



**NOTICE NO .SCM01-0408-22**

Kindly furnish us with a written quotation for the supply of goods and services as detailed below.

Request for quotation documents may be obtained from Ray Nkonyeni Municipality – Supply Chain Management Office at 1000 Dan Pienaar Square, Margate from **4 AUGUST 2022** during offices hours (7h30 to 16h00) to closing date. However, you are encouraged to download the document at

<https://www.rnm.gov.za/index.php/opportunities/tenders/mini-tenders>

**TOURISM DEVELOPMENT PLAN**

DESCRIPTION/SPECIFICATION	QTY	RATE	AMOUNT (EXCL VAT)
<ul style="list-style-type: none"><li>Appointment of the Service Provider to formulate Tourism Development Plan. Terms of Reference (TORs) meant to guide prospective Service Providers are available upon request from Supply Chain Management Unit or Local Economic Development Unit. Technical enquiries: <a href="mailto:Philani.khambule@rnm.gov.za">Philani.khambule@rnm.gov.za</a></li></ul>	1		
<b>NB : FOR MORE INFORMATION CONTACT MR P KHAMBULE AT 039 688 2272/072 328 4315</b>			
<b>SUB-TOTAL</b>			
<b>ADD 15% VAT</b>			
<b>TOTAL</b>			

Sealed quotations must be marked: TENDER **NO.SCM01-0408-22 TOURISM DEVELOPMENT PLAN** must be deposited into a Tender box at the Supply Chain Management Office (Margate) by no later than **12pm 11 AUGUST 2022**. Telegraphic faxed, emailed, and late quotations will not be accepted. A valid tax clearance certificate from SARS reflecting your tax pin code must be furnished. Mini Tender documents (available on our website and at the Supply Chain Management Office) must be attached. It is mandatory that all service providers are registered on the Central Supplier Database (CSD) and proof of your registration reflecting your CSD Number must be furnished with every tender submission. Failure to attach all mandatory documents as is requested on the tender documents will result in your tender not being further evaluated.

**FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.**

All queries in respect of the above should be addressed to the Supply Chain Management Office – 039-3128378

The Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote.

Ray Nkonyeni Municipality  
P O Box 5  
PORT SHEPSTONE  
4240

\_\_\_\_\_  
COMPANY FULL NAME

\_\_\_\_\_  
AUTHORISED PERSON FULL NAME & SIGNATURE

\_\_\_\_\_  
DATE

COMPANY STAMP



## **RAY NKONYENI MUNICIPALITY**

Subject:	Terms of Reference – Tourism Development Plan
Date:	August 2022

### **Definitions of acronyms**

RNM: Ray Nkonyeni Municipality

DPS: Development Planning Services

IDP: Integrated Development Plan

KZN: KwaZulu-Natal

LED: Local Economic Development

PSC: Project Steering Committee

SMME: Small, Medium and Micro enterprise

SDBIP: Service Delivery and Budget Implementation Plan

TORs: Terms of Reference

POE: Portfolio of Evidence

## 1. **BACKGROUND INFORMATION**

### **Locating the LED Unit and LED Programme**

The Local Economic Development (LED) Unit is located within Development Planning Services department. In line with its mandate, the Unit was established to stimulate and support sustainable economic development. Its programme is designed to support local stakeholders in addressing market failures, human and institutional capacity limitations that act to exclude general citizens from the mainstream economy and thus perpetuate unemployment and poverty. In summary, the focus of the LED Unit is thus to create an enabling environment for growth of existing businesses and establishment of new businesses whilst at the same time empowering rest of local stakeholders in their quest to create employment opportunities and local economic stability.

### **Problem statement & project rationale**

In Ray Nkonyeni Municipality local economic development facilitation is mainly guided by the IDP, Local Economic Development Strategy and the recently adopted municipality's 20-year Strategic Growth and Development Plan. There are, however, other supporting plans and policies that seek to aid the implementation of the afore-indicated core strategies. In line with one of the eight (08) LED Strategic Focus Areas as identified in the municipality's Local Economic Development Strategy, namely Tourism Development, a need has arisen to formulate a Tourism Development Plan. Key amongst other matters for the Tourism Development Plan is the identification of both urban and rural-based tourism-focussed initiatives, particularly at cluster level which can be harnessed and be packaged into viable tourism initiatives, which thus add to the tourism offerings for the municipality. Focus should also be on upgrading the tourism infrastructure whilst ensuring that diversification of tourism products is also enhanced. It is therefore envisaged that upon completion, the

Tourism Development Plan shall have specific initiatives / projects, approved by stakeholders.

