



# energy

Department:  
Energy  
**REPUBLIC OF SOUTH AFRICA**

*Briefing Session*



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**BRIEFING SESSION FOR THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO UNDERTAKE SOCIAL FACILITATION FOR THE DEPARTMENT OF ENERGY UNDER THE NATIONAL SOLAR WATER HEATER PROGRAMME FOR THE PERIOD 2018/19, 2019/20 AND 2020/21 FINANCIAL YEARS**

**Date: 11 June 2018**

**Time: 10:00 -11:30**

**Venue: EXCO Boardroom, Pretoria**



## Presentation Outline

- Introduction and Background
- Social Facilitation Support Objectives
- List of municipalities and allocations
- Roles of municipalities
- Scope of work
- Expected deliverables
- Project Plan
- Evaluation Criteria



# Introduction and Background

- **Social Programme** is one of the components of National Solar Water Heater Programme (NSWHP)
- Social Facilitation will be **undertaken by Service Providers** to be appointed by the DoE and will be working together with the municipalities
- DoE will adopt an approach that is based on **community involvement** in implementing Social component of the programme
- The **community-based** approach aims to encourage **community participation** and ensures that community members build their capacity and contribute to their empowerment
- Thus ensuring sustainability of the Solar Water Heater project within municipalities as well as encouraging **responsibility** and **project ownership**



# Introduction and Background

- **Panel of Service Providers** to undertake Social Facilitation under the National Solar Water Heater Programme (NSWHP) for the period **2015/16, 2016/17 and 2017/18** financial years were previously appointed
- However due to some delays, the period for the contract of Panel of Service Providers for Social Facilitation lapsed
- On **May 2018**, the DoE **approved** advertisement of the Bid for appointment of Panel of Service Providers to undertake Social Facilitation for the 2018/19, 2019/20 and 2020/21 Financial Years
- The **advertisement** for the appointment of Panel of Service Provider (s) to undertake Social Facilitation was published on the **Government Tender Bulletin** on 1 June 2018



# Social Facilitation Support Objectives

- The objectives of the Social Facilitation Support services are:
  - Promote **participation**, ownership and **active involvement of stakeholders** including **beneficiary communities** throughout the life cycle of SWH projects
  - **Mobilize communities** in order to make linkages and **partnerships** to expand the **knowledge, skills** and resources available in the communities

## Duration of the project

- The duration of each social facilitation assignment will be limited to **(6) six months** per contract
- The selected Service Providers **will be appointed under this function as and when required** during the three year (3) Medium Term Expenditure Framework (MTEF)



# List of Municipalities and their allocations

Municipality	Province	Allocation
JB Marks	NW	5 000
Mafikeng	NW	5 000
The City of Matlosana	NW	5 000
Bitou	WC	3 000
The City of Cape Town	WC	5 000
Swartland	WC	2 000
Cape Agulhas	WC	2 000
Matzikama	WC	2 000
Mossel Bay	WC	2 000
Sol Plaatjie	NC	6 000



# List of Municipalities and their allocations

Municipality	Province	Allocation
Emthanjeni	NC	4 000
Polokwane	LP	10 000
Ethekwini	KZN	6 000
Elundini	EC	5 000
Mpofana	KZN	5 000
Ndlambe	EC	4 000
Nelson Mandela Bay	EC	2 00
The City of Tshwane	GP	5 000
Ekurhuleni	GP	5 000





# Roles of Municipalities in NSWHP

- The participating municipalities are envisaged to do the following:
- **Identify Installation Areas** for the supply and installation of Baseline Systems in accordance with the signed Municipal Framework Agreement
- Provide **relevant data** and information that is required ( e.g. **location, details of targeted beneficiaries or households, councilors or leadership and structures responsible for each area** etc)
- Establish **Project Steering Committee** for the NSWHP at provincial level
- Establish a **local labour desk and/or database** to identify individuals within the municipal boundaries, who can be trained as **installation assistants** in partnership with Department of Labour
- Develop and obtain approval from the DoE for a **communication strategy/plan** prior to publishing information on the local labour desk and / or database process



