



Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

## **TERMS OF REFERENCE:**

### **EDITING, DESIGN AND LAYOUT OF THE EPWP PHASE V BUSINESS PLAN**

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## 1. Introduction

The Expanded Public Works Programme (EPWP) is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income. The EPWP is being implemented in four sectors [Infrastructure, Social, Non State and Environmental and Culture].

The EPWP is currently in the fifth phase of implementation which commenced on 1 April 2024 to 31 March 2029. As such, the Department of Public Works has drafted the Phase V Business Plan that consolidates the plans and strategies for the implementation of the EPWP in Phase V. This Business Plan will be used as a reference document for the EPWP Phase V for all stakeholders involved in the coordination and implementation of the EPWP.

The Department requires the services of qualified and experienced professional service provider to proof read, edit, layout and design the EPWP Phase V Business Plan. The Business Plan with all the necessary content is already compiled and will be provided to the service provider. The successful bidder should have expertise in the following areas:

1. Professional editing skills and proof reading experience
2. Design, layout of Annual reports or similar documents
3. Evidence on using info graphics

## 2. Scope of work

The following serves as a brief outline of the assignment and should be considered as a guide and not as an exhaustive definition editing, layout and design of the 75 page EPWP Phase V B Plan project scope:

- Editing and proof-reading of the Business Plan content to ensure correctness, consistency of language style and appropriate composition of editorial content.
  - Content will be supplied by the Department and the successful bidder will be expected to thoroughly edit all the content provided. Department will be responsible for the final sign-off of the edited document.
  - A hard copy and soft copy will be provided for final approval.
- Creative design and layout of the EPWP Phase V Business Plan
  - Creative design and layout should be done on edited and approved document. The bidder is required to provide three (3) concept designs of the publication
  - Logos and pictures to be supplied by the Department.

- **USB** containing the PDF version (final edited with design and layout/ ready to print) and word version of the EPWP Phase V Business Plan.
- **Corporate colour** is orange and white

### 3. Proposal

Interested parties are requested to submit the following:

- A proposal detailing their interpretation of the TOR, proposed methodology including, work schedule and proposed budget;
- Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that will form the proposed team should be included;
- A detailed schedule of previous related work completed (this will be treated as confidential and only used for the purposes of quality assurance);
- Three references (from your last three clients/employers).

### 4. Pricing

A fixed bid price (including disbursements) and all other applicable variables must be provided using the following template:

Description of service	Quantity	Amount
Editing, proof reading, design and layout of EPWP Phase V Business Plan (75 pages).		R
		R
Vat @ 15%		R
*Total Price		R

- If the service provider is required to travel out of the area in which he/she is a resident, the service provider must make all necessary arrangements at their own cost.

### 5. Time frame

The assignment of the EPWP Phase V Business Plan will be done over a period of 1 month. The assignment will commence immediately after appointment.

- Discussion and finalisation of the work plan: 1 week after appointment.

- A draft report to be submitted within 2 weeks after the finalisation of the inception report. The draft report should cover the work undertaken including editing design and layout of the document.
- A comprehensive final report must be submitted within 1 week after the draft report is presented and discussed.

The Service Provider will be required to attend regular meetings (every second week at least), with the project team.

## 6. Contracting Details

The Service Provider will be contracted by DPWI to undertake the assignment. This will be based on the proposal. The Service Provider shall be accountable to the Project team within the EPWP: Evaluations and Research Unit in terms of fulfilling the actions set out in the proposal.

Payments will be made at the end of the project. An electronic copy of all documentation and data produced must be provided to the National Department of Public Works and Infrastructure. All intellectual property as a result of this assignment belongs to the National Department of Public Works and Infrastructure.

## 7. Service Provider's Expertise and Experience

The selection of the service provider will be based on the following areas:

- Relevant qualifications and excellent editing and proof reading skills,
- At least five years of professional experience in communication or related field
- Experience in writing, editing, proof reading, creative and layout design
- For risk management purposes, the Department may at any time during the evaluation process require a sample of previous work completed. (This will be treated as confidential and only used for the purposes of quality assurance.

## 8. Functionality Criteria

The minimum functionality score to qualify for further evaluation is 60 points of 100. The following criteria will be applied in the review of the tenders:

A.	Functionality criteria	Weighting factor:
1.	<p>Methodology detailing how the project will be implemented/ coordinated covering the following; Understanding of document design, layout, editing and proofreading. Project breakdown, project time frames with clear deliverables, Project Team, Projects cost and communication and engagement strategy</p> <p><b>Methodology that covers all the above topics            5</b></p> <p><b>Methodology that covers 5 of the above topics            4</b></p> <p><b>Methodology that covers 4 of the above topics            3</b></p> <p><b>Methodology that covers 2 of the above topics            0</b></p>	<b>30</b>
2.	<p>Previous experience based on the number of projects of similar nature currently engaged in and/or successfully completed over the last three years. Provide portfolio of evidence/samples of work reflecting in house writing, design of similar reports (Provide 3 contactable references)</p> <p><b>Successful completion of 5 or more projects            5</b></p> <p><b>Successful completion of 4 projects                            4</b></p> <p><b>Successful completion of 3 projects                           3</b></p> <p><b>Successful completion of 2 projects                           2</b></p> <p><b>Successful completion of 1 project                            1</b></p>	<b>35</b>
3.	<p>Demonstrated experience in document design, layout, editing and proofreading records of similar projects and key staff assigned to the project (submit organogram and CVs of each key staff members)</p> <p><b>Average staff experience of 5 or more years            5</b></p> <p><b>Average staff experience of 4 or more years            4</b></p> <p><b>Average staff experience of 3 or more years            3</b></p> <p><b>Average staff experience of 2 or more years            2</b></p> <p><b>Average staff experience of 1 or more years            1</b></p>	<b>35</b>
	<b>TOTAL WEIGHT</b>	<b>100</b>

## 9. Reporting

The appointed service provider will be expected to prepare a consolidated work plan that will operationalize and direct the assignment. The work plan will describe how the assignment will be carried out and provide a clear methodology.

The consolidated draft work plan will address the following elements:

- Approach or methodology to be adopted in order to deliver the service required.
- Work schedule in Gantt chart format; and an outline for the EPWP Phase V Business Plan.