### **Purpose of the Terms of Reference**

The purpose of the Terms of Reference is to specify to the prospective Service Providers the technical and methodological requirements for the execution of this project. The Terms of Reference specifies the objectives of the project and the activities to be undertaken in the course of project implementation; and further tabulates the milestones and the methods of verification against the desired outputs.

## **2. OBJECTIVES**

### **Overall objective**

The overall objective of this exercise is to formulate a tourism development plan, which at the very least shall amongst other matters identify cluster-based tourism-focussed initiatives / projects.

### **Specific objectives & output**

The appointed Service Provider shall be required to, amongst other things execute the following tasks:

- Perform a detailed situational analysis to understand the current dynamics of the tourism sector in RNM
- Source & provide detailed statistics relating to the tourism sector within Ray Nkonyeni Municipality with the purpose of acquiring an understanding of the economic contribution of tourism within the municipality.

- Perform a SWOT analysis and to determine areas of intervention, and in conjunction with the RNM stakeholders further identify and recommend appropriate market interventions that will lead to tourism development particularly in rural areas;
- As part of the plan formulation, identify relevant stakeholders, including private sector, communities and local tourism organisations and further perform public participation exercises to enable the stakeholders to come up with project proposals;
- As part of the plan formulation, develop a comprehensive project implementation plan together with a monitoring and evaluation plan for each approved project / initiative;
- Produce a Tourism Development Plan that is linked to the Municipal IDP, RNM 20-year Strategic Growth & Development Plan, Local Economic Development Strategy, USCT Plan as well as KwaZulu-Natal Tourism Master Plan.

### **3. SCOPE OF WORK & ACITIVITIES TO BE EXECUTED**

#### **Project Inception**

- (a) The Service Provider is required to meet the department as soon as possible following notification that the tender was successful to refine and finalise all matters that need to be addressed.
- (b) The Service Provider is required to provide a detailed inception report, covering methodology, activities, effective stakeholder participation process and timeframes and associated resource allocations to successfully complete the project for incorporation in the Service Level Agreement between the parties.

### **Situational Analysis**

- (a) Conduct a desktop study of the relevant legislation, policies, strategies and plans from all spheres of government that may guide the formulation & finalisation of the Tourism Development Plan;

### **RNM Tourism Development Plan**

- (a) In line with specific objectives and outputs as indicated above, conduct stakeholders participation process and ultimately formulate a draft Tourism Development Plan to be tabled to Portfolio Committee and Council for final approval and adoption.

## **4. OUTPUTS & DELIVERABLES**

- Inception Report;
- Situational Analysis Report;
- Monitoring & Evaluation (M&E) Plan; and
- Draft Tourism Development Plan

## **5. ANTICIPATED TIME FRAMES**

The maximum timeframe allowed for the execution of the project is six (06) months.

## **6. TEAM REQUIREMENTS**

### **Personnel**

The Service Provider must comprise a team that includes experts & staff as per below, with also the requisite skills to fulfil the requirements of the Terms of Reference.

### **Key Expert 1: Team Leader**

The Team Leader must have an officially recognized post-graduate qualification in one of the following fields Economics, Tourism, Development Studies, Commerce or Business Administration and 5 to10 year's relevant experience in project development or strategy development. The Team Leader should further have knowledge of project and contract management; feasibility studies, sector studies, business plans, IDPs (integrated development plans), project financing, SWOT and LED Plans; partnerships for economic development; legislation, policy and strategy affecting economic development; and research methodologies.

In addition, the Team Leader should have extensive experience of managing multi-disciplinary teams and professional facilitation and participation management. Knowledge of the South African and KwaZulu-Natal legislative and policy framework, as well as institutional development and organization, would be essential to ensure informed input into the content of the study. Further, the Key Expert or Consultancy firm must also be accredited by Institute for Business Advisors of South Africa – Ibas.

### **Key Expert 2: Researcher**

The Sector Specialist must have an officially recognized qualification in one of the following fields Economics, Development Studies, Commerce or Business Administration with 3-5 years relevant experience within local economic development. Experience in analysing economic sector performances, modelling, and impact assessments will be advantageous. The Specialist should have a sound knowledge of economic analysis (analysis and interpretation of data), market research and experience in project management. The Specialist should also have extensive experience in report writing and possess presentation skills.

### **Administrative Support**

The Administrative Assistant should possess administrative or secretarial related qualification. He/she should possess the following skills and competencies: Microsoft Office and report writing. The Administrative Assistant will be responsible for coordinating the PSC meetings and minute writing.



