

TERMS OF REFERENCE:

FOR PROVISION OF A QUARTERLY NEWSLETTER

ADVET DATE: 28 July 2022

CLOSING DATE: 05 AUGUST 2022 at 17:00

Directors: Ms. Yolisa Kani (Board Chairperson and Non-Executive), Mr. Ashraf Adam (Non-Executive),
Ms. Nontando Mngamlana (Non-Executive), Dr. Modjadji Malahlela (Non-Executive) & Mr. Sithole Mbanga (CEO SACN)

SACN Council Chairperson: Cllr. Xola Pakati (Executive Mayor of Buffalo City Metropolitan Municipality)

Company Secretary: Ms. Bronwyn Osman (SACN)

Company Registration Number: 2002/031754/08 / Non-Profit Organisation Number: 032-488-NPO

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1. Introduction & Background

The South African Cities Network (SACN) is an established network of South African cities and partners that encourages the exchange of information, experience and best practices on urban development and city management. The SACN's governance model comprises of a Council (made up of political and executive leadership of participating cities, and key partners); a Board of Directors; and a Secretariat. SACN's strategic objectives are to:

- Promote good governance and management in South African cities
- Analyse strategic challenges facing South African cities
- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context
- Encourage shared learning partnerships among spheres of government in order to enhance good governance of South African cities.

The SACN's endeavour is to favourably position the organisation among key stakeholders. A professional and engaging newsletter presents a perfect lever to position the SACN as a thought leader on matters of urban development and city governance in South Africa.

2. Objectives

The objective of the terms of reference is to appoint a suitably qualified service provider to develop the SACN's digital quarterly newsletter. Services will be required for a period of 12-months, from July 2022 – July 2023.

3. Scope of Work

- Provide the design, layout and copy of six (6) digital quarterly newsletters
- Editing and proofreading of the digital quarterly newsletter
- Copy should be designed and set up for printing (printing will only be required on request by the SACN)
- Publication of the digital newsletter will be required as per the following months:
 - July 2022
 - October 2022
 - January 2023
 - April 2023

4. Deliverables

- Design, layout and copy-writing of four (4) digital editions of quarterly newsletter of approximately 10 pages or more
- Manage the editing and proof reading of digital newsletter
- Digital newsletter to include the following links and objects:
 - Web links, social media links, email links, audio and flash objects
 - Delivery of the digital newsletter to the SACN at agreed date and time

5. Quality Assurance Reviews of Services

Quality Assurance of the services provided in a form of bi-weekly or monthly reporting to the SACN-appointed editorial team at agreed timeframes.

The service provider shall ensure that all work conforms to the highest professional standards. Quality assurance is required in terms of branding, accuracy, consistency, spelling, grammar and overall appearance.

6. Monitoring Work Progress

The SACN shall monitor and evaluate the progress of the delivery of services through deliverables stipulated in the engagement letter. The service provider shall appoint a lead person from its staff to liaise with the SACN.

7. Independence and Objectivity of Staff

In carrying out the service, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

8. Financial Proposal

- All pricing must be shown inclusive of any applicable VAT
- Prices must be fixed for the period (i.e. 17 months) of engagement
- The pricing schedule should include the following:
 - Full production of the digital newsletter
 - Copy-writing, editing and proof reading
 - Variable costs related to out-of-pocket expenses such as travel and accommodation to be discussed and agreed to between the SACN and the service provider.

9. Evaluation of Bids

Proposals will be adjudicated against the following criteria:

- Clarity and quality of proposal 30%
- Indication of sound methodology and approach 30%
- Qualifications, track record and references of personnel that will work on the project; 20%
- Costing / professional fee structure 20%

All service providers will be required to conduct a live demonstration of their proposal at a date and time to be determined by the SACN.

The closing date for the bids is Friday, 05 August 2022. Please submit your proposals to Mr Jabulani Sandleni at jabulani@sacities.net

For any technical enquiries please contact Ms. Lebogang Lechuba at lebogang@sacities.net and/or Mr. Shaun Watson at shaun@sacities.net