



REQUEST FOR QUOTATION (RFQ)

Alternative Service Delivery Unit Mpumalanga – Enumeration and mobilisation service provider

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions in 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.

One of our current projects for the Royal Danish Embassy of South Africa focuses on establishing a service delivery mechanism that promotes the participation of marginalised communities in the green economy while increasing access to basic energy services in underserviced areas in Mpumalanga.

As part of this project, we require a service provider to conduct a community-led enumeration and service mapping exercise that records the complete demographic and socio-economic profile of the community of Nomzamo Agri Village, Ermelo, Mpumalanga.

Interested organisations are invited to submit quotations to undertake this work.

Background to the project

The Sustainable Development Goals (SDG) are the blueprint for achieving a better and more sustainable future for all. They address the global challenges we face, including poverty, inequality, climate change, environmental degradation, peace and justice. This project aims to integrate SDG action with investment and job creation in Mpumalanga through a Just Transition. **The overall goal of the project is to have an impact on the following SDGs through targeted interventions in the Mpumalanga province:**

- Goal 1: End poverty in all its forms everywhere
- Goal 7: Ensure access to affordable, reliable, sustainable and modern energy
- Goal 8: Promote inclusive and sustainable economic growth, employment and decent work for all
- Goal 9: Build resilient infrastructure, promote sustainable industrialisation and foster innovation
- Goal 10: Reduce inequality within and among countries
- Goal 11: Make cities inclusive, safe, resilient and sustainable
- Goal 12: Ensure sustainable consumption and production patterns

This impact will be achieved by enhancing the lives and livelihoods of the residents of the Mpumalanga Province by creating employment and enhancing basic service delivery through leveraging resilient infrastructure opportunities in the Green Economy. One of the outcomes of this project is a replicable Alternate Service Delivery approach with learnings shared nationally.

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

Alternative Basic Service Delivery: There are +-150 000 households in informal settlements in Mpumalanga (+-450 000 people). More than 50% of these homes have no basic electricity services. This project promotes a service delivery mechanism's regulatory environment that drives financially sound, technically sound and socially inclusive energy service models for off-grid communities. This project also directly creates employment and economic activity by designing, facilitating and implementing a service delivery pilot in an informal settlement in Mpumalanga. This work will promote the participation of marginalised communities in the green economy while increasing access to basic energy services in underserviced areas in Mpumalanga. A pilot site will aim to provide basic energy services to 300 homes while capacitating the local municipality to create the framework conditions needed for this approach to service delivery.

Scope of work

The social service provider is required to build and manage the social foundation onto which the Alternative Service Delivery Unit's project will operate in Nomzamo Agri Village, in Ermelo. This community has an active and engaged leadership structure, and consists of approximately 1100 households. They are currently located on private land that is in the process of being transferred to the community. There are no formal services.

It is envisioned that the service provider will undertake three interrelated phases of work:

- Phase 1:** Community engagement
- Phase 2:** Enumeration and service mapping
- Phase 3:** Community mobilisation

Phase 1: Community engagement

Community engagement is a critical process that can establish trust, foster community ownership, and ensure the sustainability and effectiveness of alternative basic services. This phase consists of engaging with the community leaders, residents and stakeholders to sufficiently introduce the project, assess the appetite for the project and to identify local residents who would be suitable to be trained for data capturing in the rollout of the second phase. The community must need, but also *want*, what is offered. This process also forms the early foundation for trust and community "buy-in".

It is expected that the social service provider continues to maintain a presence or be available to the community throughout the duration of the ASDU project to intermediate and gather insights on ongoing community dynamics, as necessary.



Timeline: 1 July 2023 to 30 August 2024

Activities:

Activity	Description	Expected completion date
Kick off meeting	Kick off meeting with community leadership to start process.	July 2023
Enumeration introduction presentation meeting	Community wide enumeration introduction presentation to explain the enumeration process and get community buy-in.	July 2023
Selection and training of fieldworkers from the community	Selection and training of fieldworkers from the community who will undertake the mobilisation	August 2023
Local risk assessment	Local risk assessment of the community (threats or hazards that are environmental; economic, social or political in nature)	August 2023
Community leaders and/or residents meetings	Regular and ad hoc meetings with community leaders and/or residents - minimum of one per quarter, after initial project initiation stage	Ad hoc

Output/s:

1. Enumeration plan and timeline (by 31 July 2023)
2. Local risk assessment presented to GreenCape (by 31 August 2023)

Phase 2: Enumeration and service mapping

This phase consists of a community-led enumeration and service mapping exercise to capture the demographic and socio-economic profile of Nomzamo Agri Village, Ermelo.

Enumeration is a community-led process of conducting a census in an area (usually used in informal areas). An enumeration survey consists of interviewing 100% of the households living in an area. It collects socio-economic and demographic information relating to tenure and migration, structure details (how people live), current services (water, sanitation, waste and energy), employment, local skills, training and education needs, income and expenses, grants and subsidies, disasters and death and community structures (community leaders; churches; schools; police station).

