



REQUEST FOR PROPOSAL

PROJECT NAME: CITY SUSTAINABILITY INDICATORS – PHASE 2

PROJECT CODE: 134.003

CLOSING DATE: 05 MARCH 2021

CONTENTS

1	About the SACN.....	3
2	Background and Objectives	3
3	Scope of Work.....	4
4	Expected Outputs /Project Deliverables	5
5	Further Project Management Responsibilities.....	5
6	Competencies and Expertise Required	6
7	Resources and Costing	7
8	Evaluation	7
9	Submissions and Enquiries	8

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 5-year 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

In preparation for the upcoming 2021 State of Cities Report (SOCR), it is envisaged that the shift that is taking place in understanding city sustainability and reporting on sustainability transitions will, in part, be reflected by the indicators cities use.

A recent SACN study *Investigating the Efficacy and Impact of Sustainability Indicators in South African Cities* ([available on request](#)) showed how nine cities are currently tracking their sustainability transitions. The study examined which indicators are used, which reporting processes are followed, and who is responsible for tracking sustainability. It revealed the gaps and the difficulties encountered by cities due to the lack of alignment between different reporting systems. It further identified a set of lead indicators, as a framework for aligning the various monitoring systems, as well as additional indicators that can be added to the South African Cities Open Data Almanac (SCODA) to complete any gaps in the existing framework.

The report presented a set indicators that cities are already tracking and those they would like to track. In this context the SACN would like to appoint a service provider to populate this set of indicators.

This RFP outlines the scope of work and the activities to be undertaken during project implementation. It also highlights the relevant proposal resourcing, costing and submission requirements.

3 Scope of Work

The service provider will be required to undertake the following:

- 3.1 **Source and collect the data on** the set of sustainability indicators which cities have deemed important to track, going back to the year 2010 to enable the SACN to identify trends over time.
- 3.2 The service provider will **set up a system to collect the data and upload them to SCODA for analysis** that is compliant with the processes and data management principles of the SACN codebook.
- 3.3 The service provider will be required to **engage with cities and take advantage of resources available at** SACN, STATS SA, National Treasury (particularly the City Support Programme), World Council on City Data (WCCD), South African National Space Agency (SANSA), Department of Planning, Monitoring and Evaluation (DPME), Department of Environment, Forestry and Fisheries (DEFF), the South African Local Government Association (SALGA), CSIR, Gauteng City Region Observatory (GCRO), Open Cities Lab (OCL) and other public and private organisations/agencies that may assist in the sourcing and collection of data.
- 3.4 The service provider must ensure that each indicator has accompanying metadata that should include, at a minimum, the following categories: Indicator, Definition, Source, URL, Unit of Measure, Frequency of Collection, Any relevant notes.

4 Expected Outputs /Project Deliverables

- 4.1 Initiating a project inception meeting with the SACN's project team.
- 4.2 Producing a written inception report. The inception report should include a project plan including timeframes and milestones linked to payment schedules and a methodology section detailing the approach to gathering and validating data and reporting results.
- 4.3 Electronic versions of the indicator database in CSV, Excel, XML format that is compatible with the South African Cities Open Data Almanac (SCODA).
- 4.4 An accompanying codebook with the metadata in MS Word Format.
- 4.5 The service provider is expected to submit the final report on City Sustainability Indicators along with an executive summary of the final report and accompanying PowerPoint presentation.

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, fortnightly and / or as and when required by the 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, models and any other documentation as electronic and hard copy format.
- 5.6 Submitting a project close-out report on all deliverables as indicated.
- 5.7 Submitting the final document and all associated documents which will become the property of the South African Cities Network.

6 Competencies and Expertise Required

The successful bidder/s should display relevant experience, technical expertise and capabilities with respect to the following:

- 6.1 Have at least a minimum of one (1) team member who is a Data Scientist.
- 6.2 Demonstrable knowledge and understanding of literature and practice around statistics, open data formats, urban indicators, urban data and compilation of data reports.
- 6.3 Knowledge of powers and functions in the South African national, provincial and local government space, as well as the legal and policy framework around indicators and data reporting, particularly as this refers to metropolitan governments.
- 6.4 A track-record of good, accessible communication and writing.
- 6.5 Ability to work to timeframes and specified outputs; and
- 6.6 Capacity to work interactively and consultatively.

7 Resources and Costing

- 7.1 The available budget for this project is **R200,000.00** (inclusive of VAT).
- 7.2 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)
- 7.3 Bidders are encouraged to be competitive in their pricing and demonstrate innovative approaches to enabling value for money and affordability.
- 7.4 Payments will only be processed upon approval of work submitted at each respective stage of the project plan and payment schedule.
- 7.5 The project duration is estimated at **approximately 3 months**.
- 7.6 Bidders should note that all project meetings will be conducted online via suitable video-telephony channels (Microsoft Teams, Zoom, etc.).
- 7.7 This project will consist primarily of desk top research and the sourcing, collection and interpretation of data sets. Primary data collection through interviews with key respondents from relevant cities, government departments and associated statistical agencies will be held as and when required by the service provider.
- 7.8 Any disbursements such as travel and subsistence, if motivated and required, must be indicated separately. Project disbursements will be budgeted separately by SACN and must be approved in writing by the project manager prior to expenditure.

8 Evaluation

Proposals will be evaluated on relative value for money against the following criteria:

- 8.1 Clarity and quality of proposal, indicating sound methodology and approach; 30%
- 8.2 Qualifications, track record and references of personnel that will work on the project; 30%
- 8.3 Project costing / professional fee structure; 30%
- 8.4 The diversity of the team and level of project involvement of previously disadvantaged individuals; 10%

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 A short, selective portfolio of similar or relevant work done which includes client reference letters.
- 9.3 A quote as outlined above in Section 7 (prices should include VAT if applicable); and
- 9.4 Copies of corporate profile(s) and CVs of personnel who will work on the project.

NB: All bidders to please request the following documents to be emailed to them before 26 February 2021:

- Final report on *Investigating the Efficacy and Impact of Sustainability Indicators in South African Cities*, and
- The *SACN Guide to Submitting Data*.

NB: All enquiries will be considered officially and must be forwarded to **Ms. Liteboho Makhele** at liteboho@sacities.net up to close of business (5pm / 17h00) on Friday, 26 February 2021. All responses will be posted on the SACN website.

NB: Proposals should be sent by email to Ms. Sadhna Bhana at sadhna@sacities.net by close of business (5pm / 17h00) on Friday, 05 March 2021.