

Specifications for Public Engagement Activities Facilitator

Oct 2022 – version 1.1

Background:

Dr Andreas Scheba, from the City Region Economies working group in IED, is currently undertaking an international comparative study of informal occupations of land and buildings in Bogotá (Colombia), Cape Town (South Africa) and São Paulo (Brazil). As part of this research project, he is looking to appoint a Cape Town based capable service provider with experience in researching and facilitating public engagement activities on the topic of informal occupations.

Core tasks:

HSRC seeks to appoint a Cape Town based capable service provider with experience in researching and facilitating public engagement activities on the topic of informal occupations.

The core tasks include:

- **Organise a community-engagement event with occupier communities in Cape Town, especially those located in the inner-city**
 - ✓ Use existing networks with occupier communities to introduce research project and obtain local buy-in to conduct activities
 - ✓ Planning, facilitating and reporting back on meetings with leaders of occupier communities
 - ✓ Organise venue, catering, transport and facilitator for event
 - ✓ Mobilise leaders and residents of informal occupations to participate in the event
 - ✓ Co-host a community-engagement event with occupiers (preparation, planning and hosting): co-design agenda and content of the event, facilitate group and individual discussions; at least half a day with occupier communities and researchers
 - ✓ Produce and distribute a social media output
 - ✓ Organise debrief session with leaders of occupations and co-produce brief workshop report (identify main lessons, recommendations follow-up actions)
- **Organise a policy-engagement event on informal occupations**
 - ✓ Planning, facilitating and reporting back on meetings with leaders of occupier communities
 - ✓ Identify and approach stakeholders and participants from government, policy makers and/or implementing agencies (min 15 people)
 - ✓ Organise venue, catering, transport and facilitator for event
 - ✓ Mobilise leaders and residents of informal occupations to participate in the event
 - ✓ Co-host a policy-engagement workshop (half day); co-design agenda and content of the event; facilitate discussion of informal occupations in Cape Town, policy challenges and opportunities, possible future trajectories;
 - ✓ Produce a Social media piece of the process and event
 - ✓ Organise debrief session with leaders of occupations and co-produce brief workshop report (identify main lessons, recommendations and follow-up actions)

- **Organise an interdisciplinary academic event on informal occupations.**
- ✓ Planning, facilitating and reporting back on meetings with leaders of occupier communities
- ✓ Identify and approach academics, researchers, practitioners and civil society organisations (min 20 people)
- ✓ Organise venue, catering, transport, translator and facilitator for event
- ✓ Mobilise leaders and residents of informal occupations to participate in the event
- ✓ Co-host an interdisciplinary academic event (half day) linking informal occupations with discussions on the eradication of poverty, inequality and unemployment; co-design specific agenda and content of event (e.g. locate discussions in wider analysis of housing crisis in the global South; promote cross-country dialogue)
- ✓ Produce a Social media piece of the process and event
- ✓ Organise debrief session with leaders of occupation and co-produce brief workshop report (identify main lessons, recommendations and follow-up actions)

Quotation requirements:

Please provide the following in your quotation:

- Company experience and examples of any related projects.
- Qualifications and experience of the facilitators assigned to this project (CV)
- Breakdown of prices

Please note that the HSRC is a research institution and therefore value for money is essential.

Timelines: November 2022 – March 2023.

Reporting: The service provider will liaise with Dr Andreas Scheba

Evaluation Criteria:

The RFQ will be evaluated on the following functionality criteria:

The evaluation criteria for functionality aim to assess the bidder's capability, reliability and ability to execute and maintain a bid and / or contract. The minimum number of points that bidders have to obtain in order to B-BBE and price evaluation is 70. Bids that score less than 70 on functionality will be disqualified and will not progress to evaluation on Price and B-BBEE.

CRITERIA	Weight
Functionality	
<p data-bbox="204 331 576 365">Track record of the bidder</p> <p data-bbox="204 405 1166 600">The bidder must provide two (2) contactable reference letters to demonstrate track record on conducting similar research and engagement activities with informal occupations or other precariously housed residents in Cape Town. The reference letters must be on the bidder's client letterhead, dated duly signed by an authorized person reflecting the level of service and performance provided by the bidder</p> <p data-bbox="204 640 600 768">Points allocation: No reference letter = 0 points 1 reference letter = 8 points 2 reference letters = 15 points</p>	15
<p data-bbox="204 835 584 869">Experience of the bidder</p> <p data-bbox="204 891 1166 1055">The bidder must provide a company profile demonstrating knowledge, networks and experience with informal occupations in Cape Town. The profile must demonstrate a list of clients for similar services and the years the services were provided, company organogram and list of key publications (reports, Op-Eds, etc) produced.</p> <p data-bbox="204 1095 608 1223">Points allocation: Less than five years = 2 points 2-5 years = 10 points More than 5 years = 15 points</p>	15
<p data-bbox="204 1272 1166 1346">Capacity and experience of the proposed team and project manager</p> <p data-bbox="204 1361 1166 1525">The manager who will be allocated to the HSRC account must have relevant qualifications with a minimum of 3 years' experience in research and public engagement activities as per scope of work. The experience must be demonstrated by provision of a recently updated CV and qualifications.</p> <p data-bbox="204 1565 600 1693">Points allocation: Less than 3 years = 10 points 3 - 6 years = 15 points More than 6 years = 20 points</p>	20
<p data-bbox="204 1749 347 1783">Proposal</p> <p data-bbox="204 1805 1166 1973">The bidder must submit a short proposal where the bidder is required to demonstrate understanding and response to the scope of work and outline an implementation plan for the required events. Proof of existing networks with informal occupier communities in Cape Town, which would support the implementation plan, will be of advantage.</p> <p data-bbox="244 2013 943 2047">➤ Proposal with implementation plan for each event</p>	50

<p>➤ Proof of existing networks with informal occupations in Cape Town</p> <p>Points allocation: Good methodology and approach= 50 points Fair methodology and approach = 25 points Poor methodology and approach = 10 points No methodology and approach = 0 point</p>	
TOTAL (Functionality)	100

Bidders should obtain a minimum of 70% on functionality in order to be considered for price and B-BBEE.

Submissions via email ynondlazi@hsrc.ac.za : [012 302 2179](tel:0123022179)