

TERMS OF REFERENCE

Turnkey Construction Project Management Consultant



15 September 2021

CFP-55-PVCC-09-2021

SUMMARY

Title	Technical support to NACOSA to assist in the completion of three post violence care centres for the Department of Health in South Africa.
Description	NACOSA seeks the services of suitably qualified project manager to provide technical support to assist in ensuring that the Centres are well designed and built according to project specifications.
Briefing Meeting and Questions	There will be a compulsory briefing meeting on 21 September 2021 from 10h30 – 12h00 . This will be a virtual meeting. Indicate your interest in attending this meeting by sending an email to projects@nacosa.org.za by 12h00 on 20 September 2021 and the link will be shared prior to the meeting. In your email, include any questions you might have (by 12h00 on 20 September 2021) so that these questions can be addressed in the briefing meeting.
Submission to	projects@nacosa.org.za
Submission must include	<ol style="list-style-type: none">1. Proposal outlining project approach (no more than 4 pages) with implementation plan (1 page)2. Budget/Quote using Annex A3. CV4. Two examples of previous, relevant work5. Two referees
Deadline for submission	Tuesday, 28 September 2021 at 17h00
Confirmation of Service Provider	06 October 2021

BACKGROUND

South Africa has the largest HIV epidemic in the world, with an estimated 7,640,000 people living with HIV (PLHIV) (all ages) in 2019.ⁱ This equates to an HIV prevalence of 19% among those aged 15-49 years. Women experience a disproportionate HIV burden throughout the life cycle, but this gender disparity is most pronounced among adolescent girls and young women (AGYW) aged 15-24 years, whose HIV prevalence is three times greater than their male peers (10.2% compared to 3.4%).

In 2019, South Africa had 190,000 new HIV infections. Vulnerability to HIV peaks among adolescent girls around age 18 years, however, the age and gender disparity is greatest among 16-year-olds, when girls are 13 times more likely to acquire HIV than their male peers.

Gender inequality, harmful gender norms, and gender-based violence remain critical challenges affecting vulnerability to HIV, with alarmingly high levels of sexual and gender-based violence in South Africa.ⁱⁱ In 2018, 138 per 100,000 women over 18 years have been raped,ⁱⁱⁱ yet many still feel unable to report to police; in a 2017 Gauteng study only one in 23 women who reported sexual abuse also reported to police.^{iv} Intimate

partner violence is also widespread, with 29.1% of ever-married or partnered women aged 15–49 years experiencing physical or sexual violence in the past year.^v Almost half (46%) of sexual offence complainants to the police are children,^{vi} and Thuthuzela Care Centres (TCCs) see a large proportion of AGYW.^{vii} People with disabilities, particularly women and girls with disabilities, are recognized to be at increased risk of all forms of violence.^{viii} To respond to these challenges, South Africa has developed a NSP to Reduce Human Rights-Related Barriers to HIV and TB Services 2019-2022.^{ix}

NACOSA is a **network** of over 2,500 civil society organisations working together to turn the tide on HIV, AIDS and TB in South Africa. NACOSA **promotes dialogue, builds capacity** with accredited training, mentoring and technical assistance and **channels resources** to support service delivery on the ground, particularly among **key populations** and **women and girls**. NACOSA is funded by the **Global Fund, USAID, and First for Women**. NACOSA works at all levels – from international agencies and national government, right through to sub-district services and small, community groups.

NACOSA is hugely committed to improving the lives of vulnerable South Africans. Pursuant to this commitment is our focus on gender-based violence, recognizing that violence is an epidemic in South Africa. NACOSA have identified three geographic areas where there is currently no dedicated health facility to provide forensic services to survivors of sexual violence. To address this need, NACOSA have secured funding from The First for Women Foundation and The Global Fund to ensure that;

- Two facilities are constructed to provide services for survivors of sexual violence to serve as designated facilities for the Department of Health.
- One facility is constructed to be a Thuthuzela Care Centre (<https://www.justice.gov.za/vg/sxo/2019-TCC-Brochure-Sep.pdf>).

PROJECT OVERVIEW

NACOSA is seeking a service provider who will play an active and positive role as a positive member of the project team, who has the ability to adapt to events as they occur, and who will take responsibility for the efficient design, management, control and prompt safety and completion of all the Works in a cost-effective manner which complies with all SANS and SABS building requirements staying within the budget. Three post-violence care centres need to be designed¹ and constructed. They are earmarked for the following sites:

Table 1. Overview of Location and Funder for the Three Centres

Province	District	Sub-District	Site	Type of Facility	Funder
Gauteng	City of Johannesburg	Region A	OR Tambo Clinic, Diepsloot	Designated facility	First for Women Foundation
Gauteng	West Rand	Merafong City	Carletonville Hospital	Designated facility	The Global Fund
Western Cape	City of Cape Town	Mitchells Plain	Mitchells Plain Hospital	Thuthuzela Care Centre	The Global Fund

This project presents an opportunity to design and construct three unique facilities that brings innovative design thinking with a focus on delivering quality patient centred care and responding to the operational

¹ The site at OR Tambo Clinic, in Diepsloot, Gauteng is already at an advanced stage in terms of the project inception, concept and viability, and design development.

needs of the Department of Health (and for the TCC it should also comply with the needs of the National Prosecuting Authority and the Department of Social Development).

