REQUEST FOR PROPOSALS

PROJECT NAME:

A SHOWCASE OF SUSTAINABILITY PRACTICES IN SOUTH AFRICAN CITIES

CLOSING DATE: 27 November 2020

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1 About the SACN

Formed in 2002, the South African Cities Network (SACN) is an established network of South African cities and partners encouraging the exchange of information, experience and best practice on urban development and city governance. It is an initiative of the Minister for Cooperative Governance and Traditional Affairs (COGTA) and eight metropolitan municipalities, in partnership with the South African Local Government Association (SALGA). The SACN functions as a voluntary, non-profit organisation owned by and accountable to its members (the cities).

The SACN is mandated to promote good governance and management of its member cities using the knowledge of large city government experiences within the global and local (national) economic development contexts; and to promote partnerships between or within the spheres of government in the interests of enhancing good city governance in South Africa. The SACN is focused on enabling cities to be inclusive, sustainable, productive and well-governed. Towards this end, the SACN has established the following strategic priorities for the period 2016 to 2021:

   i.   Encourage the effective and efficient management of cities through institutions that support city performance and that enable collective governance by all key urban actors.
   ii.   Generate knowledge on integrating built environment functions to achieve sustainable and spatially transformed cities.
   iii. Generate knowledge on **accelerating cities' transition to sustainable development**, with a focus on sustainable urban infrastructure and resource efficiency.

2 Background and Objectives

2.1 Background

As part of providing a perspective on how SACN participating cities are accelerating their transition to becoming more sustainable and inclusive cities, a *Comparative Analysis of Sustainability Practices in South African Cities* was initiated in November 2019 and concluded in March 2020. The study found that there is shift taking place in understanding city sustainability. It highlighted the institutional and governance barriers as well as changes required to move cities towards sustainability transitions. The study further examined the extent to which sustainability practices are being embedded in cities' planning and development processes and across all city operations. It made recommendations on how some of the barriers can be overcome and concluded that a lot of work still needs to be done to accelerate cities' sustainability transitions.

Despite the existing challenges and barriers, the analysis pointed to an emergence of new ways of working (across silos, moving away from sectoral thinking and pursuing integrated practices), new ways of doing (through co-creation and co-evolution with various types of urban actors) and new and innovative ways of thinking about sustainability pathways.

2.2 **Objectives**

In light of these findings, the SACN seeks to appoint a suitably qualified and capable service provider to showcase best practice examples of sustainability practices in SACN participating cities and Cape Town. The objectives of this project are to:

- Identify best practice cases where policy tools, institutional structural changes and / or governance shifts have had a positive impact on the implementation of sustainability projects / initiatives in cities.
- Showcase the impact of these sustainability projects / initiatives in achieving environmental, social and economic sustainability goals in cities.

3 Scope of Work

3.1 Through a series of interviews with city officials, focus group meetings and desktop reviews, the successful service provider will be required to:

   a) **Document, record and compile case studies of sustainability practices** in the eight (8) participating cities of the SACN plus the City of Cape Town. The initiatives should be those led by each city but include other urban actors such as public sector entities/agencies, civil society/community organisations, and the private sector.

   b) **Develop only one case study per city.** The selection process of each case study will be in consultation with city officials and the SACN project team. The case studies have to reflect:

      i.   The extent to which the selected projects/initiatives can be **upscaled, replicated, or embedded** in cities as well as opportunities for **partnerships** and **collaboration** with other urban actors.

      ii. The commonalities, differences and key lessons learnt.

   c) **Carry out at a minimum of 2 engagements/ interviews/ focus group meetings** per city with key city officials and relevant partner organisations and stakeholders. In

preparation for these interviews, engagements and focus group meetings, the service provider is required to:

    i.   Provide timely information to city officials and stakeholders regarding the objectives of the project and their expected participation and contribution to the project.

    ii.   Provide opportunities for balanced, key stakeholder input.

    iii.   Document and report on the key lessons that emerge and incorporate these into the final product.

