

**TERMS OF REFERENCE FOR: PROJECT MANAGEMENT SERVICES PANEL FOR
NORTHERN CAPE ECONOMIC DEVELOPMENT AGENCY**

- ELIGIBILITY** : The Northern Cape Economic Development, Trade and Investment Promotion Agency herewith invites bid proposal from adequately qualified and experienced consulting companies to provide project management and project support services.
- DUTY STATION** : Kimberley, Northern Cape, South Africa.
- CONTRACT INTENT** : Panel of Consultants to provide services with a defined performance scope (e.g., consultancy) to be performed by consultant personnel who shall be subject to the prior approval of NCEDA. Upon issuance of the Task Order pursuant to such a request, Consultant shall provide competent individuals with the requisite level of skill to properly perform the services described in the Task Order under the supervision and control of NCEDA. On the date and at the location specified in the Task Order, Consultant shall have the approved Consultant personnel perform the services for the term and at the rates specified in the contract.
- CONTRACT PERIOD:** : 3 Years
- REPORT TO** : The Chief Executive Officer,
Northern Cape Economic Development, Trade and Investment Promotion Agency,
South Africa or designated official.
- APPOINTMENT BY** : Northern Cape Economic Development, Trade and Investment Promotion Agency (NCEDA).
- RFQ NUMBER:** : Project Management Services
Tender No – NCEDA22/05

All interested and competent service providers that specialise project management and project support services are hereby requested to submit a quotation with all the requisite compliance documentation.

Scope of work:

Provide project management, engineering management, planning and other support functions on a Task Order basis, in order to assist NCEDA (Northern Cape Economic Development Agency) to advance key infrastructure projects. Refer to the attachment 1 for a list of positions that could be required by NCEDA as defined in the Task Orders.

Background of projects:

The main project entails the development and construction of a green hydrogen facility, a new port, establishment of a Special Economic Zone and related infrastructure including town development, road and rail upgrades in the Northern Cape. The Northern Cape Economic Development Agency (NCEDA) main responsibilities are to develop Outside Battery Limit (OBL) infrastructure and interfaces between stakeholders.

Other projects include the development of Special Economic Zones in the Northern Cape, as well as a set of diverse projects for which NCEDA are responsible.

Requirements for submission:

The Service Providers proposal must outline the expertise and competencies on offer and should expressly detail the previous experience in dealing with projects of this nature.

Consultants will need to demonstrate that that they have a clear understanding of this Terms of Reference. Emphasis will be placed on the quality of experience and expertise of the consulting team, the extent that the team can provide the integrated knowledge and expertise required to facilitate decision making processes.

The Consultant shall always be responsible for supplying personnel that are competent and qualified to perform the services. Where relevant, the Consultant shall conform to all Employer specifications regarding the competency and qualifications of personnel used to perform the services.

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The following general pricing conditions shall apply:

- The Services are performed on a reimbursable basis and invoiced on an hourly basis.
- The rates are valid for 1-year whereafter the escalation will be applied using CPI as basis.
- The rates include labour cost, overhead, general office expenses and fee.
- Provision of standard computer software and hardware including desktop and laptop computers are included in the hourly rates.
- Incidental disbursement costs (travel, accommodation, car hire, etc) are to be approved by NCEDA prior to the costs being incurred.
- Rates to be inclusive of any assignment policy costs, if applicable.
- Transportation costs of the Consultant's personnel will be set out in the schedule of rates and associated pricing conditions, and, if applicable, will be agreed to as part of the Task Order.
- NCEDA to provide office accommodation for Consultant personnel.
- Rates exclude VAT and withholding taxes, which will be charged at the prevailing rates at the date of each monthly invoice.

FUNCTIONALITY EVALUATION CRITERIA

Bidders who do not score the minimum of 65% on functionality will be disqualified and will not be evaluated in terms of the preferential procurement regulation – 2022, price and specific goals.

