



**KGATELOPELE LOCAL MUNICIPALITY  
NOTICE NO: KLM2020/21/009**

**REQUEST FOR EXPRESSION OF INTEREST TO APPOINTMENT  
CONSULTANTS FOR SOURCING OF  
ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN  
THE KGATELOPELE LOCAL MUNICIPALITY**

**BIDDER:** .....

**ADDRESS:** .....

.....

.....

**TEL:** .....

**FAX:** .....

**NOTICE EXPRESSION OF INTEREST TO APPOINTMENT OF A CONSULTANTS: SOURCING OF ALTERNATIVE FUNDING  
FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY**

## IMPORTANT NOTICE

The Kgatelopele Local Municipality (KLM) has issued this request calling for Expressions of Interest ("EOI") for the purpose specified in terms and conditions below.

This EOI (which includes all other information, written or oral, made available during the EOI Process) is made available by the KLM to Prospective Respondents on condition that it is used solely for the purpose of responding to this EOI.

This EOI does not constitute an offer, proposal or undertaking by the KLM to relinquish any of its role referred to in this EOI or to enter into any other form of transaction.

### 1. Introduction

Kgatelopele Local Municipality hereby invites the Professional Service Providers to be included into the Panel of Service Providers that will provide the Formulation of Training programmes, Strategic Business Plans and Sourcing of Funding (excluding loans and guarantees) on risk basis. The appointed Professional Service Providers will prepare proposals at risk, which means there will be no payment that will be made to the appointed Service Providers till the funding is secured. The appointed service providers shall undertake the entire responsibility from design through completion and commissioning on the solicit funding. The service providers are responsible to submit a full proposal on the mechanism for the implementation of the project and the scope of what they can deliver.

### 2. Background

**Kgatelopele Local Municipality** is an organ of state fulfilling the constitutional developmental mandate of "structure and manage its administration, budgeting and planning processes to give priority to the basic needs for service delivery in the respective communities, and to promote the social coercion and economic development of the Municipality.

**Kgatelopele Local Municipality** is currently allocating capital funding to its local municipalities to co-fund a number of training programmes to fulfil its mandate. However, due to limited financial resources the municipality is unable to effectively make an impact on addressing the backlogs and providing accelerated service delivery in the Municipality.

It is against this background that **Kgatelopele Local Municipality** intends to procure experienced services providers in sourcing of alternative funding for service delivery.

**NOTICE EXPRESSION OF INTEREST TO APPOINTMENT OF A CONSULTANTS: SOURCING OF ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY**

### **3. Scope of Work**

Kgatelopele Local Municipality intends to procure a suitably qualified service providers to render a Strategic Transactional Advisory capability, with the required resources and expertise, to manage and implement a portfolio of projects as well as define, ensuring projects are completed in accordance with the defined scope, time, budget and quality requirements.

The scope of work will entail the following:

- Project feasibility study;
- Project evaluations;
- Project negotiations;
- Preparation of business plans, funding proposals, and funding applications;
- Project design;
- Project management and supervision;
- Project quality management; and
- Project delivery.

### **4. Methodology**

The service providers will be required to demonstrate in their proposed methodology their understanding of the brief with overview of the following but not limited to.

#### **4.1 Governance and Structures of the projects:**

- Outline legal and policy framework for the projects.
- Outline a comprehensive plan to achieve the objectives of the intended mandate.

#### **4.2 All information pertaining to financial structure:**

- Formulation of the funding, financial instruments and structure appropriate for the projects.

**NOTICE EXPRESSION OF INTEREST TO APPOINTMENT OF A CONSULTANTS: SOURCING OF ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY**

- Identify and consider sources of funding and use the appropriate financing instruments.

#### **4.3 Financial forecasts and performance:**

- Arrange the funding sources from potential donors to grant financing facilities on behalf of the Municipality.
- Assist the municipality in concluding an acceptable financing package.

#### **4.4 Technical and legal advice:**

- Provide technical and training advisory.
- Provide technical assistance and assessments.
- Technical designs, plans and implementation of the training programmes.
- Administration and monitoring of implementation of training programmes.
- Closing and commissioning of transactions or training programmes.
- Review and provide input into the legal agreements.

#### **4.5 Operating history:**

- Assist the municipality in preparing and managing the result management system (monitoring and evaluation) for design, plan and implementation of the projects.

### **5. Key Deliverables (Categories)**

The appointed service providers will have to identify training programmes to be funded and make certain that local small medium & micro enterprises to benefited from the value chain of such training programmes. It is key that such training programmes be implemented through social responsibility.

The expected key deliverables in the following categories, taking the above into consideration, are as follows:

**NOTICE EXPRESSION OF INTEREST TO APPOINTMENT OF A CONSULTANTS: SOURCING OF ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY**

- The development of the municipal fully integrated training programme.
- The development of training programmes identified in the IDP and WSP of the Municipality.
- The development of training programme plans for the Municipality.
- Revenue injection to Kgatelopele Local Municipality as part of revenue enhancement.