## 7. **REPORTING**

### **Reporting Requirements**

The service provider is expected to present an inception report within one (01) month from the commencement of the contract. The draft reports thereafter will be submitted to the LED Manager or nominated representative in line with agreed-upon time frames as per inception report.

### **Reporting Procedures**

Key Expert 1 shall report to the municipality's Local Economic Development Manager (or nominated representative). All reports with their accompanying invoices for payment must be submitted to the Manager: Local Economic Development, who shall thereafter recommend to the Head of Department pertaining to approval for payment purposes.

### **Project Steering Committee**

The Municipality will be responsible for setting up the Project Steering Committee (PSC) and its Terms of Reference. The Service Provider will be expected to provide PSC secretariat, and the minutes of the PSC meetings will be prepared by the Service Provider and circulated to all PSC members at least seven (7) days after the meeting. PSC shall be composed of LED, Town Planning (Spatial Planning & GIS), Estates Administration, USCT, TKZN. Other members will be invited based on needs as the project progresses.

## 8. **TECHNICAL PROPOSALS**

### **Understanding of the project context and the assignment**

Prospective service providers are required to describe in detail their understanding of the brief and terms of reference.

### **Organisation and methodology**

Bidders should clearly state the approach, methodology and organisation for achieving the contract objectives. They should also explain why their preferred approach is appropriate for achieving the TORs. Methodology should also detail how the bidder will

organise itself to deliver on the TOR and the support that will be offered to the Key Expert. This section should also set out variables and risks associated with the achievement of the assignment.

Curriculum vitae: Key Expert 1, Key Expert 2 and Administrative Support

Concise CVs with certified copies of qualifications, experience, and competency in relation to achieving the respective project objectives and associated activities of the work plan must be provided.

**9. EVALUATION CRITERIA & BREAKDOWN OF TOTAL SCORES**

Service Providers will be assessed according to the criteria as indicated below. The procedure for evaluation of responsive tenders will be: Functionality and Financial Offer. Evaluations of tenders will be done in two stages. Firstly, eligibility and quality (functionality) will be assessed; whereafter tenders with a minimum of 60 percent of points will be evaluated further for Financial Offer and Preference. The Preferential Procurement Policy Framework (PPFFA) (as amended) applies.

Criteria	Possible Full Points
Proposal & Methodology	10
Key Expert: Qualifications and experience	20
Researcher: Qualifications and experience	10

Criteria	Weighing	Scoring measurement	POE to be submitted
Proposal & Methodology	10	<ul style="list-style-type: none"> <li>▪ Submission of a Proposal, with detailed methodology = 10 points</li> <li>▪ Non-submission of a detailed proposal detailing methodology = 0 points</li> </ul>	<ol style="list-style-type: none"> <li>1. Submission of proposal, with detailed methodology, detailing how the exercise is to be executed in response to the Terms of Reference</li> </ol>
Key Expert : qualifications & experience	20	<ul style="list-style-type: none"> <li>▪ 0-3 years' experience (Development related plans, policies or strategies = 0</li> <li>▪ 3-5 years' experience (Development related plans, policies or strategies = 5</li> <li>▪ 5 -10 years' experience in (Development related plans, policies or strategies = 10</li> <li>▪ Undergraduate degree = 5</li> </ul>	<ol style="list-style-type: none"> <li>1. Letters of appointment from previous clients, summing up experience in either strategy development or project development.</li> <li>2. Copies of relevant qualifications in Economics, Tourism, Development Studies, Commerce, Project Management or Business Administration)</li> </ol>

		<ul style="list-style-type: none"> <li>▪ Post-graduate degree = 10</li> </ul>	
Researcher: qualifications	10	<ul style="list-style-type: none"> <li>▪ Undergraduate degree = 5</li> <li>▪ Post-graduate degree = 10</li> </ul>	<ol style="list-style-type: none"> <li>1. Copies of relevant qualifications in Economics, Development Studies, Commerce, Project Management or Business Administration)</li> </ol>

**Financial evaluation:**

Financial evaluation will be conducted by the municipality's Supply Chain Management, which shall consider the Technical Evaluation Report as provided by Development Planning Services Department.

**10. TECHNICAL ENQUIRIES**

Technical enquires can be submitted to the Manager: Local Economic Development:

Philani C. Khambule  
 Manager: Local Economic Development  
 Ray Nkonyeni Local Municipality  
 10 Connor Street  
 Port Shepstone  
 4240

Tel.: (039) 688 2272  
 Cell: 072 3284315  
 Email: [Philani.khambule@rnm.gov.za](mailto:Philani.khambule@rnm.gov.za)