The following functionality criteria will apply:

Criteria	% Weight
Company relevant experience <ul style="list-style-type: none"> - SEZ, IDZ, industrial park or similar developments - CV's of key resources (Registered professionals) - Energy and infrastructure development project experience 	30%
Execution methodology	30%
Financial capability: Bidders must provide audited financial statements for the 21/22 financial year	10%
Hourly billing rates	20%
Disbursements	10%
TOTAL	100%

***NOTE THAT THE RATES ARE TO ALIGN WITH PRACTICE NOTE NUMBER 3 OF 2003**

COMPLIANCE – RETURNABLE DOCUMENTS

The support documents as listed below will be required to accompany your quotation to ensure that NCEDA as a 3C government entity remain PFMA compliant:

- Hourly billing rates (refer attachment 1)
- Disbursement schedule (refer attachment 2),
- BBBEE Certificate.
- SARS certificate in good standing,
- Valid CSD,
- Company Registration Documents.
- Certified copies of qualifications and registrations.
- Company profile that will indicate competence and references relevant to this enquiry.
- SBD 1, Invitation to Bid,
- SBD 3.3, Pricing Schedule,
- SBD 4, Bidders Disclosure,
- SBD 6.1, Preference Points Claim in terms of the Preferential Procurement Regulations 2022.
- General conditions of a contract 2010

Should the PFMA or AG require additional documentation a formal request will be issued.

80 – 20 PREFERENCE POINT SYSTEM

SPECIFIC GOALS	PREFERENCE POINTS
Women	5
People with disabilities	4
Promotion of EME's	4
Locality	5
Youth	2
TOTAL	20

Service providers claiming points for the above specific goals MUST provide proof by submitting a valid CSD report.

Applicable preference points – 80/20

Compulsory briefing session: 24 February 2023

Time: 10h00

Note: Compulsory briefing session will be held via Teams. Bidders interested in attending the briefing session must submit their email addresses to tenders@nceda.co.za by the **24 February 2023 at 09h55.**

SERVICE PROVIDERS THAT DO NOT ATTEND THE ONLINE COMPULSORY BRIEFING SESSION WILL NOT PERMITTED TO SUBMIT PROPOSALS.

Bid closing date: 15 March 2023

Time: 11h00

Enquiries

All Technical enquiries to be directly forwarded to:

- Mr Shawn Modise
- Smodise@nceda.co.za
- 065 881 2872

For Supply Chain related enquiries Contact:

- Mrs. Boitshepo Buang
- Email: b matsime@nceda.co.za
- Telephone Number: 087 086 0350

Proposals must be hand delivered or couriered to

DSC Office Building, Floor 1

69 Memorial Road

Monument Heights

Kimberley

8300

Attachment 1: Pricing information

Resource Description	Rate per hour (ZAR)
Project Director	
Project Engineer	
Project administration assistant (senior)	
Project administration assistant (intermediate)	
Project document controller (senior)	
Engineering Manager (senior)	
Project Planner (senior)	
Project Planner (intermediate)	
Project Cost Engineer (senior)	
Project Cost Engineer (intermediate)	
Civil engineer (senior)	
Civil engineer (intermediate)	
Town planner (senior)	
Town planner (intermediate)	
Quantity surveyor (senior)	
Quantity surveyor (intermediate)	
Environmentalist (senior)	
Environmentalist (intermediate)	

Bidders are allowed to provide rates for selective positions only based on company experience.

Refer to attachment 3 for typical detailed job descriptions indicating requirements that could be issued with Task Orders.

Attachment 3: Typical job descriptions

Below are typical job descriptions that could be issued with Task Orders. Please note that the descriptions are indicative only for the sole purpose to assist the bidders to get a better understanding of NCEDA's requirements.

Project requirement specification for Project Director - Energy and infrastructure development

Requirement: Average of 4 to 5 days per week

Location: Kimberley Northern Cape with travelling within South Africa including the west coast (Port Nolloth / Alexander Bay).

Reporting to: Project Director, Northern Cape Economic Development Agency.

