

REQUEST FOR PROPOSAL

(Open Tender)

Community Needs Analysis Service Provider



DATE OF ISSUE	31 October 2022
CLOSING DATE	09 November 2022
CLOSING TIME	17:00 RSA time <i>Late bids will not be accepted for consideration</i>
PLACE OF SUBMISSION	via email
CONTACT DETAILS	Glynis Ganas Economic Development Cell: +27 (0) 76 207 2629 Email: Glynis.Ganas@peakers.com
BID VALIDITY PERIOD	4 months

Disclaimer

The information contained in this Request for Proposals (“RFP”) is confidential in nature. The bidders shall not share this information with any other party not connected with responding to this RFP. The information contained in this RFP or subsequently provided to bidder(s) whether verbally or in writing by or on behalf of Avon and Dedisa shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to when such Information is provided.

This RFP, incorporating all its attachments, has been produced by Avon and Dedisa Power for the sole purpose of finding a service provider that will conduct a community needs analysis in communities around A&D plants and preparation of the corresponding plans.

This RFP does not constitute an agreement and is not an offer by Avon and Dedisa to conclude an agreement, nor is it an invitation by Avon and Dedisa to any party other than the one that has been pre-qualified to submit the Bid. The purpose of this RFP is to provide information to the potential bidders to assist them in responding to this RFP. Though this RFP has been prepared with sufficient care to provide all the required information to the potential bidders, they may need more information than what has been provided. In such cases, the potential bidder is solely responsible to seek the information required from Avon and Dedisa who reserve the right to provide such additional information at its sole discretion.

Avon and Dedisa make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the RFP. Avon and Dedisa may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP any time before the final bid submission. Avon and Dedisa may withdraw and terminate this RFP at any time prior to award to a preferred bidder.

Bidders shall be responsible for any and all costs, expenses and losses incurred by them in the preparation and submission of bids or otherwise in connection with this RFP. Avon and Dedisa will not compensate bidders for any such costs, expenses, or losses, regardless of the outcome of the RFP.

The bidder accepts that Avon and Dedisa will notify an unsuccessful bidder that their bid was unsuccessful but will not be under any obligation to provide reasons to the bidder.

1. Introduction

Avon and Dedisa Peaking Power plants are South Africa's first large privately-owned power generating plants initiated by the Department of Energy. The power generated by the two open cycle gas turbine (OCGT) power plants supplies Eskom SOC LTD (Eskom) with electricity during peak demand times. The two companies contribute in excess of 1000MW power to help with energy security. The plants are located in iLembe District Municipality and Nelson Mandela Municipality.

2. Background of the RFP

Avon and Dedisa Peaking Power (the Company) understand the importance of Broad-Based Economic Empowerment (B-BBEE) and the value that it adds to community development, economic development, skills, supplier, and enterprise development. Therefore, the Company aims to contribute towards economic prosperity, sustainable growth, job creation and skills development of youth in the previously disadvantaged communities that surround its Avon and Dedisa facilities within the iLembe District Municipality and Nelson Mandela Metropolitan Municipality respectively.

The company seeks to appoint a suitable Service Provider that will conduct a Community Needs Analysis (CNA) in predetermined communities around Avon and Dedisa Peaking Power plants. The analysis is to inform the Community Development Plan (CDP) which Avon and Dedisa Peaking Power will consider for implementation.

- a) The Community Needs Analysis is to investigate and assesses current and future community needs so that future directions are targeted to meet local priorities in the most equitable, effective, and efficient way within the parameters of company's role and available resources.
- b) The Community Development Plan is seen as a strategic guideline that will assist in eliminating fragmented planning and implementation of various social upliftment initiatives by integrating multiple resources to do more with the limited resources and existing synergies. The focus and priority must be the vulnerable and marginalized communities where the plan's holistic nature leans towards being people centered.

3. Objective

Through this study, the Company aims to develop a CDP to identify sustainable Socio-Economic (SED) and Enterprise Development (EnD) opportunities through prudent selection of short-to-medium- and long-term projects and implement them through impactful and integrated programs within the priority communities of its facilities.

4. Invitation for Proposal

The company wishes to engage services of a reputable service provider to:

1. Conduct the CNA with a comprehensive overview of the landscape, outlining the most pressing needs of the community and challenges to be addressed.
 - Identify SWOT analysis of each community,
 - Outline the Social and Economic Challenges,
 - Outline the community vision and objectives,

2. Prepare the CDP using the CNA to provide the basis for strategic interventions and sustainable long-term programmes or projects that are relevant and driven by the needs of the communities to conduct a CNA and develop a CDP that outlines and details the following:
 - Identify projects & programs,
 - Indicate areas of integration other projects or entities
 - Rank projects and programs in order of prioritisation,
 - Clarify the Economic Development Strategy.