4 Expected Outputs /Project Deliverables

The service provider is expected to submit:

4.1   The final **Showcase of Sustainability Practices in South African Cities** in **multimedia format** (text, images, audio, videos and graphics, most of which should be sourced from the cities).

4.2   Project inception report – in PDF format.

4.3   Interview / Stakeholder engagement reports of each city – in audio and PDF format.

4.4   Project close-out report – in PDF format.

5 Further Project Management Responsibilities

Amongst other duties, the appointed service provider will be tasked with the following:

5.1   Initiating a project inception meeting with the SACN's project team.

5.2   Submitting a project plan outlining all major milestones linked to payment schedules.

5.3   Holding meetings, every fortnight with the SACN Programme Manager to give progress on the project.

5.4   Recording accurate minutes of the meetings and circulating to all attendees within five days after the meeting.

5.5   Submitting all drafts and the final copy of all applicable reports and multimedia products in electronic format.

5.6   Submitting a project close-out report.

5.7   Submitting the final documents and all associated multimedia which will become the property of the South African Cities Network.

6   Competencies and Expertise Required

The successful service provider will have to meet the following requirements:

6.1   Have at least a minimum of one (1) team member with a strong background in research methods and analysis.

6.2   A proven and excellent track-record in communication, writing, editing and presentation skills.

6.3   Excellent multimedia design skills and experience in using graphic design platforms that create social media graphics, presentations, posters, documents and other visual content.

6.4   Demonstrable experience in, and understanding of, urban policy, urban governance, environmental management, sustainability and/or built environment integration or transformation.

6.5   Experience with or within metropolitan municipalities (cities), and ability to engage with various types of stakeholders in cities.

6.6   Accessibility and dedication for the duration of this project and capacity to work interactively and consultatively.

6.7   Familiarity with the work of the South African Cities Network would be an added advantage.

7   Resources and Costing

7.1   The available budget for this project is **R220,000.00 (inclusive of VAT).**

7.2   Time and effort are estimated at approximately **4 months**. Bidders should note that all project meetings will be conducted **online** via suitable video-telephony channels (Microsoft Teams, Zoom, etc.).

7.3   The price proposal submitted should include:

- Indicative costing to the above brief.
- Costing rates to be applied (hourly rates for all key personnel / staff categories)

7.4   Bidders are encouraged to be competitive in their pricing and demonstrate innovative approaches to enabling value for money and affordability.

7.5   Payments will only be processed upon approval of work submitted at each respective stage of the project plan and payment schedule.

8   Evaluation

Proposals will be evaluated and adjudicated against the following criteria:

8.1   Clarity and quality of proposal, indicating sound methodology and approach; 25%

8.2   Qualifications, track record and references of personnel that will work on the project; 25%

8.3   Project costing / professional fee structure; 30%

8.4   The diversity of the team, level of ownership and level of project involvement of previously disadvantaged individuals; 20%

9   Submissions and Enquiries

To qualify for evaluation, interested service providers should provide SACN with the following:

9.1   A brief proposal indicating understanding of the requirements, proposed methodology and approach, and draft project plan (specify any particular capabilities, innovations, or limitations).

9.2   An all-inclusive quote as outlined above in Section 7 (**prices should include VAT**, and daily personnel rates applicable must be indicated clearly); and

9.3   Copies of corporate profile(s) and CVs of personnel who will work on the project.

9.4   A short, selective portfolio of similar or relevant work done which includes two samples of creative and technical writing, and two samples of graphic design or multimedia products developed, with client references included.

NB:

- All queries should be emailed to Ms. Liteboho Makhele at liteboho@sacities.net by Friday, 20 November 2020.
- **All proposals should be submitted via email to Ms. Sadhna Bhana at sadhna@sacities.net by close of business (5pm / 17h00) on Friday, 27 November 2020.**
- Late submissions will not be considered.