

## TERMS OF REFERENCE: SHORT TERM CONSULTANCY

### Capacity Building for relevant municipal officials in the local municipalities within the OR Tambo District Municipality

#### 1. Instructions:

Quotations are welcomed from service providers interested in the abovementioned assignment.

Interested individual consultants and/or consulting companies are invited to submit proposals which should include:

- The profile of the consulting company (if it is a company);
- Experience in similar assignment within the requested field of expertise;
- CV(s) of the person(s) who will undertake the work, detailing their experience;
- The proposed methodology for the studies, including a detailed schedule which takes into consideration the timing as per the terms of reference.
- Submission to include a detailed break-down of the fees and other charges (**Please note that donor restrictions do not allow for the daily rate per person to exceed 2.500 ZAR**).

It is crucial to address very clearly the requirements provided in the terms of reference / scope of work presented in section 4 of this document. Failure to do so will work against the proposal / quotation.

#### 2. Background:

The goal of this exercise is to contribute to the development of local informal trade in the local municipalities within the ORTDM jurisdiction.

This assignment is part of the NETSAFRICA program "Support Programme Decentralisation and Local Economic Development Policies in South Africa - a Network of Tuscan and South African Local Governments", which is a partnership between the Italian Ministry of Foreign Affairs, the Regional Government of Tuscany (RGT), and the South African Department of Co-operative Governance and Traditional Affairs (COGTA).

NETSAFRICA is a three-year decentralized co-operation Programme funded by the Italian Ministry of Foreign Affairs (Directorate-General for Development Cooperation) and the Regional Government of Tuscany.

The overall objective of the Programme is to consolidate the role of South African local institutions on the path towards democratization and peace, as well as in the formulation of policies and implementation of initiatives to fight poverty and ensure access to basic services.

One of the specific objectives of the Programme seeks to enhance the capacity of Gauteng and Eastern Cape provinces and of at least 4 local, district or metropolitan municipalities within the same provinces in the formulation of policies and implementation of initiatives to fight poverty and ensure access to basic services within the context of the National Framework for Local Economic Development (Strategy 1 and 4).

To achieve this objective the Programme envisages the provision of a variety of technical assistance services (including support to medium-term planning) and the subsequent implementation of priority initiatives at local level, with a fund of 500.000,00 Euros for each of the municipal areas involved in the Programme.

The Local Initiatives Fund will be used to the benefit of poor communities living in the Programme target areas. To this end, the Fund will support sustainable community programmes as well as municipal good governance and service delivery initiatives. Within the framework of the aforesaid Strategy 1 and Strategy 4, the following priority initiatives of cooperation have been identified by the SA partners and are being implemented starting from January 2011:

#### EASTERN CAPE

1. Establishment of Ward Based Planning in Buffalo City Metropolitan Municipality (BCMM)
2. Support in consolidating the "Urban Agriculture project in Mdantsane" within BCMM
3. Addressing poverty through local economic development developing informal trade in Lusikisiki (OR Tambo District Municipality)

### **3. Purpose:**

The purpose of this assignment is to contribute towards the development of local informal trade in the municipalities under the jurisdiction of the OR Tambo District Municipality, with the district municipality included through:

- ❖ Capacity building and creation of awareness of municipal officials and relevant councillors on best approaches to manage and develop informal trade. Development of training manuals and further conduct training of municipal officials on pertinent issues and approaches to informal trade development so that officials are better informed and capacitated to manage and facilitate the growth and development of the sector within their jurisdiction.
- ❖ Development of guidelines indicating steps and processes towards a regulated informal trade sector, including the development of a road map with miles stones for achieving a successful and inclusive regulation process of informal trade. (Please note that this guidebook will be published in a formal booklet for public circulation). These guidelines will also form part of the content of the training and development of officials.
- ❖ Organise and facilitate an exchange workshop where municipalities that have done well in the development, management and regulation of informal trade, (preferably, municipalities should be not that much different in context and/or size to the municipalities of the OR Tambo District Municipality) can reflect and share the lessons learned about their own implementation of said processes.

## 4. Scope of Work:

The work will be undertaken by

- Liaising with local municipalities so as to get to know who are the responsible officials as well as their experience and expertise in the subject
- Liaising with the appointed service provider (who would have been introduced) to do a baseline survey on the state of informal trade in the local municipalities.
- Developing relevant customised training material
- Develop guidelines, in the form of a booklet, for the process of regulating informal trade.
- Organise and facilitate an exchange seminar with a municipalities that are managing informal trade development successfully
- Conduct municipal focused workshops and a district seminar to build the capacity of officials on the best practices and approaches to informal trade development
- Assist the relevant officials in developing work plans that talk to the improvement of the informal trade sector in their areas of work
- Participate and facilitate planning of a District Informal Trade Summit and Network

## 5. Expected Outcome:

The anticipated outcomes and benefits of this study are:

- Training manuals for the training of officials
- Training workshops for individual municipalities
- A district seminar
- Action plans for regulating informal trade of the participating local municipalities
- A guidebook for publication that sets out a road map with miles stones for achieving a successful and inclusive regulation process of informal trade (both in English and Xhosa).
- A final report on the whole assignment.

## 6. Time Schedule and Reporting Requirements:

The assignment will commence on 01 September 2012 and should be completed by no later than the 31 October 2012.

### Request for submissions:

Quotations must be submitted by 12:00 on the 30 August 2012.

For further technical information regarding the terms of reference please contact Mteteli Caba from NETSAFRICA on email [mteteli.caba@oxfamitalia.org](mailto:mteteli.caba@oxfamitalia.org).

Submission can be sent by e-mail or hand delivered for the attention of Mr. Mteteli Caba at the following physical address.

**NETSAFRICA**  
**30 Princess Drive**  
**Beacon Bay**  
**5241**  
**Tel: 043 748 3478**