## **6. Reporting**

The appointed service providers (panel) will directly report to the Municipality Municipal Manager on developments and provide regular updates of progress to the Municipality executive management team on a monthly basis.

## **7. Competencies Required**

The following competencies are required:

- Experience in resource mobilisation and fundraising.
- Experience in financial analysis and project finance.
- Experience in legal aspects pertaining to drafting and negotiating agreements.
- Experience in technical due diligence and advice on structuring and contracts.
- Experience in project management, contract management and stakeholder management.
- Experience in conceptual planning, design and construction administration and monitoring of training programmes.
- Relevant years' experience in raising funds for training development.
- Proven successful track record in fundraising for agencies or non- governmental organisations.

- Good understanding of training development.
- Good understanding of both South Africa and non-South Africa Funders, bilateral and multi-lateral donors, funds and foundations in relation to social and economic development.
- Excellent inter-personal working skills.

## **8. Bidder Requirements**

In terms of the above project, service providers (individual firms/consultants) encompassing the combination of recent involvement in the field of resource mobilisation and fundraising, and user-friendly analysis methods will be considered.

Service providers would be selected primarily on the basis of skills/service they can provide, overall cost competitiveness of their proposal, merit in terms of previous track record. Responsive bidders may be contacted for power point presentation at the municipality office at own cost. Appointed service providers shall be invited for an inception report meeting with Kgatelopele Local Municipality.

## **9. Documentation and Confidentiality**

Ownership of all documentation, material and data produced within the context of this brief: whether in hard or digital format shall remain the property of Kgatelopele Local Municipality.

Information, which is generated in the context of the project, may not be made available to any third party without prior permission of the Kgatelopele Local Municipality. Project material shall be presented in the Microsoft Word in both hard copy and electronic format.

## **10. Technical Rider/Disclaimer**

**NOTICE EXPRESSION OF INTEREST TO APPOINTMENT OF A CONSULTANTS: SOURCING OF ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY**

These terms of reference must be considered as guide for the service providers. Service providers are expected to use their knowledge and expertise to produce a realistic and comprehensive proposal for training development resource mobilisation & fundraising.

## **11. Functionality Criteria**

Bidders must provide clients reference and appointment letters on the client's contactable references. Demonstration experience with respect to transactional advisory, fund raising in the public and private Training Development, technical design and project management.

For functionality, the following criteria will be applicable, and the maximum value of each criterion is indicated as below. The Municipality is requiring the service of the highly qualified and experienced, skilled service providers ("Technical Advisory") to provide the requisite professional service.

The service providers will be required to demonstrate the skills and experience in the following areas and will be evaluated as individuals who should poses the following:

Criteria to be used for functionality (see attached functionality evaluation criteria checklist).

CRITERIA	MAX POINTS (%)
<b>A. Qualification</b> Qualifications in Business Administration / Law / Finance / Technology / Economics / Quantity Surveying / Engineering / Project management / or equivalent NQF Levels	<b>15</b>
<b>B. The Experience</b> 15 + years' experience in the provision of Strategic Technical advisory, Financial Preparation and Legal Instruments, Economic Management.	<b>30</b>

CRITERIA	MAX POINTS (%)
<b>C. Knowledge</b> Demonstrate in depth technical knowledge and legal experience about Strategic Project Finance within the Public and Private enterprise's environments.  <b>Reference letters on successfully implemented projects should be provided.</b>	<b>40</b>
<b>D. Approach and Methodology</b> Demonstrate the understanding of the technical and legal advisory roles and responsibilities by submitting a detailed proposal on Strategic Project Finance.	<b>15</b>
<b>TOTAL</b>	<b>100</b>

**NB: Bidders that score less than 60 points for functionality will be deemed non-compliant with the bid specification.**

**Mandatory Information**

- The bidders will be required to submit a detailed demonstration of experience indicating clearly the **relevant required experience as indicated above.**
- The certified copies of the CV's and qualifications as requested above.
- The approach and methodology paper prepare to address the requirements as listed for the scope.



## 12. Disqualification factors

- All proposals that do not submit a valid tax clearance certificate / master registration number or tax compliance status PIN.
- All proposals that do not submit a methodology and detailed work plan. (functionality)
- All proposals that are faxed, e-mailed or telegraphed.
- All proposals that are received late.

Kgatelopele Local Municipality reserves the right to accept a portion of a proposals, and the lowest and/or any proposals will not necessarily have to be accepted.

**The closing date for submissions is 23 October 2020 Proposals should be clearly marked: NOTICE NO. KLM2020/21/009-REQUEST FOR EXPRESSION OF INTEREST TO APPOINTMENT CONSULTANTS FOR SOURCING OF ALTERNATIVE FUNDING FOR TRAINING PROGRAMMES IN THE KGATELOPELE LOCAL MUNICIPALITY and submitted to The Municipal Manager (Mr. M. January), Kgatelopele Local Municipality, Contact Details. Postal: PO Box 43, Danielskuil, 8405, Physical: Baker Street, Danielskuil, Tel: 053 384 8600.**