

## **1.1 SCOPE OF WORK AND DURATION**

**Project Name: SAPS; LIMPOPO: TOLWE POLICE STATION: REPAIR AND RENOVATIONS: UPGRADING AND CONSTRUCTION OF OFFICE ACCOMODATION AND RESIDENTIAL FACILITIES**

**WCS Number: 040352**

**Contract Period: 36 Months**

**Construction Period: 24 Months**

## **Minimum requirements for the appointment of a social facilitator**

- a) At least 4 years' experience in social facilitation with emphasis on community engagements and consultations.**
- b) Experience of working in similar targeted communities.**
- c) Ability to conduct enumeration using electronic devices and system to allow for collection of real time data, mapping of communities and profiling of enterprises, labour and households.**
- d) Experience in undertaking socio-economic/situational analysis in similar targeted communities.**
- e) Experience in community empowerment, skills facilitation and capacity building within similar targeted communities.**
- f) Proven ability in effective written and oral communication.**
- g) Proficiency in the use of standard word processing, web browsers, spreadsheets and presentation software, database systems**
- h) Institutional capacity to successfully carry out an assignment of the required nature.**

## **1. QUALIFICATIONS REQUIRED**

**1.1. Degree in Communication/ Human Resources/ social science/ developmental studies or relevant qualifications with NQF Level 7**

## **2. SKILLS AND COMPETENCIES REQUIRED**

**2.1. Communications Skills**

**2.2. Interpersonal Skills**

**2.3. Problem Solving**

**2.4. Conflict Management**

**2.5. Ethics**

**2.6. Group Dynamics**

### **3. EXPERIENCE REQUIRED**

**3.1. Community Engagement**

**3.2. Previous Facilitation Experience in implementation of the CPGs for CIDB BUILD programme.**

**NB: Please attach contact details for reference purpose**

### **4. OTHER REQUIREMENTS**

**4.1. Drivers License**

**4.2. Knowledge of Local Language**

**4.3. Community Meetings**

**NB: THE SOCIAL FACILITATOR MUST START WITHIN SEVEN DAYS OF APPOINTMENT**

**The scope of works for the Professional Service Provider (Social Facilitator) will include but not limited to the following:**

## **PHASE 1: PLANNING AND MOBILISATION**

### **Project inception**

- Conduct field assessment to determine implementation of the CPGs which forms part of the Economic Reconstruction and Recovery Plan which also includes the CIDB BUILD programme that entails Enterprise Development and Skills Development through infrastructure and construction projects.

### **Stakeholder identification & consultation**

- Arranging meetings with stakeholders
- Attending stakeholder meetings: Local municipalities, business forums and Ward Committee.

### **Community Awareness**

- Coordinate and Facilitate community meetings
- Conduct awareness workshop
- Minute and record the proceedings

### **Project Steering Committee (PSC) Establishment**

- Arrange meetings with stakeholders within the project area
- Facilitate the selection of PSC
- Compile a report

### **PSC Capacity Building**

- Coordinate and Facilitate capacity building for PSC.
- Compile a report

### **Land Ownership Matters (If applicable)**

- Identify land owners.
- Facilitate negotiations

## **PHASE 2: IMPLEMENTATION & MONITORING**

### **Recruitment and Appointment of CLO**

- Advertise post in all the affected wards
- Arrange meeting with the PSC for shortlisting & interviews
- Short listing and conducting interviews
- Prepare a recommendation report to the contractor

### **Capacity building of CLO**

- Prepare material
- Conduct workshop
- Compile report

### **Labour Recruitment, Appointment & Termination**

- Meeting with the contractor and PSC to discuss labour requirement
- Arrange meetings per ward and place advertisements in all the affected wards Attend meetings to explain the policy and selection criteria per ward/town
- Register interested individuals per ward
- Compile a labour recruitment report
- Facilitate appointment of workers
- Facilitate induction of workers and signing of contracts

### **Training of workers**

- Training needs Assessment
- Facilitate the appointment of service provider
- Scheduling of training with contractor
- Attend workers training workshops (monitoring)

### **Project Site Monitoring**

- Attend site meeting
- Monitor welfare of workers:  
Provision of drinking water and sanitation facilities

Monitoring provision and proper usage of safety clothing

Monitor procedures for reporting incidents and accidents

Payment of wages

On-going appointment and termination of labourers

- Verify Labour Statistics and Compile report

#### **PSC Meeting per month**

- Arrange for PSC meetings
- Attend the meeting and minute the proceedings
- On-going support to PSC

