



## REQUEST FOR QUOTATION (RFQ)

### Community Engagement co-design workshop 2022

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from South Africa. GreenCape works with businesses, investors, academia, and government to unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy. Our aim is to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world.

### BACKGROUND

As of the last census, between 1.1 - 1.4 million households live in South Africa's informal settlements, or ~2.9 - 3.6 million people. These settlements have been established in response to rapid inward migration, and they are predominantly located on municipality-owned land. Throughout the City of Cape Town there are around 146,000 households in 437 informal settlement pockets. Besides their physical locations often being on dangerous sites that are more prone to natural and other disasters (i.e. floods, fires etc.), these areas often overlap with high social vulnerability such as limited to no service delivery, poverty, unemployment and high crime rates. There are more than 20 000 "un-serviceable" households that cannot receive a safe and legal services using traditional approaches.

Cape Town is vulnerable to various chronic stresses such as high inequality, poverty and a lack of social cohesion. These threaten the fabric of the city, making it ever-vulnerable to the impacts of future shocks. Residents of informal settlements and other low income communities are often deemed the most at risk to the impacts of these shock events. To build their resilience, and the resilience of the city, it is imperative that we work together to collaboratively design alternative solutions that are sustainable, resilient and desired.

Local Government is mandated to deliver basic services in these areas. The teams responsible for delivering these services are often met with anger, resentment and possible service delivery protests. The teams are not always equipped to deal with these situations, resulting in poor staff retention and a resultant negative impact on the City's institutional memory, exacerbating the problem.

### THE PROJECT

Towards building a roadmap and means of partnering with other organisations to build more resilient services in informal settlements, as well as to explore the options for alternative energy service provision in the City's informal settlements, GreenCape and the City of Cape Town aim to take a first step towards equipping the City's energy community engagement team to engage effectively with informal settlement communities, applying a trauma-informed approach. As such, we looking for a facilitator to run a co-designed workshop which develops the trauma-informed

#### GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

communication skills of Community Engagement and Service Delivery teams working on behalf of City of Cape Town's departments responsible for energy service delivery in the City.

The overall aim is to equip the Community Engagement teams with innovative approaches to community engagement and to improve relations between informal settlements and the City of Cape Town. This will assist in creating a safer environment for increased service delivery in the City of Cape Town.

One of the commitments of the City of Cape Town under its Resilience Strategy is Goal 2.4.2 (Co-design for informal settlement upgrading projects with local residents), which aims to "Improve facilitation capabilities of staff to ensure engagement and participation processes for projects which can more easily move to co-design and co-ownership of upgrading projects". Urban resilience is at the heart of addressing the 21st century's most troubling problems – ensuring that all stakeholders in a city not only survive, but adapt and thrive in the face of acute shocks and chronic stresses. One of the foundational aspects of effective urban resilience is public engagement in civic decision-making. This moves beyond engagement for the sake of engagement, and pushes to create meaningful involvement in mobilising resilience.

## SCOPE OF WORK

- Workshop preparation and design (supported by City of Cape Town and GreenCape).
- Lead and facilitate a co-design workshop on trauma-informed approach to help City of Cape Town community engagement teams (approximately 20 people maximum) improve relations between informal settlements and the City of Cape Town.
- Workshop outcomes report.

## LOCATION

Cape Town, South Africa (in-person)

## WORK TIMELINE

The workshop and its outcomes report must be completed and submitted to GreenCape by Friday, 17 June 2022.

## GENERAL INFORMATION

1. Any quotation submitted after the closing date and time shall **not** be considered.
2. GreenCape reserves the right to cancel the procurement process without notice at any time and not make any appointment on this project.
3. All quotations will be evaluated on the basis of a functionality/price/B-BEEE weighting of 50/30/20. B-BBEE points will be calculated as per the table set out in Annexure A to this RFQ.
4. Each bidder must include in its quotation a confirmation that it does not and will not have any actual or potential conflict of interest in submitting its quotation.
5. Functionality will be based on the following criteria: previous experience and ability to meet timelines.

6. The acceptance of a quotation and the awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape.
7. The successful quote submitted by the bidder will form part of the service level agreement and may not be amended at any time after acceptance unless agreed to in writing by GreenCape and the service provider.
8. The appointed bidder will be expected to comply, inter alia, with the following (where applicable):
  - 8.1. any applicable health and safety rules and regulations, including, but not limited to, the provisions of the Occupational Health and Safety Act No. 85 of 1993;
  - 8.2. registration and good standing with the Commissioner for Compensation for Occupational Injuries and Diseases and having the necessary employer's liability insurance in respect of its employees/agents in line with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, as amended; and
  - 8.3. sufficient insurance to cover its liabilities in respect of the services to be provided and any other insurances that may specifically be required by GreenCape in relation to its appointment on this project.

## SUBMISSION REQUIREMENTS

Interested organisations are invited to submit a quote for the outlined scope of work that should include the following:

1. Quotation for the work, broken down by activity
2. Company profile or relevant experience
3. Tax Clearance Certificate
4. BEE credentials with certificate or affidavit as relevant

**Please email the above documentation to Reshmi Wolvers at [reshmi@green-cape.co.za](mailto:reshmi@green-cape.co.za) by 06 May 2022, using the reference: ASDU Community Engagement Workshop. Please note that a failure to submit any of the required documentation could result in the bidder being excluded from the tender process.**

**For any queries related to this RFQ, please email: [reshmi@green-cape.co.za](mailto:reshmi@green-cape.co.za)**

## Annexure A: B-BBEE score weighting

Table 1 – B-BBEE score weighting

B-BBEE Level Status of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2

Non-compliant	0
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