

REQUEST FOR PROPOSAL

Facilitation and Development of Sectoral Masterplans

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1 BACKGROUND

- 1.1 Government approved the Re-invigorated Industrial Strategy (RIS) for South Africa (SA) in June 2019. A cornerstone of the Industrial Strategy is the development of sector-focused Master Plans in 15 priority sectors. The Master Plan approach has been implemented in the Autos sector over the last decade and has proven to be a highly effective means of creating stakeholder support for a coordinated approach to developing industrial sectors.
- 1.2 A Master Plan is a comprehensive plan of action developed by Government, Business and Labour which seeks to achieve a common policy objective e.g. protect jobs, create jobs, deepen capabilities in the sector, expand exports, and/or prepare for the impact of a policy change. The Master Plan is typically time-bound and incorporates various actions across the 3 main stakeholders, sequenced to achieve maximum socio-economic impact.
- 1.3 The Economic Research and Policy Coordination unit of **the dti** is inviting qualified and experienced research organisations, policy practitioners and research specialists to submit proposals to facilitate and develop Master Plans in SA's national priority sectors.
- 1.4 The national priority sectors for which this TOR applies are as follows:
 - a) Aerospace and Defence Economy
 - b) Agriculture and Agro-processing
 - c) Cannabis
 - d) Creative Sector
 - e) Gas
 - f) Health Economy
 - g) Minerals and Beneficiation,
 - h) Oceans Economy
 - i) Renewables/Green Economy,
 - j) Tourism
- 1.5 **If a service provider wishes to submit proposals for more than one sector, separate proposals must be submitted. Failure to comply with this requirement will render proposals non-compliant and will therefore be disqualified**

2 OBJECTIVES OF THE MASTERPLAN

- 2.1 The primary objective of the Masterplan process is to develop an agreed-upon set of actions, with timeframes, that all stakeholders in a sector or value-chain commit to implementing for the benefit of the sector or value-chain.

3 SCOPE OF THE MASTERPLAN PROJECT

3.1 The scope of this assignment includes the following:

- a) Comprehensively reviewing the SA value-chain's present position and policies so as to establish a sound empirical picture of the sector which all stakeholders can agree to.
- b) Completing a SWOT or similar assessment of the sector based on extensive consultation with industry stakeholders, experts in associated local or international research organisations, and up/downstream value-chain participants. The SWOT must locate the SA industry in a global context and draw lessons from international successes.
- c) Convene focused stakeholder meetings/workshops to assess and strengthen the analysis of the sector, and ultimately reach a3greement with stakeholders on a joint vision and mission statement for the sector.
- d) Propose DRAFT programmes for time-bound, collective action (by industry, government and labour) to achieve the vision for the sector. It is crucial that stakeholder buy-in and active support for the actions is obtained.
- e) Develop policy and regulation recommendations for government.
- f) Develop time-bound, development targets for industry and labour.
- g) Propose an appropriate institutional structure/s to drive implementation of the Masterplan.
- h) Package the baseline, SWOT analysis and draft Masterplan into a high-quality, narrative report and presentation for use by stakeholders. This will be required by end of October 2019.

4 METHODOLOGY

- 4.1 Although there is a standard and 'prescribed' methodological approach for the development of Masterplans, service providers must outline detailed, well thought and articulated methodological approaches which they will apply to conduct the Masterplan process. The proposed approaches must be outcomes-oriented; explicitly outline actions and the measures that will be taken to ensure a stakeholder-driven process, stakeholder buy-in and ownership of the Masterplans across all Government, Business and Labour constituencies.
- 4.2 The above is important because service providers' proposals will be evaluated on proposed methodology, among other criteria
- 4.3 Appointed service providers will be required to attend a training session on the 'prescribed' methodology for the development of Masterplans

5 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Service Providers must propose well-qualified and experienced teams which meet the following minimum requirements:

- 5.1 The team leader must have a relevant post graduate qualification in (inter alia) economics, engineering, development studies, business administration, entrepreneurship, finance or business management; a minimum of ten (10) years' experience in economic research, negotiations, enterprise development, business planning, business development, strategy development, strategic planning, programme design and/or industrial finance. Finally, the team leader must have knowledge and understanding of the socio-economic challenges facing SA, key local stakeholders, and relevant economic and/or industrial policies and programmes implemented in post-Apartheid SA.
- 5.2 The other team members must have a minimum of a degree in economics, engineering, development studies, business administration, entrepreneurship, finance or business management; a minimum of five (5) years' experience in economic research, negotiations, enterprise development, business planning, business development, strategy development, strategic planning, project management, programme design and/or industrial finance. In addition, the proposed team members must have knowledge of key government economic policies, especially industrial policy.

6 PROJECT DELIVERABLES

- 6.1 Appointed service providers will be expected to submit the following deliverables:
 - a) Short report (10-20 pages) which describes the:
 - o Nature of the value-chain,
 - o The key companies (value chain players),
 - o High-level data covering (inter alia) employment, value-addition, investment, exports, imports, productivity metrics, input prices, consumer demand, high-level outlook (including global outlook).
 - b) Short SWOT report covering all the main subsectors or value-chains.
 - c) Draft Masterplan structured as per the template provided by commissioning party/ies (DPRU & the dti).

