



REQUEST FOR PROPOSAL

PROJECT NAME: LOCALISING THE NEW URBAN AGENDA

PROJECT CODE: 135.006

DATE: 7 SEPTEMBER 2017

Close: 15 SEPTEMBER 2017

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1. Introduction

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

The SACN has been commissioned by the National Department of Human Settlements (DHS) to support the development of a framework for implementing the New Urban Agenda (NUA). This needs to be considered within the context of South Africa's existing urban policy context. Thus SACN is tasked with supporting the creation of a framework for interpreting the New Urban Agenda (NUA) and its associated commitments within the South African context, towards a domestic locally embedded Action Plan which is entrenched within the current national urban policy framework. This will be disseminated locally through relevant fora and shared internationally at the 2018 World Urban Forum (WUF).

2. Objectives

The objective of this project is to provide support to the DHS to develop a **draft framework for localizing and implementing the New Urban Agenda (NUA-LF)**, including inputs from participants at the Human Settlements Summit which will be hosted by the DHS from 20 – 22 September 2017 and at the World Cities Day event on 31 October 2017.

3. Scope of work

The successful bidder will be expected to carry out the following:

I. Pre-Summit: Framework Development

- a. Informed by response from a range of relevant actors e.g. the key national departments, local government institutions, the United Cities and Local Government (UCLG), etc. map out the NUA in relation to other national frameworks and policies, most notably the Integrated Urban Development Framework (IUDF) and other relevant key policies at national and local level.
- b. Undertake Initial Stakeholder identification and consultations with key partners.
- c. Develop first Draft South African NUA Localisation Framework (NUA-LF) (including powerpoint and speaker notes).

II. DHS Summit: First round consultation

- a. Support, design, facilitation and reporting around the NUA-LF consultations at the Summit.
- b. Consolidate inputs from the summit towards developing the draft NUA-LF.
- c. Report back on key inputs and feedback at the plenary session of the Summit.

III. Post Summit: Consultation and consolidation

- a. Consolidation of revised NUA-LF based on summit outcomes
- b. Additional key consultations with key stakeholder groups for inclusion in the second official draft
- c. Second official Draft NUA-LF for presentation at World Cities Day

IV. World Cities Day: Second round consultations

- a. Support, design, facilitation and reporting around the NUA-LF consultations at World Cities Day.
- b. Consolidate inputs towards developing the draft NUA-LF.
- c. Report back on key inputs and feedback at the plenary session of World Cities Day
- d. Consult with DHS (and any key partners) on the third full draft

V. Post World Cities Day

- a. Final NUA-LF and powerpoint with speaker notes to support dissemination
- b. Directory of all support documentation and process data

4. Deliverables

Total Project Duration: 3 months. The following series of deliverables are defined:

- I. **Project start:** Agreement with the project manager on report outline, delivery timeframes, and intermediate milestones captured in an Inception Report (within 1 week of confirmation of the contract);
- II. **Human Settlements Summit:** Collate engagements from Summit and produce first draft of the NUA-LF (1st Week of October 2017);
- III. **World Cities Day:** Collate inputs and engagements to produce the 2nd full draft of the NUA-LF (31 October 2017);
- IV. **Final NUA – LF:** The final framework and an accompanying PowerPoint to be submitted. The SACN author's guide and template should be followed for final submission (15 December 2017).
- V. **World Urban Forum:** Provide background information and support for production of WUF output / exhibition (January 2018).

5. Expertise required

- Strong understanding of current local, national and global urban processes, debates and contexts, built environment integration and transformation, key built environment functions, and urban governance
- Scholarly research, research methods, and writing
- A track-record of good, accessible communication and writing
- Ability to work to timeframes and specified outputs
- Capacity to work interactively and consultatively
- Experience with process design and facilitation

6. Resources and costing

Time and effort is estimated at approximately 40 days of work. Bidders should note that project meetings will be based in Gauteng. The Human Settlements Summit (20 – 22 September 2017) will be hosted in Johannesburg while the World Cities Day Event (31 October) will be hosted in Durban. Any disbursements such as travel and subsistence, if motivated and required, must be indicated in the proposal.

Payments will only be processed upon approval of work submitted at each respective stage of the project plan and payment schedule.

7. Criteria for Selection

Bids will be adjudicated against the following criteria:

- Clarity and quality of proposal; 30%
- Project costing / professional fee structure; 30%
- Qualification, track record & references of personnel that will work on the project; 30%
- The level of involvement of previously disadvantaged individuals; 10%

Bidders are encouraged to be competitive in their pricing, and take note of the Resources & Costing guidance in this brief.

8. Submissions & Enquiries

The award of this tender will be based on quality and interpretation of the proposal. Interested service providers should provide the SACN with:

- A brief proposal indicating description of proposed approach and project plan (specify any particular capabilities, innovations, or limitations). Proposals reflecting creative and innovative approaches are welcomed;
- An all-inclusive time-based quote for the activities as outlined above (applicable rates must be clearly specified); and
- Copies of corporate profiles and personnel CVs to support the evaluation.

E-mail your proposals and quotes to sadhna@sacities.net by close of business on Friday, 15 September 2017.