

Request for Quotation

Project Manager: Atlantis Skills Development Projects

GreenCape¹ requires the services of a **project manager (individual or organisation)** to assist in the delivery of four skills-related projects focussed on the Atlantis area. Details of the projects and their current status are provided in the appendix. The appointment would be from 6 November 2019 (or as soon as possible thereafter) to 30 June 2020.

Scope of work

The work will entail: stakeholder engagement and ongoing liaison (as required); refinement of project design; project management; direct delivery; supervision and mentoring of staff assigned to support in delivery; co-management of the project budget (through liaison with a GreenCape Exco member); assistance in the internal processes for procurement of any service providers; brief quarterly reporting in progress (in writing), as well as input into monthly verbal progress reports to the funder.

In addition, in second half of the contracting period, the project manager would be required to provide input to the GreenCape Exco team on discussions with and proposals to potential funders on additional skills related interventions in the Atlantis area with due consideration of related skills development initiatives (by the City of Cape Town, Western Cape Government and Atlantis SEZ entity) to avoid duplication and assist in setting up complementary programmes focussed on the Atlantis area that fall within the remit of GreenCape.

Resources

One GreenCape junior analyst with experience in skills development projects in the Atlantis area has been assigned to the project and can be available up to full time to assist in delivery. The GreenCape Exco team and former Atlantis Special Economic Zone (ASEZ) Project Executive are available to provide assistance on project design, introductions to stakeholders and troubleshooting. (Very brief weekly (email) updates to this team may be required, particularly in the early stages of the project.)

Work mode

The project manager would have access to a desk and IT / communications infrastructure at the GreenCape office for delivery of the project as required. Ideally the project manager would spend some hours per week in the GreenCape offices, particularly in the initial stages of the project to have ready access to the GreenCape Exco team and staff assigned to the project. The emphasis is on effective delivery and on mentorship of the analyst, and the work mode can be adjusted accordingly. It is expected that more hours may be required during the initial phase of the project (first 2-3 months) with only supervisory and reporting work for the remaining months.

Local travel, primarily to Atlantis area and any other regional training providers, would be required. The project manager would have to have access to own transport and travel will be reimbursed at the current SARS rate.

¹ GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from the Western Cape. We work with businesses, investors, academia and government to help unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy. For more information, see <https://www.greencape.co.za/>

Quotations

To be considered for this appointment, individuals and organisations need to provide the following:

- A brief motivation stating why the individual/organisation would like to provide the service and why the individual/organisation is best placed to deliver.
- Organisational profile and CV of staff member to be appointed to this role / CV only if applying as an individual. CVs need to have a clear record of experience in project management. Any skills / training-related (project management) experience or knowledge of the local training provision / skills ecosystem would be an advantage.
- Hourly rate (including VAT, if relevant)
- Estimated total number of hours to complete this work. *(Note that it is expected that this estimate may be refined once the project design is complete, and the appointment contract may be renegotiated on this basis.)*
- Indication of availability during the period of 6 November 2019 – 30 June 2019 (i.e. maximum number of hours available per week).
- B-BBEE Certificate (or relevant B-BBEE affidavit if an individual)
- Tax Clearance Certificate
- Company Registration Certificate (if relevant)
- Declaration of Interest

Quotations are to be sent via email to Zorina Brooks, Administration Officer, by 9h00 Monday 4 November 2019 (zorina@green-cape.co.za). Queries can be directed to Lauren Basson, Chief Knowledge Officer (lauren@green-cape.co.za, cc zorina@green-cape.co.za.)

Appendix: Project Management: Atlantis Skills Development Projects – Project Details

Project	Description	Status	Specific Activities ²
1	A training and capacity building programme for Atlantis residents to enable them to access work opportunities in the Atlantis industrial area, including green economy-related job opportunities in the Atlantis Special Economic Zone. The target is to benefit 200 Atlantis residents through the provision of bursaries or subsidies for individual and group training. Relevant training includes work readiness training, technical training (artisans), and more specialist training to enabling access to green economy-related careers.	<ul style="list-style-type: none"> A skills audit has been done to identify skills needs in the Atlantis area. Some initial engagements with potential service providers have been held. 	<ul style="list-style-type: none"> Identification and selection of relevant training to address skills needs and gaps identified in the skills audit (with support from GreenCape Exco team and former Atlantis Special Economic Zone Project Executive). Initial indications suggest support to courses provided by 3-4 training institutions, as well as individual bursaries to Atlantis residents enrolling for vocational or other tertiary training to a total value of R1.5 million. Data gathering on training programmes from relevant government staff responsible for skills development (City, province and Atlantis SEZ team) to avoid duplication / assist in setting up complementary programmes focussed on the Atlantis area. Identification and liaison with potential service providers (e.g. colleges, private providers etc.) Setting up of mechanisms to provide bursaries and subsidies, and collection of evidence of beneficiaries and (potential) impact. (The emphasis will be on simplicity and efficiency.) Monitoring of disbursement of bursaries and subsidies to beneficiaries and collection of feedback on benefits (where possible). As far as possible and sensible in terms of efficiency and effectiveness of project delivery, including or assigning these activities to the GreenCape analyst to enable cost effective project delivery and provide learning opportunities.
2	Interventions to address skills needs in early childhood development (ECD) centres.	<ul style="list-style-type: none"> A skills audit has been done to identify skills needs in the Atlantis area. First aid training has been identified as the most 	<ul style="list-style-type: none"> Stakeholder engagement to confirm skills needs related to EDC in the Atlantis area, and proposed focus on First Aid training for staff at EDC centres and support for attendance at a Reading Club, and appropriate procurement of such services in the Atlantis context to benefit 50 beneficiaries (ECD staff and children). Management of procurement process for a service provider for the selected EDC skills intervention(s) Logistics and setting up of mechanisms for collection of evidence of beneficiaries and (potential) impact. (The emphasis will be on simplicity and efficiency.)

² The activities for projects 1 & 2 are indicative and may need to change depending on project design. As indicated, the contract could be renegotiated to accommodate any changes required depending on project design. Note that the specific activities listed in this table are additional to the general responsibilities outlined under the scope of work.

Project	Description	Status	Specific Activities ²
		needed and readily deployed.	<ul style="list-style-type: none"> Monitoring of interventions and collection of feedback on benefits (where possible). As far as possible and sensible in terms of efficiency and effectiveness of project delivery, including or assigning these activities to the GreenCape analyst to enable cost effective project delivery and provide learning opportunities.
3	Ongoing high school tutoring programme delivered by an external service provider	<ul style="list-style-type: none"> An external service provider has been appointed (on-going appointment since 2016) Targets have been set for student numbers for the 2020 academic year. 	<ul style="list-style-type: none"> This project is being managed and delivered by the GreenCape analyst, so the primary role would be guidance and mentorship to enable efficient and effective delivery. Tutoring is outsourced to an external service provider. Review of mechanisms for collection of evidence of beneficiaries and (potential) impact, and support to the analyst in monitoring of interventions and collection of feedback on benefits. Review of activities with the view to development of proposal for continuation, and support on liaison with the service provider and funders for the July 2020- June 2021 period.
4	A youth development programme creating awareness of the green economy and green economy related careers.	<ul style="list-style-type: none"> Four of six activities have been completed. 	<ul style="list-style-type: none"> This project is being managed and delivered by the GreenCape analyst, so the primary role would be guidance and mentorship to enable efficient and effective delivery of the remaining two activities and planning for any activities that take place early in the next funding period. Review of completed and planned activities with the view to development of proposals for future interventions (continuing and new), and support on liaison with funders on such activities for the July 2020- June 2021 period.