



# REQUEST FOR PROPOSAL

**Project Name:** Digital Publication Synthesising SACN Young Planners and Designers Competition 2020  
Entries

**Date:** 27 October 2020

**CLOSING DATE: 09 November 2020**

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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.

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.

South African cities are historically hostile environments, shaped by violence, poverty and exclusion (CoGTA, 2016). As places associated with opportunity where over 60% of the national population live, our towns and cities are also youthful (it is estimated that people aged between 14 – 35 make up 36% of the population). However, despite positive developments since democracy and the globally-trending urban promise, youth are the most affected by many exclusions. These arise from both inequalities inherited from the past and unfolding contemporary dynamics (negative and positive).

## 2. Objectives

The SACN is a partner and supporter of the Integrated Urban Development Framework (IUDF), whose aim is to drive cities that are “safe, liveable, socially and spatially integrated, economically inclusive and globally competitive, with an active citizenry” (CoGTA, 2016). The SACN's own research and programmes emphasise space, society and economy as important sites for intervention in transforming our cities for the better. Youth are central to this work, as an important constituency for understanding, analysing, and addressing urban exclusions, inequalities, and opportunities. Furthermore, Lever 7 of the IUDF speaks to active communities through strengthened participatory governance, investment into citizen capacity and co-production.

In support of the IUDF and as part of a programmatic approach to Youth inclusion and participation (moving beyond events as a primary way of engaging urban youth, their concerns and potential contributions to cities), the SACN developed a biennial planning and design competition for scholars and professionals aged between 18-35, which first ran in 2018. This competition aimed to encourage youth to think creatively and innovatively about the future of SA cities. The intention was to explore ideas and voices which will take cities beyond current practice. Entrants were encouraged to make a case for their perspectives and for different, new, and creative ideas around urban planning and development.

**The aim of this project is to synthesise 15 main competition and 5 post-competition entries into an engaging mixed-media digital publication (comprising text, photo, voice and video essays).**

## 3. Tasks and scope of work

We are inviting editors and digital media professionals to synthesise the 20 competition entries (in text, photo, voice and video format) into a creative, visually appealing and engaging online publication. This publication may also be supported by digital outputs that translate text to visuals such as videos.

### 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 mid-November, ending in early February 2021 (est. 3 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 (third week of November 2020);
2. A presentation of two draft story boards to be made at the first review session in the first week of December 2020, 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 in the third week of December 2020 with all final selected components assembled;
4. A 2<sup>nd</sup> draft publication (following inputs from second review meeting) to be submitted by mid-January 2021;
5. SACN will conduct an internal commenting process following which the selected team should use the remaining weeks to end-January/ early-February 2021 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.

Following a round of comments by SACN, 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, design and governance (e.g. debates and contexts around inclusive cities, built environment integration and transformation) will be advantageous.
- Familiarity with/subscription to platforms like ISSUU and Canva (bidders are encouraged to propose further options/alternatives).
- Familiarity with the SACN would be an added advantage.

## 8. Assessment of proposal

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; 20%
- Diversity in level of ownership and project involvement of Previously Disadvantaged Individuals supported by a BBBEE certificate; 20%

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 aligned to deliverables as follows: 30% at project inception, 40% upon submission of the 2<sup>nd</sup> draft and 30% on submission of the final draft, with comments addressed.

Bidders should note that the review meetings (referred to under deliverables) will be held virtually.

## 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, voice, video). Relevance of the proposal to SACN's objective to position young planners and designers 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.
- Provide portfolios (title, date of publication and publisher) of relevant previous work done when submitting the quote, as part of the evaluation process.

Technical **enquiries** should be sent by email to [ttholohelo@sacities.net](mailto:ttholohelo@sacities.net) or [sadhna@sacities.net](mailto:sadhna@sacities.net) and will be accepted **no later than Monday, 02 November 2020**. Examples of 2020 competition entries and the 2018 competition synthesis publication 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) cc [sophia@sacities.net](mailto:sophia@sacities.net) by close of business on Monday, 09 November 2020.**