



# TERMS OF REFERENCE

**REQUEST FOR PROPOSALS:** Digital Publication Synthesising SACN-SACPLAN Young Planners Essay  
Competition Entries

15 January 2019

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## 1 Introduction

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

South African towns and cities are youthful (it is estimated that people aged between 14 and 35 years make up 36% of the population). Youth are engaged in political, economic and social issues such as education, safety, urban land, housing and culture, but there appears to be little systematised space in the policy and metropolitan governance structures to listen and respond effectively to youth voice and vulnerability.

SACN's Inclusive Cities programme for 2016–2021 aims to respond to the need to build institutional capacity around some of the dimensions identified in SoCR IV (SACN, 2016) viz-à-vis an inclusive city. Critical to inclusion is amplifying the voices and contribution of all actors in governance and local government decision-making – to enable the co-creation of cities with all of society and the historically excluded in particular.

## 2 Objectives

SACN's programmatic approach sees Governance as a critical space for driving youth inclusion. In line with local government's mandate to drive participatory democracy, significant changes in government systems and practices must take place to enhance the voice of youth in decision-making. Despite calls for local governments to co-produce cities with other actors (ordinary citizens, organised civil society, knowledge institutions and the private sector), these actors are not creatively engaged or capacitated to influence the urban realm. Equally the normative approaches to planning within institutions have not grappled with what it means to co-produce cities that are inclusive, resilient and sustainable, productive, well-governed spaces.

In 2018 SACN, in partnership with the SA Council for Planners (SACPLAN), created an essay competition aimed at encouraging young planning professionals (aged 18–35 years) to think creatively and innovatively about the future of cities. The intention was to explore ideas and voices that will take South African cities beyond current practices. Entrants were encouraged to make a case for their perspectives and for different, new, and creative ideas around urban planning and development.

The aim is to synthesise all 25 competition entries into an engaging mixed-media digital publication (comprising text, photo and video essays).

## 3 Tasks and scope of work

We are inviting editors and digital media professionals to synthesise the 25 essay competition entries (in text, photo and video format) into a creative, visually appealing and engaging online publication.

### Component 1

- Pull out the core ideas from each entry and incorporate them into a cohesive/flowing piece.
- Restructure content, fixing wording where necessary and fusing the different writing styles of entrants.
- Pay attention to language integrity, while ensuring the document appeals to a youthful audience.

- Proofread, to ensure correct grammar, spelling and consistency of hyphenation throughout the final document.
- Compile a table of contents and lists of references and acronyms for the entire document.
- Check the final proof before the publication goes live.

#### Component 2

- Integrate video, photo and text components in collaboration with the editor.
- Curate, design, assemble all components into one digital document.
- Check graphics, maps, images (titles and in-text placement).
- Ensure a youthful look and feel without losing the substance of ideas.

## 4 Time scale

The project will kick off end-February, ending in May 2019 (est. 2 months). Successful bidding teams should be prepared to attend an inception meeting at the kick-off stage of the project. This forms part of ongoing review, by SACN, of the direction the project is taking.

## 5 Deliverables

The following series of deliverables is expected:

1. Agreement with the project manager on delivery timeframes, and intermediate milestones within one week of confirmation of contract (last week of February 2019);
2. A presentation of the draft story board to be made at the first review session in the second week of March 2019, including initial synthesis of all entries (ensuring each entrant/submission is featured)
3. A first draft publication presentation to be made at the second review meeting late-March 2019, with all final selected components assembled
4. A final publication (following inputs from second review meeting) to be submitted by end-April 2019.
5. SACN will conduct an internal commenting process following which the selected team should use the remaining weeks to mid-May to integrate wrap up/finalise the publication and all invoicing.
6. A live digital publication (with all elements/open files supplied to SACN for future repurposing)

## 6 Management

Successful bidders will be expected to produce – in consultation with the Project Manager – an agreement within one week of confirmation of contract. This should include a detailed project plan, indicating delivery timeframes, intermediate milestones (linked to deliverables outlined in Section 5), communication protocols, human resources etc. Indications of any identified risks and potential for additional resources or requirements should be indicated as far as possible at this stage.

Within a month of the end of the period, bidders must submit the final document, having addressed all comments, together with the final invoice.

## 7 Expertise required

Bidding teams should display relevant experience, technical expertise or capabilities with respect to the following:

- Editing experience i.e. a track-record of summarising/editing/writing communications (in English) that is accessible, clear and appropriate for different audiences.
- Excellent mixed-media and digital media design skills.
- Familiarity with GIS Mapping, and visualisation skills are of added advantage.
- Ability to work to timeframes and specified outputs.
- Basic understanding of urban planning and governance (e.g. debates and contexts around inclusive cities, built environment integration and transformation) will be advantageous.
- Familiarity with the SACN would be an added advantage.

## 8 Assessment of quotations

Bids will be adjudicated on relative value for money gauged against the following criteria:

- Proposal quality; 30%
- Project costing / professional fee structure; 30%
- Qualification, track record & references of personnel that will work on the project; 30%
- Diversity & level of ownership and project involvement of Previously Disadvantaged Individuals; 10%

Bidders are encouraged to be competitive in their pricing and take note of the *Resources & Costing* guide below.

## 9 Resources and costing

Time and effort estimates should be indicated and broken down in bid proposals. Consideration should be given to the scope provided in Section 3. Given the nature of the project, bidders should not only provide an overall estimate but also detail their costing approach, to give a clear sense of pricing and assumptions for comparability.

The payment schedule for the project will be in two tranches (beginning and end of the project).

Bidders should note that the review meetings (referred to under deliverables) will be held in Johannesburg or virtually where feasible. Any disbursements such as travel and subsistence for contributors outside of Gauteng to attend these events will be covered separately by the SACN.

## 10 Applicable terms and conditions

SACN reserves the right not to award this contract, or to renegotiate its terms, subject to circumstances and adequacy of submissions. The selection will be based on the strength of design and editing skills, particularly in integrating all competition entry formats (text, photo, video). Relevance of the proposal to SACN's objective to position young planners as capable and knowledgeable co-creators of South African cities will be of advantage. Contributors should be mindful that, while the publication should be substantive and demonstrate the wealth of young planner's ideas, it should also be visually appealing and engaging particularly of a youthful audience.

Collaboration between editors and digital design practitioners is encouraged.

## 11 Submissions & Enquiries

This project will be awarded based on quality and interpretation of the request for proposals (RFP). Interested service providers should provide the SACN with:

- A brief proposal describing the proposed approach and project plan (specify any particular capabilities, innovations, or limitations). Proposals reflecting creative and innovative approaches are welcomed.
- An all-inclusive time-based quote for the activities as outlined above (applicable rates must be clearly specified).
- Copies of corporate profiles, personnel CVs, and any other information to support the evaluation against all indicated assessment criteria.

Technical **enquiries** should be sent by email to [Siphelele@sacities.net](mailto:Siphelele@sacities.net) or [sadhna@sacities.net](mailto:sadhna@sacities.net) and will be accepted **no later than 13 February 2019**. Examples of essay competition entries, are posted as annexes to this call on the SACN website.

All enquiries received by closing dates will be posted /made available on the website (legal obligations)

**Please e-mail your proposals and quotes to [sadhna@sacities.net](mailto:sadhna@sacities.net) by close of business on Monday, 18 February 2019**