TERMS OF REFERENCE FOR THE BASELINE ASSESSMENT OF THE EXPANDED PUBLIC WORKS PROGRAMME PHASE 3

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INTRODUCTION

The Expanded Public Works Programme (EPWP) is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work to enable them to gain skills and increase their capacity to earn income as well as develop their community and country. South Africa’s EPWP requires that public funds are spent in a way that actively creates opportunities for the perennially unemployed to secure work and an income.

EPWP focuses on the unemployed and marginalised by targeting:

- The unemployed, able, and willing to work;
- The poor;
- Largely unskilled people; and
- Vulnerable groups in society - women, youth, and persons with disabilities.

Accordingly, the objective of the EPWP is: “To provide work opportunities and income support to poor and unemployed people through the delivery of public and community assets and services, thereby contributing to development.”

This focused mandate, emphases the three core performance areas of EPWP, namely to:

- Provide poverty and income relief through temporary work for the poor and unemployed to carry out socially useful activities;
- Provide participants with opportunities to be exposed to the world of work to enhance their skills and future earning potential;
- Ensure transformative developmental impacts through the assets created and services provided through programmes such as food security, community safety, building community institutions that include schools and clinics, enhancing the environment and improving the quality of life in communities.

As such, EPWP is an important avenue for labour absorption and a powerful instrument for social and economic inclusion.
The EPWP programme is implemented through established government structures utilising existing budgets. The implementation of the EPWP is coordinated by the **Department of Public Works** (DPW) which has established a dedicated unit [the **EPWP Branch**]. The EPWP is implemented through four sectors [Infrastructure, Social, Non State and Environmental & Culture]. Specific government departments have been designated to lead the implementation of the EPWP for each Sector.

The EPWP is currently in its third (3rd) Phase of implementation to create 6 million work opportunities between 2014 and 2019. In order to determine the impact of EPWP, a baseline assessment is necessary to establish the baseline data for the programme to compare change over time.

**RATIONALE FOR THE STUDY**

Monitoring and Evaluation is integral to the successful implementation of the EPWP. As such, an EPWP monitoring and evaluation (M&E) framework has been designed which combines on-going reporting and monitoring (using existing departmental channels) with a number of new evaluation tools to measure the impact of the programme. According to the M&E framework, a baseline study is required to provide data upon which the programme’s progress on generation of outputs, outcomes, and impact is assessed.

The baseline study will gather information to be used in subsequent assessments of how efficiently the programme is being implemented and the eventual results for that intervention.

The findings of this baseline study will be used as baseline data to track performance and determine the impact of the EPWP programme.
ASSIGNMENT OVERVIEW

The Purpose of the Baseline survey:

The purpose of the study is to establish reliable qualitative and quantitative baseline data against which to monitor and to track programme during the implementation and assess impact after the programme is completed.

The objectives of the Baseline survey are as follows:

- To profile EPWP participants by demographics, level of education, skills, current, and previous employment status).
- To profile the past and current socio-economic status of EPWP participants.
- To profile participants’ targeting and recruitment processes used in EPWP.
- To profile the participants’ households and expenditure patterns.
- To profile the planned projects outputs (services and assets) that are implemented by EPWP projects across all sectors.
- To profile communities identified for EPWP implementation (e.g. how were they targeted?)
- To profile the current enterprises established.
- To profile the current enterprises supported (e.g. in terms of training, linkages with other institutions and other capacity building measures).
- What are the current EPWP coordination mechanisms? (Who is involved, what is their role).
- To profile the current levels of convergence (Intra and Inter sectoral convergence). The baseline survey format shall be designed in a way that can be used for final evaluations as well-comparing change over time. The consultant should design the tools for the evaluation team for continued monitoring of the project indicators till the end-line survey or evaluation is taken place.

SCOPE OF WORK
The baseline survey should assist the programme to answer but not limited to the following key questions at the end of the programme:

- How were EPWP participants targeted and recruited?
- How did participation in EPWP benefit the participants?
- How does the households benefit from having an EPWP participant (assets, income, social capital, etc.)?
- What is the Impact of the assets created and services rendered to communities?
- How does EPWP contribution to sustainable livelihoods for participants?
- Are the EPWP coordination mechanisms effective?
- How does the programme mitigate overlapping and duplication of effort?

**METHODOLOGY:**

A successful bidder is expected to propose a suitable methodology for carrying out the work and fulfil the objectives of the study. The methodology must adhere to the guidelines provided below. Bidders are encouraged to be as creative as possible in arriving at a suitable methodology that will ensure that the objectives of the study are fully met in a timely, efficient and economical way.

