

1.1 SCOPE OF WORK AND DURATION

Project Name: TOLWE SAPS: CONSTRUCTION OF SINGLE AND MARRIED QUARTERS

WCS Number: 040352

Contract Period: 36 Months

Construction Period: 24 Months

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

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

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

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

PHASE 3: COMPLETION & HAND OVER			
Activities	Time/Qty	Rate/hour	Total Cost
Dissolve PSC			
Arrange for the last PSC meeting after project completion	1 Hour		
Take minutes and presents last progress report	1 Hour		
Travel time to meetings (hrs x trip)	12 Hours		
Kilometers travelled (km x trip)	500 Km		
Sub Total			
Project Evaluation			
Review projects in terms of objectives, successes, failures compile evaluation/closure report	1 Report		
Sub Total			
Total Phase 3			
DISBURSEMENTS	Qty	Rate	Total Cost
Progress reports & minutes (copies/report)	520 Copies		
Completion report copies)	520 Copies		
Binding (reports)	72 Copies		
On-site advertisement (labour recruitment)	1 Advert		
Reproduction (training materials)	50 Copies		
Binding of training materials	50 Copies		
Tollgates (where applicable, provide proof)	Sum		
Sub Total			
Total Professional Fees (Phase 1 + Phase 2 + Phase 3)			
Disbursements			
TOTAL COSTS			
VAT @ 15%			
TOTAL OFFER INCLUSIVE OF VAT			
NB: PAYMENTS SHALL BE MADE UPON SUCCESFUL COMPLETION OF EACH PHASE			