Call for Service Providers
Terms of Reference

ICLEI Africa seeks to appoint a service provider who will support the promotion and development of inclusive sustainable food systems towards rebuilding the economies of KwaZulu-Natal (KZN) and Gauteng Provinces following unrest that disrupted the food systems in 2021.

Proposals due: 25 March 2022

Email proposals to Ryan Fisher at ryan.fisher@iclei.org
ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, ICLEI influences sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. The organisations’ Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The Food and Agriculture Organization (FAO) – is a specialized agency of the United Nations that leads international efforts to defeat hunger. Its goal is to achieve food security for all and make sure that people have regular access to enough high-quality food to lead active, healthy lives. With over 194 member states, FAO works in over 130 countries worldwide and believes that everyone can play a part in ending hunger.
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1. Background

Progress towards achieving prosperity and food security for all has remained protracted, particularly in South Africa. While the country can be classed as being food secure at the national level – meaning that enough nutritious food is produced, a significant number of households and individuals are food insecure, which in itself is a development conundrum of sorts. This impasse is more evident in South African cities. As these cities rapidly urbanise, they are growing to become nodes of food poverty amidst plenty. This gap is understood to be about the physical and economic barriers which reduce access to nutritious foods for many. There is thus the urgent need to transform the food systems of these cities and regions to deliver better outcomes.

The civil unrest that occurred in South Africa's KwaZulu-Natal (KZN) and Gauteng provinces from 9 to 17 July 2021 have negatively affected the food systems in these two regions. Looted and destroyed businesses and other food system elements could take years to rebuild, with damages and losses believed to be worth billions. According to industry groups, KZN and Gauteng are the country’s most prominent economic hubs, providing jobs and livelihoods to many. Both these economic hubs make up approximately half of South Africa’s Gross Domestic Product (GDP) and are home to almost half of the country’s population. The port of Durban in KZN handles 70 per cent of the country’s imports and is seen as an important gateway to southern Africa. Disruptions to the food systems of these two regions have had detrimental effects on the rest of the country, making recovery in KZN and Gauteng of national importance.

The diverse and catastrophic impacts of the July 2021 unrest has sparked food system leaders in KZN and Gauteng to rethink their recovery, with a strong focus on inclusive and sustainable food systems at the core of economic recovery considerations.

2. Scope of work and key deliverables

ICLEI Africa, in partnership with FAO, is embarking on a journey to build the capacity of relevant KZN and Gauteng food system actors, whilst at the same time developing economic recovery strategies and action plans for the regions. To this end, we require a service provider who can co-develop and partner with ICLEI Africa to create awareness and build stakeholder capacity towards inclusive and sustainable food systems. In addition, to support the development of focused strategies and recommendations for inclusive and sustainable food systems in rebuilding economies of KZN and Gauteng Provinces and 5 year implementation plans.

Responses to this ToR are welcomed from individuals or organisations who will hereafter be referred to as the service provider. In order to meet the requirements of this ToR, the appointed service provider is expected to undertake (support and/or lead) the following activities:

- Conducting and reviewing desktop research on marginalized communities in Gauteng and KwaZulu Natal to ascertain the proportion of their involvement in agricultural production systems and their roles;
- Determine trends in the agriculture sector and identify and evaluate the programmes/initiatives to align with the transformation agenda;
- Assess and analyse Food System initiatives supporting marginalized communities and recommend potential solutions;
- Support ICLEI and local government officials with the selection of sites for improvement of their current agricultural practices to improve their current state and demonstrate good practices with DARLLRD to marginalized populations;
● Evaluate the structural economic barriers to food systems led enterprises owned by marginalized designated groups across the value chain and develop a comprehensive inclusive empowerment strategy and costed implementation plan;
● Support ICLEI Africa with conducting awareness raising dialogues, and engagements with relevant food system stakeholders;
● Co-convene, with ICLEI Africa, capacity building sessions for extension officers and farmers
● Identify key mechanisms and interventions for addressing transformation challenges in the food system;
● Co-develop final strategies and recommendations for inclusive and sustainable food systems in rebuilding the economies of KZN and Gauteng

The expected deliverables include:

1. An inception meeting with ICLEI Africa to clarify scope, roles and deliverables, and determine ways of working.
2. A comprehensive (electronic) findings report which provides:
   a. Details on marginalised groups involvement in agricultural production systems and their roles;
   b. Assessment of ongoing Food System initiatives supporting marginalized communities in South Africa, particularly Gauteng & KwaZulu Natal, and recommendations for alignment and further potential solutions;
   c. Evaluation of structural economic barriers to food systems led enterprises owned by marginalized designated groups;
   d. Overview and description of key food system transformation mechanisms and interventions.
3. Bi-weekly meeting check-in meetings through the project duration.
4. Comments and input into training modules for agriculture extension officers produced by ICLEI Africa.
5. 2 capacity building workshops for extension officers and farmers in Gauteng and KZN
6. A close-out meeting with ICLEI Africa to present the findings of the report

3. Key requirements

The service provider should demonstrate conceptual knowledge and technical skills in addressing food system sector-specific challenges in an equitable and sustainable manner as well as an ability to apply cross-cutting expertise that speaks to wider orientations such as systems thinking, and/or methodological and practical tools.