The methodology must take into account the following guidelines:

- The study will include qualitative and quantitative method of data collection.
- The representative sample size for study will be appropriately selected to represent all sectors and spheres in all provinces. The consultant must ensure that the procedure of sample design causes the least sampling error and helps to control the systematic bias in an efficient way.
- The study will conduct literature review of the current situation of unemployment in the country.
- **A database of the study participants that contains names, addresses and contact details of interviewees will be submitted to the Department for future follow up and tracking.**
- Interview officials of implementing departments and municipalities.
- The study will prepare and use appropriately designed questionnaires to extract information from various stake holders.
• The study will conduct face to face interviews with participants and community members.
• In order to achieve the objectives of study and address the specific issues of the research, the information and other data will be collected both from secondary sources and primary sources and through a field survey.
• The interviews and observations of the officials, stakeholders and target groups will be documented appropriately for further analysis. The documentation may be supported by relevant photographs.
• The baseline data collected will be analysed and presented in the form of detailed report. The draft contents of the report will be duly approved by the Evaluation Steering committee.
• The report to be prepared will appropriately address the socio-demographic category (age, gender, ethnicity etc.), socio-economic status and location of participants.
• Whatever methodology is used, the study design, the data collection and analysis will be approved by the project manager.
• Tools for the evaluation team to monitor the project indicators until the end-line survey and final evaluation is conducted.

EXPECTED OUTCOME

• Pre-study deliverables

Within 2 weeks of contract signing, the successful bidder is expected to provide the following:

• A revised and full project plan showing methodology and fieldwork schedules.
• Fully developed questionnaires to be used for collection of information.
• Inception meeting to the steering committee.

• Mid-study deliverables

• Submission of draft report and consideration thereof by Evaluation Steering Committee (ESC).
• Presentation to the steering committee.
• Feedback and comments by ESC.
• **Post-study deliverables**

- Presentation of the final results to the steering committee
- Submission of final report and approval thereof by ESC
- Submission of filled in questionnaires.
- Submission of database of statistics collected.

• **Timelines**

The assignment is expected to take no more than 6 months from contract signing. The successful bidder may propose to take up to 6 months with clear justification provided that such justification will ensure economy and efficiency or substantially improve the work to be done.

**ROLES AND RESPONSIBILITIES**

The project will be managed by Ms Kgomotso Zantsi, Director: Evaluation and Research. Ms Zantsi will be responsible for the contract and act as the link between the Service Provider and the ESC.

The ESC will coordinate the review and be responsible for guidance throughout its execution and approval of deliverables. **The ESC will consist of senior managers of the EPWP programme and other managers as deemed necessary by the EPWP.**

**PROPOSAL AND QUOTATION**

The service provider is required to provide a proposal setting out the basis by which the assignment will be undertaken and the proposed budget. The Service Provider is required to provide the following detail of the relevant experience of the individual/s that will be undertaking work, including:

- A detailed CV of the individual/s identified to perform the assignment;
- The consultancy rate charged by the individual/s identified
• A proposal which sets out what will be addressed in the assignment (data analysis plan, sampling methodology, project plan) and the proposed timeframe for the work.
• A fixed bid price (including disbursements) should be provided specifying person hours or days for each phase of the work. In addition the bid price should clearly indicate the cost for the work inclusive and exclusive of VAT. Disbursements should be clearly specified.
• The proposal should include price per deliverable.
• If workshops, conferences, etc. are required to be undertaken during field work, the Service Provider must make all arrangements in respect of venue hire and catering.
• An electronic copy of all documentation and data produced must be provided to the Department of Public Works.
• All intellectual property as a result of the Baseline Review belongs to the National Department of Public Works.

A plan indicating time frames for each component of the work should be included in the proposal.

TIME FRAME

The Baseline study will be conducted between January 2014 and March 2015. The assignment will commence immediately after appointment and validity of the Tender is 90 days.

CONSULTANTS QUALIFICATIONS

The Baseline study is expected to be conducted by senior consultants that have extensive experience in poverty and development and government interventions research. The senior researchers of the team should have extensive research experience (At least 10 years or more of proven experience in the field) across all sectors of the EPWP. The team should have expertise in the following: Research, Economics, Statistics, Monitoring and Evaluation, Policy Development.

CONTRACTING DETAILS
The Service Provider will be contracted by the IDT to undertake the assignment. This will be based on the proposal and quotation submitted and any amendments made after the Initiation meeting. The Service Provider shall be accountable to IDT and the Project Manager in terms of fulfilling the actions set out in the proposal.

Payment will be in terms of the fulfilment of agreed milestones and confirmation by the Project Manager.

**REVIEW CRITERIA AND PROCESS**

The following criteria will be applied in the review of the tenders:

- Approach and Methodology
- Qualification and competencies of key staff
  - Previous Development Research Experience of the team
  - Qualifications of the bidding team
  - Quality of the proposal
  - Team composition
  - Relevant Expertise of the team and the bidding company
- Experience of the bidding company in developmental research

**REPORTING**

The service provider will be expected to prepare a consolidated Work Plan that will operationalize and direct the evaluation. The Work Plan will describe how the evaluation is to be carried out and provide a clear research methodology and research tools.