Background and Purpose of job

The overall project entails the development and construction of a green hydrogen facility, a new port, establishment of a Special Economic Zone and related infrastructure including town development, road and rail upgrades. The Northern Cape Economic Development Agency (NCEDA) main responsibilities are to develop Outside Battery Limit (OBL) infrastructure and interfaces between stakeholders.

The purpose of this position is to perform the essential project management duties and functions as listed below with the overall objective to oversee and integrate all aspects of the infrastructure scope and interfaces with all stakeholders during the development phase of the project. Serves as the central point of integration, accountability and communication for all project management activities within NCEDA and other stakeholders.

Job Description

- Collaborate in the preparation and review of a written scope of facilities and services of consultants and sub-contractors to be appointed and communicate it to project team members
- Develop a complete understanding of all project contracts
- Responsible for the establishment, communication, implementation, and maintenance of the Project Execution Plan (PEP)

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- Establish and maintain effective stakeholder relations that result in active cooperation
- Ensure that there is alignment on interface deliverables and the associated completion dates, and that the deliverables are completed according to schedule.
- Responsible for accurate, comprehensive and timely project reporting to management and stakeholders.
- Establish the project baseline and ensure that it is fully documented, updated throughout the project duration
- Responsible for the management and control the project's cost and schedule by ensuring that effective project controls are in place and functioning properly, including the establishment and maintenance of a project structure, a quantitative approach to planning, reporting, and control, and a change management system
- Ensure that a project risk management plan is maintained and reviewed monthly.
- Ensure effective coordination with consultants, stakeholders and contractors to ensure proper and complete integration within the project plan
- Ensure that project records are identified, collected, indexed, filed, stored, and maintained in accordance with the project file index and retention schedule
- Manage personnel and provide an environment for the development and professional advancement of staff members, including on-the-job and formal training and development opportunities, and timely performance feedback
- Other duties as assigned

Requirements

- Accredited four (4) year degree or global equivalent in applicable field of study and fifteen (15) years of work-related experience or a combination of education and directly related experience equal twenty (20) years if non-degreed
- Ability to communicate effectively with audiences that include but are not limited to management, co-workers, clients, contractors, and other stakeholders
- Technical knowledge of town and infrastructure development
- Must have experience working for an EPC Company on energy, petrochemical, infrastructure projects or similar study/execution projects
- Understanding of environmental requirements for project implementation will be beneficial
- Ability to learn and apply knowledge of applicable provincial and government national statutes and guidelines

- Ability to attend to detail and work in a time-conscious and time-effective manner
- demonstration of successful performance as a project manager on projects
- Good knowledge and experience on project design, engineering, procurement, material management, construction, and interfaces
- Project Controls and Finance including understanding of:
 - Planning and scheduling (including manpower loading)
 - Progress measurement
 - Work breakdown structure development
 - Change management
 - Cost control
 - Estimating
- Understanding of regulatory requirements including permitting
- Basic understanding of project funding
- Proactive – goal orientated with the initiative to influence events positively
- Ability to resolve problems and to be comfortable in complex project or business environments
- Ability to set and maintain high standards of self-performance with responsibility and accountability for successfully completing assignments and tasks
- Mobility – Travel within South Africa
- Analytical approach to problem solving and identifying potential solutions
- Technical and business writing skills
- Basic computer and software skills to include the use of word processing, email, spreadsheets, and electronic presentations
- Certification in project management is suggested, for example, Project Management Professional (PMP)

Project requirement specification for Engineering Manager - Energy and infrastructure development

Requirement: Average of 2 to 4 days per week

Energy Business and infrastructure development

Location: Kimberley Northern Cape with travelling within South Africa including the west coast (Port Nolloth / Alexander Bay).

Reporting to: Project Manager, Northern Cape Economic Development Agency.

