



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

## **TERMS OF REFERENCE:**

### **EDITING, DESIGN AND LAYOUT OF THE FRAMEWORK TO ENHANCE THE PARTICIPATION OF PERSONS WITH DISABILITIES IN THE EPWP**

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## 1. Introduction

The Republic of South Africa's Constitution (Act No. 108 of 1996) upholds the rights and dignity of people with disabilities, promotes opportunity equality for them, and encourages their social integration within the framework of a human rights framework. The Constitution of South Africa further places a positive duty on the state to uphold this through the legal framework, which creates primary responsibilities on all government departments. Therefore, this will imply that all Public Bodies implementing the Expanded Public Works Programme (EPWP) across all the three spheres (national, provincial and municipal) of government must promote and protect the rights of Persons with Disabilities.

The Department of Public Works and Infrastructure (DPWI) therefore requires the services of qualified and experienced professional service provider to proofread, edit, layout and design the Framework to enhance the participation of Persons with Disabilities (PWDs) in the EPWP. The Framework 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 proofreading experience.
2. Design and layout of Government 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 of editing, layout and design of the 72 page Framework to enhance the participation of PWDs in the EPWP, project scope:

- Editing and proofreading of the Framework contents to ensure correctness, consistency of language style and appropriate composition of editorial content.
  - The Department will supply content and the successful bidder will be expected to thoroughly edit all the content provided.
  - The 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 Framework:
  - 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 Framework.

- **Corporate colour** is orange and white.

### 3. Proposal

Interested parties are requested to submit the following:

- A proposal detailing their interpretation of the Terms of Reference (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 will only be 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 Framework to enhance the participation of PWDs in the EPWP (72 pages).	01	
Vat @ 15%		
*Total Price		

- 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 to edit and design a layout for the Framework to enhance the participation of PWDs in the EPWP will be undertaken over a period of 1 month (i.e. 4 weeks) 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 the Department of Public Works and Infrastructure (DPWI) to undertake the assignment. The Service Provider shall be accountable to the Director: PEP Technical Secretariat or other delegated official 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 DPWI. All intellectual property as a result of this assignment belongs to the contracting Department.

## **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 language edit or related field,
- Proven 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;</p> <ul style="list-style-type: none"> <li>• Understanding of document design, layout, editing and proofreading,</li> <li>• Project time frames with clear deliverables (Project Plan),</li> <li>• Project Team Composition,</li> <li>• Project cost,</li> <li>• Communication and engagement strategy</li> </ul> <p><b>Methodology that covers all the above topics = 5 points</b></p> <p><b>Methodology that covers 4 of the above topics = 4 points</b></p> <p><b>Methodology that covers 3 of the above topics = 3 points</b></p> <p><b>Methodology that covers 2 of the above topics = 2 points</b></p> <p><b>Methodology that covers 1 of the above topics = 1 point</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 five years. Provide portfolio of evidence/samples of work reflecting in house writing, design of similar reports (Provide a minimum of 3 and not exceeding 5 contactable references)</p> <p><b>Successful completion of 5 projects = 5 points</b></p> <p><b>Successful completion of 4 projects = 4 points</b></p> <p><b>Successful completion of 3 projects = 3 points</b></p> <p><b>Successful completion of 2 projects = 2 points</b></p> <p><b>Successful completion of 1 project = 1 point</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 with CVs of each key staff members to be assigned in the project)</p> <p><b>10 and above average years of collective staff experience = 5 points</b></p> <p><b>6 – 9 average years of collective staff experience = 4 points</b></p> <p><b>3 – 5 average years of collective staff experience = 3 points</b></p> <p><b>1 – 2 average years of collective staff experience = 2 points</b></p> <p><b>Less than 1 average years of collective staff experience = 1 point</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 72 page Framework to enhance the participation of PWDs in the EPWP.

## 10. Enquiries

All technical enquiries should be directed to Ms Lindiwe Nkuna at [Lindiwe.Nkuna@dpw.gov.za](mailto:Lindiwe.Nkuna@dpw.gov.za) or by phone at 012 492 3011 or 082 413 9975.