

# ALFRED NZO DISTRICT MUNICIPALITY



## TERMS OF REFERENCE

---

### VALIDATION OF RDP HOUSEHOLDS FOR MBIZANA LM

**EMPLOYER:**

Alfred Nzo District Municipality

Ntsizwa Street

Mount Ayliff

4735

Municipal Manager : Z.H Sikhundla

Contact Person : L. Mdutyana

Tel : 039 254 5000

Fax : 039 254 0343

Terms of Reference: Validation of RDP Households

## **1. INTRODUCTION**

The Directorate of IDMS in Alfred Nzo District Municipality (ANDM) is embarking on a project of validating of RDP households in the Alfred Nzo District so that it can be able to map the road that has been already travelled by the district in terms of providing free basic services and service delivery. The project is aimed at urban residents specifically those that are beneficiaries from Reconstruction and Development Program houses. This phase of the project is targeting the following area: MBIZANA (Ferguson).

## **2. BACKGROUND**

The Alfred Nzo District Municipality (ANDM) undertakes pro-active measures to initiate a program of validation RDP households to the entire district and also to address the following critical issues:

- The owner of the household that receives free basic services is employed or not
- To provide options for the municipality to determine households that qualify for free basic services
- To identify household that are mainly used to generate revenue

The accuracy of data and the efficiency of data collection system is an essential activity in validation of RDP households.

## **3. PROJECT NAME**

Validation of RDP households in Mbizana LM

## **4. PROJECT DESCRIPTION**

The appointed service provider will physical verify the status of the occupants, and then link that information to other billing systems that exist in the municipality such as GIS and Billing system.

The main objectives of the project are:

- To cleanse data to assist the municipality to determine those households that qualifies for free basic services
- To determine those households whose status has changed

#### **4.1 SCOPE AND EXTENT OF WORK**

- To identify if the occupants on the RDP houses are indigent or not
- To bill those occupants that were identified by the program as those that are not indigent
- To provide employers address of an applicant or employers address of dependant employer (if applicable)
- Verification of contact details
- Provide information about business connection (if applicable)
- Provide bank information of an applicant and dependant(s) (if applicable)
- To inform the municipality (ANDM) if there is a change to the status of employment to the applicant
- Verify the dependant(s) status (if applicable)
- Ensure the household data can be linked to an existing erf number.
- Provide accurate GPS coordinates for all household visited.

#### **4.2 COMPONENTS OF THE PROPOSAL**

The project proposal must amongst other things contain the following:

- Comprehensive company profile and contact person to be responsible for the project and further indicate the names and cv of the professionals to form part of the consortium
- Clear timeframes for completion of said tasks /activities
- Clear project budget aligned to the tasks or activities or deliveries

#### **5. PROJECT MANAGEMENT**

In case where the appointed service provider appoints the services of other consultants or sub- contractors, the appointed service provider will take responsibility of the work of the sub- contractors. The project to be co-ordinated by the Free Basic Services official from the Alfred Nzo District Municipality as well as the appointed service provider. A project team leader /management will act as a liaison party between the service provider and the municipality

#### **6. EDUCATION AND CAPACITY BUILDING**

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the ANDM officials within the institution during the time of the project.

## 7. ROLE OF THE SERVICE PROVIDER

The role of a service provider is to collect the required data, analyses it and present the findings. All the activities of this program must be in-line with ANDM indigent policy.

## 8. REPORTING MECHANISM

It is expected that regular progress reports be presented to the Free Basic Services Coordinator, Steering committee and to do reporting whenever necessary to do so reporting process will be in both written and presentation format.

## 9. EVALUATION CRITERIA

Alfred Nzo District Municipality's procurement policy will govern the tender process. In terms of this policy, the project will follow a full tender process. The evaluation of tenders will be done in accordance with 80/20 points procurement programme. In addition, the following criteria will be considered:

- Stage 1 – Functionality
- Stage 2 – Price and BBBEE

Only bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	WEIGHT
<b>STAGE 1 OF EVALUATION -FUNCTIONALITY</b>	
Functionality	100
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION-PRICE&amp;PREFERENCE POINTS</b>	
<b>BBBEE POINTS</b>	20
Price (Rates)	80
Total	100

The points will be awarded as follows:

<b>Functionality</b>	<b>Weight</b>
<b>Previous Experience on the Validation of households Project</b> <ul style="list-style-type: none"><li>• Proven track record of experience for completion of 1 project in Validation of households.</li></ul>	<b>50</b>
<b>Capacity and Expertise</b> <ul style="list-style-type: none"><li>• Project team member must have Diploma or Degree in Social science and political science.</li></ul>	<b>40</b>
<ul style="list-style-type: none"><li>• Project team member must have Social science and political science.</li></ul>	<b>10</b>

**NB:** Contactable references must be attached and completed in the “**ANDM ASSESSMENT OF BIDDE FORM**” obtainable from the ANDM website; [www.andm.gov.za](http://www.andm.gov.za)

**BID ENQUIRES**

Enquires should be directed to:

1. Ms. Bekizulu, 039 254 5085
2. Ms. Nyangule, 039 254 5033

**Alfred Nzo District Municipality  
Erf 1400 Ntsizwa Street  
Mount Ayliff  
4735**

.....


**Mr. X. Masiza  
SENIOR MANAGER- IDMS**

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

 14/01/2019

---

Mr. L. Mdutyana  
Manager- WSA



---

Mr Z.H Sikhundla  
Municipal Manager