the integration of CPTED principles into city-wide planning for the City of uMhlathuze	31 January 2023
Verification workshops and engagements with USRG, IUDF municipalities and other practitioners	17 February 2023
Finalised How-to-Guide ready to be published	28 February 2023
Regular check-ins with the project management team between phases of Project	Ongoing

Period of assignment: From 10 October 2022 until 28 February 2023.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

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 present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

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**).

Other specific requirements

The service provider will consider cross-cutting themes such as the programmes aim to contribute to gender equality and empowerment of marginalized groups through violence prevention initiatives throughout the assignment.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ-VCP.

The bidder works in close cooperation with and reports to designated responsible GIZ-VCP staff members.

4. Personnel concept

Crime Prevention through Environmental Design Expert

Tasks of the Expert

- Responsibility for the whole advisory packages as detailed tasks required.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Regular reporting in accordance with the agreed deadlines.

Qualifications of Expert

- Education/training (2.1.1): Postgraduate qualification in the built environment (i.e., Urban Planning, Architecture), Criminology, Community Development, Public Management, Public Policy or a similar field relevant to the assignment.
- Language (2.1.2): Excellent spoken and written English.
- General professional experience (2.2.3): minimum of 10 years of professional experience in urban development and urban safety in South Africa with excellent knowledge of the policy framework on safety and other relevant legislation and policy documents such as the WPSS, ICVPS, NSP on GBVF, IUDF, IDPs, 1998 White Paper on Local Government and others.
- Specific professional experience (2.2.4): minimum of 10 years of professional experience in community safety planning, implementation and/or support at local level with demonstrable understanding of the literature, policy and practice of Crime Prevention/Safety through Environmental Design and its integration into built environment processes.

- Leadership/management experience (2.1.5): minimum of 5 years of management/leadership experience as project team leader or senior manager in an organisation/company.
- Regional experience (2.1.6): 10 years of experience in projects related to community safety, safety in precinct management and/ or violence prevention in local planning measures in South Africa.
- Development Cooperation Experience (2.1.7): at least 1 year experience with development cooperation.

Soft skills of Expert

In addition to the specialist qualifications, the following skills and competencies are required of the expert:

- Stakeholder engagement at a municipal and community level
- Facilitation experience and skills for both virtual and face-to-face meetings
- Experience with visual harvesting methods e.g., Miro/Mural, MS Teams, Mentimeter
- Initiative
- Communication skills
- Sociocultural competence
- Strong analytical and complex systems thinking abilities
- Interdisciplinary thinking

5. Costing requirements

Assignment of expert

Expert: On-site and deskwork assignment for 30 expert days

Travel

The bidder is required to calculate the travel by the specified expert(s) and the expert(s) 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.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- The VCP programme and City of uMhlatuze will support with logistics for physical and virtual meetings (venues, attendance etc.).
- The VCP programme will provide tools for online engagements such as MS Teams, Miro and Mentimeter.

7. 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.

The complete bid shall not exceed 10 pages (excluding CVs).

The CV of the expert in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV must be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **12.09.2022**, 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.

- 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.
- 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.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;

c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or

d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:

- a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and

- b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**

- **Questions & Answers will be placed on the link provided.**

Bids sent via Dropbox and WeTransfer will not be accepted.