Background and Purpose of job

The overall project entails the development and construction of a green hydrogen facility, a new port, establishment of a Special Economic Zone and related infrastructure including town development, road and rail upgrades. The Northern Cape Economic Development Agency (NCEDA) main responsibilities are to develop Outside Battery Limit (OBL) infrastructure and interfaces between stakeholders.

The purpose of this position is to perform the essential engineering management duties and functions as listed below with the overall objective to oversee and integrate all technical aspects of the infrastructure scope and interfaces with all stakeholders during the development phase of the project. Serves as the central point of integration, accountability and communication for all engineering related activities between stakeholders.

Job Description

- Direct and manage the engineering interfaces between outside stakeholders and consultants.
- Assist with the development of the project schedule with a clear understanding of inter dependencies and estimated activity durations.
- Ensure the quality of consultant engineering deliverables
- Ensure that the battery limits between stakeholders are clearly defined and agreed between all parties.
- Prepare/review scopes of work for consultant contracts
- Identify deviations in project scope, estimate magnitude of changes, and initiate early warning of trends or change orders
- Ensure adherence to industry codes and regulatory requirements.

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- Develop and build external relations with stakeholder representatives, consultants, and subcontractors
- Analyse situations, identify and forecast pertinent problems and evaluate realistic options; and recommend/implement appropriate course of action
- Other duties as assigned
- Collaborate in the preparation and review of a written scope of facilities and services of consultants and sub-contractors to be appointed
- Responsible to the Project Manager for accurate, comprehensive and timely project reporting to management and stakeholders.
- Provide input to the project risk management plan
- Ensure effective design coordination with consultants, stakeholders and contractors to ensure proper and complete integration within the project plan
- Ensure that project records are identified, collected, indexed, filed, stored, and maintained in accordance with the project file index and retention schedule
- Foster an environment for the development and professional advancement of staff members, including on-the-job and formal training and development opportunities, and timely performance feedback
- Other duties as assigned

Requirements

- Accredited four (4) year degree or global equivalent in applicable field of study and ten (10) years of work-related experience or a combination of education and directly related experience equal fifteen (15) years if non-degreed
- Ability to communicate effectively with audiences that include but are not limited to management, co-workers, clients, contractors, and other stakeholders
- Technical knowledge of town and infrastructure development
- Must have experience working for an EPC Company on energy, petrochemical, infrastructure projects or similar study/execution projects
- Understanding of environmental requirements for project implementation will be beneficial
- Ability to learn and apply knowledge of applicable provincial and government national statutes and guidelines
- Ability to attend to detail and work in a time-conscious and time-effective manner

- Demonstration of successful performance as an engineering manager or engineering discipline lead on projects
- Understanding of project controls including:
 - Planning and scheduling (including manpower loading)
 - Progress measurement
 - Work breakdown structure development
 - Change management
 - Cost control
 - Estimating
- Understanding of regulatory requirements including permitting
- Proactive – goal orientated with the initiative to influence events positively
- Ability to resolve problems and to be comfortable in complex project
- Ability to set and maintain high standards of self-performance with responsibility and accountability for successfully completing assignments and tasks
- Mobility – Travel within South Africa
- Analytical approach to problem solving and identifying potential solutions
- Technical writing skills
- Basic computer and software skills to include the use of word processing, email, spreadsheets, and electronic presentations

Project requirement specification for Project Planner - Energy and infrastructure development

Requirement: 4 to 8 hours per week.

Energy Business and infrastructure development

Location: Remote and Kimberley Northern Cape with potential travel within South Africa including the west coast (Port Nolloth / Alexander Bay).

Reporting to: Project Manager, Northern Cape Economic Development Agency.

Background and Purpose of job

The overall project entails the development and construction of a green hydrogen facility, a new port, establishment of a Special Economic Zone and related infrastructure including town development, road and rail upgrades. The Northern Cape Economic Development Agency (NCEDA) main responsibilities are to develop Outside Battery Limit (OBL) infrastructure and interfaces between stakeholders.