# The scope of work of the Service Providers

- The successful Service Providers are expected to perform the following functions:
  - Conduct **stakeholder mapping**
  - Consult all **relevant stakeholders**
  - Convene **community mobilisation** meetings
  - Raise **community awareness** about the government's SWH Programme
  - Compile a **database of beneficiaries** that are interested to receive SWHs including **their socio-economic status**
  - Conduct **skills audit** to train and capacitate the Steering Committee members on their roles and responsibilities, procedural terms for meetings and conflict resolution; and
  - **Secure community support** in all project phases



## Expected deliverable/output

- The successful Service Providers are expected to deliver the following
- Inception report
- Stakeholder mapping report
- Database of beneficiaries
- The **minutes** as evidence of **stakeholder consultation** and community mobilisation including a **summary of community mobilisation meeting outcomes**
- **Report** on all community awareness
- Project Steering Committee **Skills Audit Report**
- Project Steering Committee Members' Capacitation Report
- An overall **Social Facilitation Report**
- Mapping of project areas



## Project Plan

- The Service Provider will be required to provide a Project Plan detailing amongst others:
- Intermediate and **final outputs, identified timeframes and milestones**
- A **clear methodology** and tools to be used in executing the project whilst demonstrating an understanding about indicators of successfully mobilized communities
- Overall **project management structure** related to the management of activities related to execution of the project



## Evaluation Criteria

- Bidders will be evaluated **based on functionality**. The **minimum threshold** for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points

No	Criteria	Weights
1	<b>Company Experience:</b> <ul style="list-style-type: none"><li>❖ A <b>minimum of five (05) year experience</b> in executing social or grass root level development and <b>mobilization process or Social Facilitation</b> is required from Service Provider(s).</li><li>❖ The above mentioned experience must be supported by <b>proof of three (03) contactable references indicating when and where Social Facilitation</b> was executed.</li></ul>	15 10 05



## Evaluation Criteria

No	Criteria	Weight
2.	<b>Team Leader and Members' Experience:</b>	<b>25</b>
	<b>❖ Team Leader</b> must at least have a <b>minimum of five (05) year</b> experience in working with <b>local communities</b> on community level local development projects.	15
	<b>❖ Individual Team Members</b> must have a <b>minimum of at least two (02) year experience</b> in <b>working with local communities</b> on <b>community level local development projects</b> .	5
	<b>❖ CVs</b> of the Team Leader and Team Members must be attached to the technical proposal reflecting proof of the above mentioned experience and <b>should list the relevant projects executed</b> by the Team Leader and each Team Member.	5



## Evaluation Criteria

No	Criteria	Weight
3.	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>❖ <b>Team leader</b> must have a <b>postgraduate Degree in Social Sciences (Social Work, Sociology, Socio-economics, etc.) or Development Studies or Communication.</b></li><li>❖ <b>Team members</b> must possess a <b>bachelor's degree or National Diploma in Social Sciences (Social Work, Sociology, Socio-economics, etc.) or Development Studies or Communication.</b></li><li>❖ <b>Certified copies of certificates</b> team leader and team members must be attached to the technical proposal reflecting proof of the above mentioned experience. <b>Failure to attach</b> the required certified copies will imply the bidder <b>will forfeit</b> the allocated points.</li></ul>	15 07 05 03



## Evaluation Criteria

No.	Criteria	Weight
4.	<b>Project Plan:</b> <ul style="list-style-type: none"><li>❖ Project plan with <b>intermediate and final outputs, identified timeframes and milestones.</b></li><li>❖ A clear <b>methodology and tools</b> to be used in executing the project whilst demonstrating an understanding about indicators of successfully mobilized communities.</li><li>❖ Overall <b>project management structure</b> related to the management of activities related to execution of the project.</li></ul>	<b>45</b>  15  20  10



Thank you



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