Communities are heterogeneous and an enumeration helps to create a rich picture of a community. It is easier to plan developmental interventions if you can see how different parts of a community fit together. This is essentially the purpose of an enumeration. The information gathered allows those facilitating a development process to create an accurate, up-to-date and locally accepted representation of who lives in these areas, and under what conditions. In the context of data as a shared asset, the communities own this data and determine how it is used and distributed.

Timeline: 1 July 2023 to 30 September 2023

Activities:

Activity	Description	Expected completion date
Enumeration	Custom household survey (see Annexure D for sample questions) undertaken with all households in Nomzamo Agri Village.	September 2023
Service mapping	Physical mapping of current community facilities and services - profiling the community's borders, existing structures and related land use, amenities (shops etc.), facilities and service location points, if any.	September 2023
Verification workshop with community leaders	Meeting with community leaders to verify and stress test the data collected.	September 2023
Enumeration data presentation to community	Meeting with full community to present them with their data.	September 2023

Output/s:

1. Finalisation of enumeration database – Excel database (by 30 September 2023)
2. Enumeration survey data report including physical map and community data (by 30 September 2023)

Phase 3: Community mobilisation

Mobilisation is the process of engaging communities to identify their priorities, resources, needs and solutions in such a way as to promote representative participation, good governance, accountability and peaceful change. At the core of this process of mobilisation is participatory co-design. Communities know their own contexts better than anyone else.

We would like to appoint a service provider that is able to build and maintain these relationships within the community for at least a year post enumeration.

This phase will look to build a strong social fabric in Nomzamo Agri Village, Ermelo using interventions and approaches recommended by the service provider. This can include but is not limited to savings groups, community support groups, community exchange opportunities etc. These interventions should be aimed at addressing wider social challenges identified during the enumeration.

Timeline: September 2023 – October 2024

Activities:

Activity	Description	Expected completion date
Community mobilisation plan	Custom household survey (see Annexure C for sample questions) undertaken with all households in Nomzamo Agri Village.	30 September 2023
Community mobilisation intervention	Implementation of interventions and approaches identified in the mobilisation plan. This can include but is not limited to savings groups, community support groups, community exchange opportunities. At least one intervention per quarter a minimum of 4 interventions.	October 2024

Output/s:

1. Community mobilisation plan
2. At least one social mobilisation intervention per quarter a minimum of 4 interventions
3. Close out report on social mobilisation process from start to finish (phase 1-3) highlighting lessons learnt and next steps.

Location of services

Nomzamo Agri Village, Ermelo, Mpumalanga



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 (see Declaration of Interest attached as Annexure B to this RFQ).
5. Functionality will be based on the following criteria
 - a. Demonstrable ability and experience in community-led enumeration, household level data collection and reporting
 - b. Demonstrable experience working in and mobilising underserved communities
 - c. Demonstrable ability and experience in training community members in enumeration skills
 - d. Demonstrable ability and experience in service mapping of infrastructure and local risk assessments
 - e. Demonstrable experience of working in Mpumalanga, and/or being based in or having a team located in or near Mpumalanga (e.g. Gauteng)
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. Following acceptance of a quotation, the appointed bidder will be expected to enter into a service level agreement and a non-disclosure agreement with GreenCape.
8. 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.
9. The appointed bidder will be expected to comply, *inter alia*, with the following:
 - 9.1. 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;
 - 9.2. 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
 - 9.3. 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. A brief work plan that outlines the proposed approach and activities that would be taken to achieve the required scope of work. The work plan should include:

- a. the proposed activities to achieve each of the phases within the required scope of work
 - b. the timeframes for each activity
 - c. a brief description of the proposed approach to each phase of the scope of work for the community of Nomzamo Agri Village, detailing all the process requirements listed above.
 - d. a risk register and mitigation plan that addresses any key project risks.
3. CVs of proposed team and team structure/organogram
 4. Company profile, indicating previous projects with similar requirements
 5. Tax Clearance Certificate
 6. Company Registration Certificate
 7. Declaration of Interest
 8. BEE credentials with certificate or affidavit as relevant
 9. Letter of good standing from the Compensation Fund in South Africa (COID)
 10. Proof of required insurances

Please email the above documentation to asdu@green-cape.co.za by 12pm on Friday, 30 June 2023, using the reference: ROY00130 ASDU Enumeration. 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



Annexure A: B-BBEE score weighting

Table 1 – B-BBEE score weighting

B-BEEE 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

Annexure B: Declaration of Conflict of Interest

Any legal person/s having a relationship with persons employed by The GreenCape Sector Development Agency or any of the funders listed in this RFQ may make an offer/s in terms of this invitation to bid. In view of the possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to The GreenCape Sector Development Agency or any of the funders listed in this RFQ, it is required that the bidder or his/her authorized representative declare his/her interest as required below.

