



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO DEVELOP A DISTRICT DEVELOPMENT AGENCIES ALIGNMENT PAPER
WITH OTHER STATE OWNED PROVINCIAL AGENCIES WITHIN KWAZULU-
NATAL**

1. DETAILS

Province: KwaZulu-Natal

Municipality: iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe

Contracting Agency: Enterprise iLembe Economic Development Agency

Project Name: The appointment of a Service Provider to develop a District Development Agencies Alignment and Benchmarking Paper with other State Owned Provincial Agencies within the province of KZN.

BACKGROUND

The iLembe District Municipality

The iLembe District Municipality is situated on the east coast of South Africa, in the KwaZulu-Natal Province. iLembe is one of the 11 district municipalities of KwaZulu-Natal province in South Africa and also the smallest District Municipality in the province, with a total population of 606 809. iLembe is located between two of Africa's busiest ports, Durban and Richards Bay, iLembe is therefore well situated not only to local but also international markets. Despite its strategic location, iLembe faces numerous economic challenges such as the high levels of poverty in the rural inland areas, which contrasts with rapid development along its coastal regions. The District has been proactive in trying to develop broad based interventions to facilitate local economic development in response to its challenges of high rates of unemployment and correspondingly high levels of poverty

Enterprise iLembe:

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in iLembe. The objective of Enterprise iLembe is to improve the competitiveness of the iLembe Region by creating an environment that will enable local business to compete successfully on the international stage.

2. WORK DESCRIPTION

- a) The paper should provide a very brief background of the economic challenges of the province including challenges in the current economic context.
- b) It should also include a very brief status of District Development Agencies (DDA's) including areas of focus and challenges.
- c) Map the above to a proposed strategic model that would include:
 - Synergies of alignment with departments such as COGTA and EDTEA
 - Propose a consolidated focus on investment promotion and economic regeneration (including circular economy)
 - Include a centralised due diligence model and knowledge management to support various regions.
- d) Explain how the above model would work by including;
 - High level organisational structure (mapping function of TIKZN and DDA)
 - Reporting
 - Stakeholder engagement model
 - Incorporate circular economy projects (e.g. NSNP)
- e) List proposed synergies and advances (avoid duplication)
- f) List proposed risks and how they would be mitigated

3. REQUIRED COMPETENCIES OF SERVICE PROVIDER

1. Relevant track record, reputation and experience in working with trade promotion agencies
2. The skills, experience and general exposure of the project team in respect of the functioning of the Provincial Government, Government entity business operations; particularly Trade and Investment Promotion or Development Agencies (National/Provincial)
3. Detailed understanding of the KZN economic landscape
4. Service providers team leader has knowledge and experience of leading institutional assessments for development and economic programs
5. Sound knowledge and experience in strategy formulation and commercial banking/ packaging of investment
6. Comprehensive understanding of trade and investment promotion environment and policies (globally and domestically)

4. PROJECT TIMEFRAMES

The project timeframe is three (3) months.

5. FUNCTIONALITY EVALUATION

The proposals submitted shall be evaluated on functionality criteria first before price evaluation.

Any bid that fails to achieve a minimum of 60 points on the functionality evaluations shall not be evaluated for price and will therefore be deemed to be unsuccessful.

Proposals will be evaluated in terms of the following criteria:

#	Competency	Point Allocation	Maximum points
1	<p>Relevant track record and experience in working with trade promotion agencies</p> <p>Supporting documents required: The bidder must provide letters of reference relating to similar work undertaken with Trade Promotion agencies.</p>	<p>1 letter = 10 Points 2 letters = 15 Points 3 letters = 30 Points</p>	30
2	<p><u>Project Experience:</u></p> <p>Supporting documents required: Company Profile together with list of traceable references for SIMILAR projects undertaken for the past FIVE (5) years</p> <p>(NB: Please provide the following details for the traceable references: Start dates, end dates, contract description and contact numbers/ e-mail addresses)</p>	<p>No experience – 0 points 1 year – 10 points 1 – 4 years - 20 points 5 years and above - 30 points</p>	30

3	<u>Qualifications & Experience of Team Leader:</u> Supporting documents required: The bidder must provide CV of the team leader indicating that they have the relevant qualifications & experience required for leading institutional assessments for development and economic programs	Relevant Qualifications submitted – 10 points Relevant Past Experience submitted – 10 points	20
4	<u>Local Criteria (Proudly SA Campaign):</u> Supporting documents required: (Please provide proof of residence in the form of Councillor Letters, Utility Bills or Lease Agreements)	Within iLembe- 10 points Within KZN - 7 points Within RSA - 5 points	10
5	<u>Implementation Plan :</u> Supporting documents required: Please submit the proposed implementation plan in order to claim points for this competency		10
TOTAL POINTS CLAIMABLE			100

The minimum qualifying score for functionality is 60 points. All bids that fail to achieve the minimum score shall be deemed non-responsive.

Only proposals with a score of 60 and higher will be eligible for evaluation in terms of the 80/20 points scoring system as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate. The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

6. APPOINTMENT OF SERVICE PROVIDER

Proposals must be submitted in the following format, failure to do so may render the proposal invalid:

- Full name of company
- Physical address
- Full contact details, including cell phone number (if applicable) of contact person
- Valid SARS Tax clearance certificate/ TCS PIN (compulsory)
- Proof of registration on the Central Suppliers Database (CSD) (compulsory)
- Company Registration Documents (CIPC)
- Bank Statement/ Confirmation (with bank stamp)
- MBD 4 – Declaration of Interest Form (compulsory)
- B-BBEE Certificate/ Affidavit (If you have)
- Budget Activity Schedule (Cost implications)
- All documents as per the competency table on pages 4 & 5 of this document.

7. PAYMENT TERMS

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

8. NON APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal. Further, no awards will be made to suppliers in service of the state.

9. CLOSING DATE AND TIME

Interested individual service providers are required to submit proposals via e-mail to krisantha@enterpriseilembe.co.za by no later than 12h00 on 12 December 2019