7 PRICE

- 7.1 A detailed (itemised) budget quoted in South African currency (ZAR) inclusive of VAT and linked to deliverables must be submitted.
- 7.2 Hourly rates must be **inclusive of all applicable taxes.**

8 CONTRACTUAL PERIOD

- 8.1 The entire Masterplan process must be completed within 10 months of commencement. However, service providers must take note of the first deliverables that must be submitted at the end of October/beginning of November. The commissioning parties are open to reasonable negotiations in this regard.

9 CONDITIONS

- 9.1 An appointment/engagement letter will be signed before work commences; followed by a contractual agreement in 2 to 4 weeks of appointment. Work will start on the basis of appointed service providers having signed appointment letters, pending signing of contractual agreements.
- 9.2 Appointed service must attend the Masterplans methodology training which will be provided by the commissioning parties
- 9.3 Proposed key staff members must participate actively and be available to perform services in accordance with the service level agreement and the engagement letter. In instances where a proposed key staff member is not available to perform services at a specific period, the appointed service provider will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to the commissioning parties. Each team member's role must be clearly outlined in the project plan.
- 9.4 The commissioning parties reserves the right to vet all qualifications and other documentation provided by the service provider to proof relevant qualifications, experience and expertise prior to the acceptance of the service provider's appointment;
- 9.5 The commissioning parties reserve the right to conduct supplier due diligence prior to final award or at any time during the contract period.
- 9.6 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dti** and the relevant government departments.
- 9.7 This project and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 9.8 The service provider must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 9.9 The award of this project may be subject to price negotiation

10 OBLIGATIONS

11.1 The commissioning parties undertake to

- a) Appoint a project steering committee which shall be responsible for supervising the project:
- b) Appoint a Project Leader/s to serve as the contact person/s on all matters relating to the project;
- c) The project leader will review, evaluate and approve the services provided by consultants or researchers against the Service Level Agreement on an on-going basis.
- d) Supply all reasonable, relevant, available data and information required and requested by the consultants / researchers for the proper execution of the services, and such assistance as shall reasonably be required by consultants or researchers in carrying out their duties under this contract.

11.2 The appointed service provider undertakes to:

- a) Act as an independent contractor in respect of the work.
- b) Attend meetings with the commissioning parties and their representatives whenever required to do so for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising there from or in connection therewith.
- c) Be responsible for its own computers and its own technical literature to adequately perform its functions.
- d) Exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards. The service provider shall in all professional matters act as a faithful advisor to the commissioning agents as well as respecting the laws and customs of the country and provinces in which any business in relation to the project conducted.
- e) Have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.
- f) Plan and provide all possible risks that may affect the delivery project on time and what mechanisms are in place to manage such risks.
- g) Engage meaningfully with the commissioning parties and their representatives throughout the project and ready to assume work as soon as possible.

- h) Sign a confidentiality declaration form when required and keep confidential the contents of the documents and any information availed to them for the purposes of this project. Such information and documents shall remain the intellectual property of relevant commissioning party and their partners.
- i) Not disseminate any information gathered during the execution of the project, publicize or release media statements in relation to the assignment. Any information gathered during the conduct of the assignment is the property of the relevant commissioning party and may not be distributed without prior approval.

11 PROPOSAL SUBMISSION AND EVALUATION PROCESS

11.1 Proposal must be submitted electronically. **Technical and Financial proposals must be submitted separately (not in the same document).**

11.2 Service providers bidding for more than one sector, must submit separate proposals of each sector. **FAILURE TO COMPLY WITH THE REQUIREMENT WILL DISQUALIFY THE RELEVANT PROPOSALS**

11.3 Received proposals will be evaluated in terms of the two phase process.

11.3.1 **First phase – Functional evaluation:** Evaluation of technical proposals according to the criteria outlined in the table below. For this phase there is a cut-off score of 60% and only the proposals that score 60% and above will be considered during the second phase of evaluation.

Key scores

Score	Description
0 – Non-compliant	No evidence provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

PHASE 1: FUNCTIONAL EVALUATION

No.	Criteria	Weight	Rate (0-5)	Total Score
1.	Team's Qualifications & Relevant Experience	40%		
2.	Proposed methodology	30%		
3	Service Provider's interpretation and understanding of the TORs	30%		
	TOTAL	100%		

11.3.2 **Second phase: Price and B-BBEE status level.** During the second phase points will be calculated for price and B-BBEE scores in accordance with the amended PPP

Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no. 5 of 2000 that came into effect on 7 December 2011.

PHASE 2: PRICE AND B-BBEE PREFERENCE POINTS

	80/20 PRINCIPLE	POINTS
1	Price	80
2	B-BBEE status level of contribution	20
	MAXIMUM POINTS	100

12 DEADLINE AND ENQUIRIES

12.1 Proposals must be submitted by email to kezia.lilenstein@uct.ac.za. The deadline for the submission of proposals is **21 October 2019 no later than 17h00**.

12.2 All technical questions should be directed in writing to the following official:

Ms. Nthabiseng Ngozwana
Director: Research Management
Department of Trade and Industry
Email: NNgozwana@thedti.gov.za

12.3 All bid-related questions should be directed in writing to the following official:

Ms. Kezia Lilenstein
Project Manager: Inclusive Growth Programme
Development policy Research Unit
University of Cape Town
Email: kezia.lilenstein@uct.ac.za