



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

## **TERMS OF REFERENCE**

*FOR*

### **THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INVESTOR PROSPECTUS FOR THE ILEMBE DISTRICT**

**Closing Date: 09 September 2020**

**Closing Time: 12h00**

*It is the intention of Enterprise iLembe to enter into a formal contract with a Service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the Contract.*

## **Section 1: Details**

<b>Municipality:</b>	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
<b>Contracting Entity:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	iLembe Investor Prospectus

## **Section 2: Summary of Brief**

Proposals are being requested from suitably qualified and experienced service providers to develop an Investor Prospectus for the iLembe District Municipality with the aim to profile the district for investment and market existing and potential investment opportunities.

## **Section 3: Introduction**

### **Introduction:**

#### **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 just over 650000. 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.

#### **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 mandate 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.

The key sector areas are:

- Agriculture
- Tourism
- Manufacturing
- Services

## Section 4: Specifications

The service provider will be expected to perform the following key activities (but not limited to):

### 1. Develop the Investment Prospectus:

- Reviewing existing literature (District, Local and Province) i.e. Provincial Growth & Development Strategy, Local Economic Development Strategies, Spatial Development Framework & Plans, Integrated Development Plans, Covid-19 Economic Recovery Strategies and Plans and other relevant documents.
- Engage with stakeholders in the public and private sector:
  - Government Departments (EDTEA, COGTA etc)
  - Municipalities (District & Local – Planning, IDP, Economic Development & Special Projects)
  - Partner Entities & Stakeholders (Trade & Investment KZN, KZN Growth Coalition, KZN Growth Fund, Tourism KZN, Dube Trade Port, Ithala, IDC etc)
  - Business Sector (iLembe Chamber of Commerce Industry and Tourism, Developers and Investors; Elan Property Group, Collins Group etc)

### 2. Package the information to compile an Investor Prospectus detailing the following key aspects (including but not limited to):

- Investment Landscape
- Economic Strengths and diversification
- Key sectors for investment
- Investment Opportunities
- Investment Protocol
- Investor and Business Support
- Contact information of relevant departments and funding institutions

### 3. Publish the final Investor Prospectus

- Design & Layout of Investor Prospectus Brochure

- Print: 100 copies
  - Size 210 x 210 full colour. Cover 200gsm Matt Art, finishing: Matt Laminated plus spot UV and 115gm interior matt art full colour. Collated, saddle stitched and trimmed
- Electronic: e-Book Version compatible for website and mobile accessibility
- Develop QR code (to be inserted on prospectus) with link to e-book version on Enterprise iLembe website
- PDF Version for emailing

The appointed Service Provider will be required to prepare a realistic work schedule and ensure that the deadlines as stipulated are adhered to.

The schedule once approved by Enterprise will be fixed and any deviation from the approved programme will need to be pre-negotiated with the appointed Enterprise iLembe Project Manager.

### **Reporting**

The service provider will work in close co-operation with Enterprise Ilembe who will act as contract co-ordinator and the link between the service provider and the stakeholders.

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider will also be expected to compile reports and presentations for other bodies as required by the Enterprise Ilembe. The service provider will be expected to keep financial records and other appropriate records.

## **Section 6: Deliverables & Ceiling Costs**

Funding is made available by Enterprise iLembe for the project. Service Providers in their proposals are to set out their approach, methodology, and develop clear milestones against which progress can be monitored and payments made.

Payments will be made on invoices submitted for work completed per achieved milestone. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

Deadline for submission of final prospectus: **15 December 2020**

## Section 7: Documentation and Confidentiality

Ownership of all documentation, material and data produced within the context of this brief, whether in hard or digital format, shall remain the property of Enterprise iLembe Economic Development Agency.

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Chief Executive Officer. All project material shall be presented in both hard copy and electronic format.

## Section 8: Functionality Evaluation

Proposals will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) read together with the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

**Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

### Functionality Evaluation

The functionality evaluation points will be applied as per the table below;-

**NB.:** Service Providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

#	Criteria	Weighting	Maximum Points
1.	Experience of the Service Provider in the development of business plans, strategies, investment portfolios and prospectuses	0 years = 0 points 1-5 years = 20 points 5-10 years = 40 points >10 years = 60 points	40 points
2.	Experience in the design and printing of similar publications	0 years = 0 points 1-5 years = 20 points 5-10 years = 40 points >10 years = 60 points	30 points

3.	Creativity	Design & Layout	10 points
4	Location	Within iLembe District = 20 points Outside iLembe but within KZN = 10 points Outside KZN but within SA = 5 points	20 points
<b>Total</b>			<b>100 points</b>

In order to be awarded points for the second competency listed above, please submit a list of contactable references for similar projects undertaken by key experts in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Client Contact Person	Tel No.
<b>**Add more lines as required**</b>					

**Only service providers who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service Providers wishing to claim preferential points must attach B-BBEE certificate.**

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table that follows:-

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

**REQUIRED ANNEXURES:**

- Valid Tax Clearance certificate or TCS Pin issued by SARS (compulsory)
- Proof of residence in iLembe (i.e a Utility Bill, Signed Lease Agreement or Signed Councillor Letter) (compulsory)
- Central Suppliers Database Registration Report (compulsory). (This report will be available on the CSD Website once you have registered on the Central Suppliers Database)
- B-BBEE Status Level Certificate (if you have)
- *MBD 4* – Declaration of Interest Form (Compulsory).
- Proof of Experience and qualifications in Business Plan & Strategy Development or in Investment Profiling and Packaging
- Proof of experience with brochure design and development
- Sample designs and proof of similar work done

Deadline for submission of proposals: **09 September 2020**