#### **Adhoc Conflict Resolutions**

- Facilitating conflict resolution
- Monitoring implementation of agreements
- Compile report

### **PHASE 3: COMPLETION AND HAND OVER**

#### **Dissolve PSC**

- Compile snag list and discuss with engineer/contractor
- Arrange for the last PSC meeting after project completion
- Take minute and presents last progress report

#### **Project Evaluation**

- Review projects in terms of objectives, successes, failures
- Compile evaluation/Closure report

**The Scope of Work must be read with all relevant documentation including but not limited to the following documents**

- 1.1. CONTRACT PARTICIPATION GOALS AND CIDB BUILD PROGRAMME IMPLEMENTATION GUIDE
- 1.2. Government Gazette Notice No 41237 of 10 November 2017: Guidelines for undertaking a feasibility study Appendix A of Standard for Contract

## Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts

- 1.3. Government Gazette Notice No 41237 of 10 November 2017: Guidelines for Community Engagement Appendix B: of Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts
- 1.4. CIDB Best Practice Assessment Notice No 43726 of 18 September 2020
- 1.5. SANS 10845-5: 2015 ISO 10845-5,2011

## PRICING SCHEDULE

<b>PHASE 1: PLANNING &amp; MOBILISATION</b>			
<b>Activities</b>	<b>Time/ Qty</b>	<b>Rate/ Unit Price</b>	<b>Total cost</b>
<b>Project inception</b>			
Conduct field assessment to determine scope of work	<b>12 Days</b>		
Report writing	<b>10 Days</b>		
Travel time ( trip x hrs)	<b>18 Hours</b>		
Kilometers travelled (km x trip)	<b>1 600 Km</b>		
<b>Sub Total</b>			
<b>Stakeholder identification &amp; consultation</b>			
Arranging meetings with stakeholders	<b>12 Hours</b>		
Liaise and attending stakeholder meetings			
- NDPWI	<b>3 Hours</b>		
- local municipalities	<b>3 Hours</b>		
- community leaders	<b>3 Hours</b>		
- Business forum/s	<b>3 Hours</b>		
- Any other Civic organisations / forums	<b>2 Hours</b>		
- Department of labour	<b>2 Hours</b>		
- Emerging contractor development forum/s	<b>2 Hours</b>		
Report writing	<b>1 Report</b>		
Travel to meetings ( trips x hrs)	<b>45 Hours</b>		
Kilometers travelled (km x trips)	<b>5 000 Km</b>		
<b>Sub Total</b>			
<b>Community Awareness</b>			
Arrange meetings for awareness creation(1 hour/ward)	<b>34 Hours</b>		
Facilitate awareness workshops and minute the proceedings (2 wards / day) @3hr/ward)	<b>102 Hours</b>		
Compile a report	<b>1 Report</b>		
Travel time to meetings (trips x hrs)	<b>12Hours</b>		
Kilometers travelled (km x trips)	<b>2 300 Km</b>		
<b>Sub Total</b>			

<b>PSC Establishment</b>			
Arrange meetings with stakeholders	<b>5 Hours</b>		
Facilitate the selection of PSC	<b>4 Hours</b>		
Compile a report	<b>1 Report</b>		
Travel time to meetings (trips x hours)	<b>12 Hours</b>		
Kilometers travelled km x trip)	<b>620 Km</b>		
<b>Sub Total</b>			
<b>SMME Empowerment/ Enterprise Development</b>			
SMME Database Registration compilation	<b>8 Hours</b>		
<b>Sub Total</b>			
<b>Total Phase 1</b>			
<b>PHASE 2: IMPLEMENTATION &amp; MONITORING</b>			
<b>Activities</b>	<b>Time/Oty</b>	<b>Rate/hour</b>	<b>Total Cost</b>
<b>Recruitment &amp; Appointment of CLO</b>			
Advertise post in all the affected wards	<b>1 Advert</b>		
Arrange meeting with the PSC for shortlisting & interviews	<b>1 Meeting</b>		
Prepare a recommendation report to the contractor	<b>1 Report</b>		
Travel time to meetings (trips x hrs)	<b>12 Hours</b>		
Kilometers travelled (km x trips)	<b>600 Km</b>		
<b>Sub Total</b>			
<b>Capacity Building Workshop CLO</b>			
Conduct workshop	<b>4 hours</b>		
Compile report	<b>1 Report</b>		
Travel time to meetings (trip x hrs)	<b>8 Hours</b>		
Kilometers travelled ( km x trip)	<b>500 Km</b>		
<b>Sub Total</b>			
<b>Labour Recruitment, Appointment &amp; Termination</b>			
Arrange meetings per ward and place advertisements in all the affected wards	<b>5 Hours</b>		
Attend meetings to explain the policy and selection criteria per ward	<b>4 Hours</b>		
Register interested individuals per ward ( hrs x wards)	<b>58 Hours</b>		
Compile a labour recruitment report	<b>1 Report</b>		