The service provider should have experience in sustainable city-region food system planning and challenges within the South African contexts. The service provider should showcase expertise in:

- Sustainable Food Systems;
- Economic challenges and opportunities as it relates specifically to KZN and Gauteng food systems;
- Understanding policy and economic landscapes, as well as legislative requirements of city-region food systems;
- Organisation and facilitation skills of in-person and virtual engagements;
- Strategy and implementation plan development expertise.
4. Budget

The budget submitted should be organised first by Staff Time & Disbursements, which shows budget breakdown by activity. ICLEI Africa will not pay for any unbudgeted items. ICLEI Africa estimates that this scope of work should not exceed **R100 000.00**, which is the maximum allocation for this work. Effective use of budget must be demonstrated.

5. Submission requirements

1. Proposals may be submitted by individuals, organisations or by a consortium of two to three (2-3) individuals. Only complete proposals, written in English, will be considered. Proposals must include the following sections:
2. Clear description of each of the proposed activities and anticipated outputs, as well as a short explanation of how each activity will be done (methods) and by whom.
3. A detailed work plan and time schedule of activities should be submitted
4. Company profile
5. Short bios of the person/s who will work on this project, indicating their respective roles and responsibilities.
6. CVs of relevant persons who will work on this project, detailing qualifications, skills, experience and past track record, particularly in relation to the main requirements and skills and competencies requirements for service providers as outlined above.
7. Location of your office(s).
8. The company’s BBB-EE Certificate
9. Demonstrated experience: A table or list of relevant projects, including the name, project description, client, monetary value, your role in the overall project and contact details of project reference(s).
10. Detailed budget denominated in Rands (ZAR) and excluding VAT, broken down into:
11. Daily charge out rate for all members of the team for 2022, and structured according to the deliverables as shown above;
12. Expenses associated with the specified activities to be implemented in 2022, including but not limited to printing and stationary;

6. Submission process and timelines

Please indicate interest for submitting a bid by 7 March 2022, so any responses to queries may be shared with all bidders. Bidders will not be excluded from submitting bids if notice of interest is not indicated, but these bidders will not receive responses to any queries and clarifications raised. Kindly submit your proposal to Ryan Fisher at ryan.fisher@iclei.org by 16:00 (SAST) on **25 March 2022**. At all times, please use the subject line, Service Provider: Food For Rebuilding Economies. See the timelines for submission process and first meetings below:

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<th>Date</th>
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<td>1 March 2022</td>
<td>Terms of Reference released</td>
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<tr>
<td>7 March 2022</td>
<td>Expression of interest from prospective service providers</td>
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<tr>
<td>11 March 2022</td>
<td>Deadline for sending requests for clarification or queries regarding the ToR to ICLEI Africa, if any</td>
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<tr>
<td>16 March 2022</td>
<td>Response to queries from ICLEI Africa</td>
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<td><strong>25 March 2022</strong></td>
<td><strong>Submission closing date</strong></td>
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<tr>
<td>31 March 2022</td>
<td>Service provider appointed</td>
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<tr>
<td>5 April 2022</td>
<td>Inception meeting/ call with approved service provider</td>
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7. Proposal evaluation process

Functionality is of utmost importance in the evaluation. Budget considerations will include a balance between a clear understanding of the scope and complexity of the task, and affordability. Refer to the list below for an indication of technical evaluation criteria. The overall evaluation scoring will be as follows:

- Technical score – out of 60;
- Budget score – out of 30;
- BEEE score – out of 10.

List of technical evaluation criteria

- Service provider qualifications. Indicator: CVs indicating skills, expertise and qualifications
- Relevant experience in the appropriate field/s of study. Indicator: track record / completed projects
- Interpretation of the scope and complexity of the task. Indicator: description of the approach to the tasks and associated methodologies
- Locality of service provider offices

8. Additional information

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. For more information on ICLEI Africa’s work, please see http://africa.iclei.org/ and http://cbc.iclei.org/.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE.
Annex

South African – preferential procurement: Sworn Affidavit of Supplier