The consolidated draft work plan will address the following elements:

- Specific set of issues and questions to be addressed by major project component.
- Relevant documentation which will be reviewed.
- Indicators and data to be used to address program/project issues.
- Review framework, methodology, sample design and selection.
• Data collection tools.
• Proposed list of stakeholders to be interviewed.
• Work schedule in Gantt chart format.
• Outline for the Evaluation Report.

The Service Provider/s will submit monthly progress reports to the Project Manager, within 4 days after the end of each month for the duration of the project. It would be expected that any urgent matters that affect the service provider’s ability to meet the deadlines should be brought to the attention of the Project Manager immediately.

**MONITORING PROGRESS ON ASSIGNMENTS**

The Project manager shall do the ongoing management of the Service agreement.

**CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT**

The Service Provider must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Project Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

**DRAFT EVALUATION REPORT**

The appointed service provider will be expected to provide the Department with two written interim reports on intervals to be determined in the work plan. A final summary report of preliminary findings and conclusions will be presented to a workshop that will be organized by the Independent Development Trust (IDT) and DPW to be attended by the management of EPWP and a reference group that will be set up by the Department to provide comments on the methodology and the reports by the service provider. Subsequently, a draft evaluation report will be submitted to the IDT that addresses all issues identified in the Terms of Reference and work plan.
FINAL EVALUATION REPORT

The Service provider will submit a complete final evaluation report (electronic and 10 hard copies) incorporating comments and including an abstract, an executive summary (not exceeding four pages) and a complete report within four weeks of receiving comments from the Evaluation team on the draft report. A PowerPoint presentation of all the slides will also be required together with the reports. All data and questionnaires collected will be submitted together with the report to the department.

COPYRIGHT

Copyright with regard to the study will be vested in the Department of Public Works (DPW). All materials (hard copies and electronic) produced during the surveys become the sole property of the DPW and is subject to confidentiality clauses as per government regulations. Application should be made to DPW for the use of material for any future presentation or publication. After approval of such application, due acknowledgement will be given by user as to the source of data and information.

19 EVALUATION PROCESS

9.1.1 Proposals will be evaluated in accordance with IDT’s Procurement Policy, which conforms to the provisions of the Preferential Procurement Policy Framework Act and its regulations.

9.1.2 The proposals will be adjudicated on points for price and preference on 90/10 scoring model.

9.1.3 The points calculated for price will be added to the points for BBBEE. The bidder who scores the highest will be recommended to the bid committee as the preferred bidder. In calculating all scores of individual tenders and determining the total scores for each tender, scoring model and prescripts available for this purpose will be used.

9.1.4 In order to facilitate fairness in the bid adjudication process, bidders are requested to submit at least three references of previous work undertaken including similar project...
experience in the past years and the names of 3 clients that would demonstrate their 
competence to meet the full range of requirements of the IDT

**19.2 TAX CLEARANCE REQUIREMENTS AND BBBEE CERTIFICATES**

**IT IS A CONDITION OF BIDDING THAT**

9.2.1 The taxes of the successful bidder MUST be in order, or that satisfactory arrangements 
have made with SARS to meet his/her tax obligations

9.2.2 The original Tax clearance Certificate must be submitted with the bid, that is before the 
closing time and date of the tender. Failure to submit an original and valid Tax Clearance 
Certificate WILL invalidate the bid

9.2.3 In bids where Consortia/joint venture/sub-contractor are involved each party must submit a 
separate Tax Certificate

9.2.4 In bids where Consortia/joint venture are involved a consolidated BBBEE certificate must 
be attached. Failure to submit the BBBEE certificate will result in Tenderers losing BBBEE points

**19.3 EVALUATION CRITERIA**

**STAGE 1**

**COMPULSORY REQUIREMENTS/GATE KEEPERS**

Valid tax clearance
Certified ID of directors/owners
Company registration documents
Completed supplier questionnaire

In bids where Consortia/Joint Venture are involved each party must submit a separate Tax 
clearance Certificate, and JV agreement signed by all parties

Failure to submit the compulsory requirements will result in bidder being disqualified
STAGE 2

Functionality

- Approach and Methodology (10)
- Qualification and competencies of key staff (40)
  - Previous Development Research Experience of the team
  - Qualifications of the bidding team
  - Quality of the proposal
  - Team composition
  - Relevant Expertise of the team and the bidding company
- Experience of the bidding company in developmental research (10)

Tenderers must score a minimum of 60% on functionality points to be considered for further evaluation

STAGE 3

90/10 Preference point system in line with Preferential Procurement Policy framework Act will apply

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</tr>
<tr>
<td>TOTAL</td>
<td>100 Points</td>
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DELIVERY

The Tender shall be submitted as original, failure to comply will result in disqualification of the tender.

Two hard copies must be submitted in a sealed envelope, one marked “original” and the other marked “copy.”

Bid documents to be placed in the IDT tender box located in the reception area of our National office, Glenwood Office Park, Corner Oberon & Sprite Streets, Faerie Glen, Pretoria East. It should be placed on or before the closing date as per the tender invitation.