1. Have you previously provided services/products to The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES

NO

If yes, please furnish further particulars:

2. Do you have any relationship (family, friend or otherwise) with employees of The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES

NO

If yes, please furnish further particulars:

3. Were you previously employed by the GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES

NO

If yes, please specify further details of previous employment:

4. Please provide details of any other positions that you currently hold that could be of relevance to assessing conflict of interest for purposes of this project (e.g. directorships, partnerships, trusteeships, shareholdings, etc.):

I am aware that in the event of not accurately declaring any of the above, The GreenCape Sector Development Agency is entitled to terminate the agreement, and take any further action it deems necessary.

I hereby confirm that all the information provided above is true and correct.

SIGNATURE

DATE

FULL NAME

CAPACITY



Annexure C ASDU Community Enumeration Sample Questions

Alternative Service Delivery Unit Community Enumeration Questions

General questions:

1. How many people live in your structure?
2. How many males live in your household?
3. How many females live in your household?
4. In what YEAR did you start living in this settlement?
5. What level of school is the children living in your household currently attending?
6. What is the respondent's current work status?
7. Please indicate the type of house you live in

Tenure status:

1. Who owns the land that this structure stands on?
2. Have you ever been threatened with eviction from this structure or settlement?
3. How recently did you experience this eviction threat?
4. Who wanted to evict you?
5. In which township/ settlement did you live before moving here?
6. In which province was your previous town/ settlement?
7. What is the main reason you moved to this settlement?
8. Are you renting this structure?
9. If you are renting, how much rent do you pay per month?
10. Is electricity and water included in the amount you pay for rent? If not, how much do you pay extra
11. Are you on a housing waiting list?
12. In what year were you added to the housing waiting list?
13. How many years have you been on the housing waiting list?

House structure:

1. What is the main use of this structure?
2. What else do you use the structure for?
3. What is the size of your structure? Please answer in the following format, length; breadth
4. What is the main material used for the roof?
5. What is the main material used for the walls?
6. How many rooms does your structure have?

Water and sanitation:

1. In which way does this household obtain WATER for domestic use?
2. In the last 12 months has this household had any interruption in water supply?
3. How long did this interruption in water supply last?
4. How far is the water source from your house?
5. Do you feel the water is safe for drinking?
6. Would you be willing to pay for an individual water connection to your house?

7. What is the main type of toilet this household uses?
8. Do you feel safe enough to use the toilet at night?
9. How far is the toilet your household uses most often from your house?

Energy:

1. Where does your household get electricity?
2. What is the main fuel your household uses for heating?
3. What is the main fuel your household uses for lighting?
4. What is the main fuel your household uses for cooking?

Hours of use:

1. From what time is everyone in your household usually home?
2. How many people are at home during the day?
3. Please select from the list below what appliances you own?
 - a. cellphone charger
 - b. fridge
 - c. kettle
 - d. stove
 - e. hot plate (small stove)
 - f. toaster
 - g. microwave
 - h. sandwich press
 - i. television
 - j. radio
 - k. DVD player
 - l. Other
4. Please indicate how many appliances you have in your household?
5. Please select from the list below how long you use each of the appliances you own during the day
 - a. cellphone charger less than 1 hour
 - b. cellphone charger more than an hour
 - c. cellphone charger more than two hours
 - d. cellphone charger used up to six hours
 - e. fridge is on up to a 24 hours' day
 - f. fridge is on only half a day which is 12 hours
 - g. kettle up to 2 hours
 - h. stove up to 2 hours
 - i. hot plate (small stove) up to 2 hours
 - j. toaster up to 1 hour
 - k. microwave up to 1 hour
 - l. sandwich press up to 1 hour
 - m. television up to 3 hours
 - n. radio up to 2 hours
 - o. DVD player up to 2 hours
 - p. Other

Transport:

1. What is the MAIN type of transport you use when travelling to work?
2. How long does it take you to travel to work?
3. How much money do you spend per day traveling to work and back home again_ provide total per day?

Income and expenses:

1. How much do you earn per month?
2. How much are your main household expenses per month?
 - a. Food
 - b. Electricity (paraffin; candles; wood; any other fuel source for heating, lighting, cooking, hot water)
 - c. Water
 - d. Rent/ Maintenance
 - e. Transport
 - f. Clothing
 - g. Education fees
 - h. Cellphone data/ airtime
 - i. How many cellphones are used in your household?
 - ii. How many cellphone chargers are used in your household?
 - iii. What do you use your cellphone for?
 - i. Charcoal/ firewood
 - j. Other expenses
3. Do ANY members of your household receive grants?

Risks:

1. Has this household ever been affected by fire disaster in the last 12 months?
2. Has this household ever been affected by flooding disaster in the last 12 months?
3. Has this household ever been affected by eviction disaster in the last 12 months?
4. Has this household ever been affected by community violence in the last 12 months?
5. What kind of community violence for e.g. gangsterism, protests etc.?
6. Have you personally experienced any crime in this community? e.g. have you been robbed?

Other:

1. Do you have streetlights where you live?
2. Who collects the garbage in this settlement?
3. How often is garbage collected in this settlement?
4. Where does your family go for medical treatment?
5. Is there a leadership structure in your community?