Meeting with the contractor and PSC to discuss labour requirements	<b>2 Meetings</b>		
Appoint workers as per the registers	<b>1 Report</b>		
Facilitate induction of workers and signing of contracts	<b>3 Hours</b>		
Travel time to meetings ( trips x hrs)	<b>22 Hours</b>		
Kilometers travelled (km x trips)	<b>2 100 Km</b>		
<b>Sub Total</b>			
<b>Training of workers</b>			
Identify training needs and trainees	<b>1 Report</b>		
Recruitment of training provider	<b>1 Report</b>		
Meeting with the contractor & training provider to finalise training logistics and scheduling of training	<b>2 Meetings</b>		
Attend workers training workshops (hrs x trip)	<b>6 Hours</b>		
Travel time to meetings ( hrs x trips)	<b>15 Hours</b>		
Kilometers travelled (km x trips)	<b>1 200 Km</b>		
<b>Sub Total</b>			
<b>Project PSC Meeting and Monitoring ( 1 x per month)</b>			
Attend site meeting (hrs x meetings)	<b>20 Meetings</b>		
Monitor the welfare of workers (hrs x visits)	<b>20 Meetings</b>		
*provision of drinking water and sanitation facilities	<b>1 Hour</b>		
*monitoring of provision of safety clothing and injuries	<b>1 Hour</b>		
*payment of wages	<b>1 Hour</b>		
*ongoing appointment and termination of labourers	<b>1 Hour</b>		
Compile monthly report	<b>40 Report</b>		
Travel time to meetings (trips x hrs)	<b>56 Hours</b>		
Kilometers travelled (km x trips)	<b>3 100 Km</b>		
<b>Sub Total</b>			
<b>Adhoc Conflict Resolution</b>	<b>1 Report</b>		
<b>Sub Total</b>			
<b>Total Phase 2</b>			

<b>PHASE 3: COMPLETION &amp; HAND OVER</b>			
<b>Activities</b>	<b>Time/Qty</b>	<b>Rate/hour</b>	<b>Total Cost</b>
<b>Dissolve PSC</b>			
Arrange for the last PSC meeting after project completion	<b>1 Hour</b>		
Take minutes and presents last progress report	<b>1 Hour</b>		
Travel time to meetings (hrs x trip)	<b>12 Hours</b>		
Kilometers travelled (km x trip)	<b>500 Km</b>		
<b>Sub Total</b>			
<b>Project Evaluation</b>			
Review projects in terms of objectives, successes, failures compile evaluation/closure report	<b>1 Report</b>		
<b>Sub Total</b>			
<b>Total Phase 3</b>			
<b>DISBURSEMENTS</b>	<b>Qty</b>	<b>Rate</b>	<b>Total Cost</b>
Progress reports & minutes (copies/report)	<b>42 Copies</b>		
Completion report copies)	<b>42 Copies</b>		
Binding (reports)	<b>42 Copies</b>		
On-site advertisement (labour recruitment)	<b>1 Advert</b>		
Reproduction (training materials)	<b>36 Copies</b>		
Binding of training materials	<b>36 Copies</b>		
Tollgates (where applicable, provide proof)	<b>Sum</b>		
<b>Sub Total</b>			
<b>Total Professional Fees (Phase 1 + Phase 2 + Phase 3)</b>			
<b>Disbursements</b>			
<b>TOTAL COSTS</b>			
<b>VAT @ 15%</b>			
<b>TOTAL OFFER INCLUSIVE OF VAT</b>			
<b>NB: PAYMENTS SHALL BE MADE UPON SUCCESFUL COMPLETION OF EACH PHASE</b>			