The purpose of this position is to perform the essential project planning & scheduling duties and functions as listed below with the overall objective to develop and maintain the project high level framework plan as well as the project schedule for all aspects related to the infrastructure scope and interfaces with all stakeholders during the development phase of the project.

Job Description

- Assist Project Manager to develop and maintain the Work Breakdown and Project Coding structures for control and integrity of work.
- Develop totally integrated engineering, procurement, fabrication, and construction (EPFC) schedules.
- As the project planner, analyse schedule, review delays, propose schedule recovery alternatives and presents them to the project team as well as external stakeholders.
- Identify and analyse variances in schedule performance against the plan, and communicate the reasons for the variance and proposed mitigation plans to Project Management.
- Provide input to the change management process, if applicable.
- Responsible to review consultants' schedules and make recommendations to the project team.
- Meet expectations on attendance and punctuality.

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- Develop a complete understanding of the project scope.
- Establish and maintain effective stakeholder relations that result in active cooperation.
- Other duties as assigned.

Requirements

- Accredited four (4) year degree or global equivalent in applicable field of study and ten (10) years of work-related experience or a combination of education and directly related experience equal to fourteen (14) years.
- Ability to communicate effectively with audiences that include but are not limited to management, co-workers, consultants and other stakeholders
- Technical knowledge of town and infrastructure development will be beneficial.
- Must have experience working for an EPC Company on energy, petrochemical, infrastructure projects or similar study/execution projects
- Ability to attend to detail and work in a time-conscious and time-effective manner
- Mobility – Travel within South Africa
- Analytical approach to problem solving and identifying potential solutions
- Technical writing skills
- Skilled in Primavera P6 and Microsoft Project
- Basic computer and software skills to include the use of word processing, email, spreadsheets, and electronic presentations

Project requirement specification for Project Administrator - Energy and infrastructure development

Requirement: Average of 4 to 5 days per week

Energy Business and infrastructure development

Location: Kimberley Northern Cape with travelling within South Africa including the west coast (Port Nolloth / Alexander Bay).

Reporting to: Project Manager, Northern Cape Economic Development Agency.

Background and Purpose of job

Data management is a crucial function within organizations, as it ensures that data is properly stored, maintained, and analyzed to support NCEDA goals. A Project Administrator is key within an organization, responsible for overseeing all aspects of data management and ensuring that data is properly managed to support the organization's objectives. This will be located within the Project Management Unit within NCEDA facilitating the key projects and ensuring that the data integrity and recording is maintained and seamless.

Job Description

1. Data collection and organization: Collecting and organizing large amounts of data from various sources, such as reports, presentations, and meeting minutes to enhance records management and coordination of filing systems aligned to NCEDA records system.
2. Data quality control: Ensuring the accuracy, completeness, and consistency of data through regular audits, data validation, and quality control processes.
3. Data integration: Integrating data from multiple sources into a central repository online and physical as needed.
4. Data Storage System: Designing, developing, and maintaining data warehouses to store and manage large amounts of data.
5. Data security: Implementing data security measures to protect sensitive information, such as data encryption, firewalls, and access control.
6. Data backup and recovery: Developing and implementing data backup and recovery processes to ensure that data is protected in the event of a disaster.
7. Data analysis: Analysing data to identify trends, patterns, and insights that can inform business decisions.

8. Data visualization: Creating visualizations, such as charts and graphs, to help present data in an easily understandable format.
9. Report generation: Generating reports, dashboards, and other data-driven outputs to provide stakeholders with actionable insights.

Requirements

The ideal candidate for a Project Administrator role should have a strong background in data management, database design and administration, data analysis, and data visualization. They should also have experience with data management and business intelligence tools. Strong organizational and project management skills, attention to detail, and excellent communication skills are also important in this role. The following are key requirements

1. A degree in business management, business administration or a related field.
2. Prior experience as a project administrator or a related administrative role.
3. Attention to detail.
4. Excellent interpersonal and communication skills.
5. Excellent organizational skills.
6. Proficiency with Microsoft Office.