All interested companies are invited to submit proposals in a format specified in this enquiry. However, tenderers are urged to submit additional information over and above the originally specified requirements.

4.1. Scope and Output

The scope outlined below is not exhaustive and may evolve during the partnership. As such, the following minimum services will be expected:

4.1.1. Scope and Output

The area of study is previously disadvantaged, marginalized, impoverished communities that surround its facilities within the iLembe District Municipality and Nelson Mandela Metropolitan Municipality.

The expected outputs of the study include:

- a) Designing appropriate tools and methodology for the study,
- b) Communication plans with the relevant communities,
- c) Desktop and face to face research in areas within 30km radius of the plant, to include individual and group interventions,
- d) Manage the community engagement processes and mitigate risks arising from community dynamics,

- e) Availability of resources and Integrated Development Plans (IDPs) of relevant communities,
- f) Disseminate the findings of the study to the relevant stakeholders,
- g) Produce a thorough and detailed CNA document, in a manner to be utilised as a standalone report to contribute to Avon and Dedisa's internal development plans,
- h) Produce CDP report and provide recommendations for strategic planning.

4.1.2. Project Deliverables and Reporting

- a) An inception plan clearly indicating activities, timelines, and delivery plan (upon appointment),
- b) Communication plans with relevant communities and concerned stakeholders,
- c) Records of all engagements such as minutes, agendas, registers, and other information/material,
- d) Develop a database of stakeholders and role-players within the communities,
- e) Schedule frequent feedback sessions – (fortnightly/monthly) to ensure that the expectations are being achieved,
- f) Compile and submit monthly reports, a midterm report,
- g) Compile and submit a final report at the end of the project. Please allow for a minimum of 3 iterations,
- h) A comprehensive CDP for each operational area based on the objectives of the relevant participatory approaches in soft copy and hard copy by an agreed upon date,
- i) Organise project workshops at various key milestones as well as a close-out workshop to present the CDP to the Company.
- j) Ensure all communications, messaging, documents, interactions, interventions are reviewed and approved by the Company prior to execution.

4.1.3. Duration

It is expected that the project will be implemented over a 4-month period with the midterm report of CNA presented to the Company no later than 30 January 2023, and final CDP by 30 March 2023 unless otherwise agreed upon.

4.2. Proposal Framework

For the purpose of evaluation, a separate proposal is required for each Company i.e.:

- Avon Peaking Power
- Dedisa Peaking Power

Each Proposal must address the criteria specified above with breakdown costing of each element and supporting documents as follows:

- a) Company profile

- b) Company registration documents (CIPC)
- c) Minimum of 5 years' experience in related field,
- d) At least 4 references of similar assignments,
- e) Detailed CV's and portfolios of the assigned team,
- f) B-BBEE certificate or valid affidavit.
- g) Methodology
 - Explain the proposed methodologies and highlight the compatibility of those methodologies with the proposed approach,
 - Manage communication plan with concerned communities,
 - Propose appropriate information collection tools and processes to be used,
 - Apply modern and appropriate participatory tools and processes,
 - Spend time within communities and interact with multiple stakeholders, and
 - Show an understanding of the scope of work and ability to translate them into a feasible working plan.

4.3. Proposal submission

The service provider is requested to provide a quote regarding the work to be undertaken, and specify per area i.e., Avon Proposal and/or DEDISA proposal. The total cost must be VAT inclusive, quoted in ZAR, and must include:

- Summary of costs,
- Breakdown of Cost by Activity,
- Hourly rate of all project members for ad-hoc/ additional/ extended scope activities requested by Avon and Dedisa,
- Methodology to be used for the Community Needs Analysis,
- Provide an updated overview of the landscape in line with latest municipal releases i.e. list of communities/ wards to be analysed / assessed.

NB: Avon and Dedisa Peaking Power reserves the right to reject any Proposal. Avon and Dedisa will not provide reasons for unsuccessful proposals. Shortlisted companies will be invited for a presentation with the Avon and Dedisa procurement adjudication team as standard service provider appointment procedure.

4.4. Closing Date

Proposals must be submitted on or before 17:00 on 9th of November 2022 to Glynis Ganas at Glynis.Ganas@peakers.com.

No late Proposals will be accepted.