The design of each facility will be dependent on the size of the land available and budget. Modular type structures are envisaged although bricks and mortar may be incorporated into the Mitchells Plain centre.

The successful tenderer will do the design supply and build of the three (3) centres with the relevant ablutions. The buildings will consist of types of spaces to accommodate a range of needs:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Reception area • Seating areas • Manager Office • Examination rooms • Social worker office • Storage areas | <ul style="list-style-type: none"> • Waiting rooms • Walkways and external seating area • Kids Observation room • Ablution Facilities • Disabled Ablutions Facilities |
|---|--|

It is critical that the new design will be reflective of the look and feel of the current hospital in Mitchells Plain in Cape Town. The process for the site situated in Mitchells Plain has not begun. The site at OR Tambo Clinic, in Diepsloot, Gauteng is already at an advanced stage in terms of the project inception, concept and viability, and design development. The site at Carletonville Hospital in Gauteng will be of a similar design to that in Diepsloot, however this process has not been finalized.

The total budget for the three centres is approximately R5,5 million.

SCOPE OF WORK

Responsibilities

Stage 1: Inception

NACOSA will provide the consultant with a full appraisal on the three project sites, not limited to; background to the project, the brief, key considerations and elements to the facilities, stakeholder engagement, the budget and budgetary constraints, the timelines, the need for a construction company, and the approach to contracting.

The duration of the project scoping period is envisaged to be from October to December 2021.

Deliverables

DELIVERABLE		DIEPSLOOT	CARLETONVILLE	MITCHELLS PLAIN
Concept and Viability	<ol style="list-style-type: none"> 1. Provide an initial design that provides detail on the: <ul style="list-style-type: none"> • intended space provisions and planning relationships, • proposed materials and intended building services, • technical and functional characteristics of the design. 2. Provide a report that addresses the conformity of the concept with the rights to the use of the land. 3. Provide a report that outlines the anticipated costs of the project. 4. Develop and submit a project programme. 5. Provide a report and evidence that there has been stakeholder engagement and how their contributions have been considered and integrated in the design process. 6. All project documentation must be in English. 	PARTIALLY COMPLETE	X	X

Design Development	<ol style="list-style-type: none"> 1. Provide a report that <ul style="list-style-type: none"> • Confirms the scope and complexity of the site • Reflects that the design has been reviewed and this has included consultation with local and statutory authorities 2. Provide documentation that reflects the design, construction system, materials and components of the site, including the services. 3. Provide a report and evidence that there has been stakeholder engagement and how their contributions have been considered and integrated. 	PARTIALLY COMPLETE	X	X
Documentation and Procurement	<ol style="list-style-type: none"> 1. Provide documents that reflect local authority permission has been granted. 2. Completed Method Statements for the following areas of work must be submitted to demonstrate a full understanding of the Works. These are to be updated as required as the works progress (where applicable): <ol style="list-style-type: none"> a. For staff accommodation including management. b. Site Security. c. As identified within the individual specifications. d. Adherence to the Disaster Management Act Regulations pertaining to COVID-19 e. Approach to the Completion of the Project. f. Proof of valid membership of the NSBRC or any other professional construction body as determined. g. List of Referees of work completed in the last two years. 3. Safety measures and conditions (where applicable): <ol style="list-style-type: none"> a. Access to the site for materials delivery. b. Transport and clearance of goods and materials. c. Approach to undertaking the Works. d. Maintaining access and existing fire escape routes clear during the Works. 4. Detailed Company Organisation including resourcing schedule, clearly identifying key personnel that will be responsible for the delivery of the project, including Contractor's organisation chart. 5. The following information shall be included: <ol style="list-style-type: none"> a. Typical generic job descriptions for those members of the team shown on the organisation chart. b. CV's of the senior management and site-based staff proposed for this project inclusive of Client reference contact. 6. The Tenderer/bidder shall submit details of his existing or proposed standard Quality Assurance Scheme, which shall include the following: <ol style="list-style-type: none"> a. A copy of the report of the last Quality Management Review; b. A typical Contract Quality Plan; c. A sample inspection and Test Plan; d. A statement that the Tenderer has no objection to being audited by NACOSA's representative. 7. It is essential that the tenderer includes all items listed in the "Instructions relating to preparation and submission of tenders". Financially, the bid must include: - <ol style="list-style-type: none"> a. A fixed price for the tender b. A fixed price for staff and organisation costs (preliminaries and general conditions) c. A fixed price for all related fees. Detailed breakdown required as follows albeit this is not an exhaustive list: <ol style="list-style-type: none"> i. Contractor's own design consultants and current design consultants who will be novated to the contractor. ii. Any other fees such as building regulation, planning and other survey costs, if relevant. 	X	X	X
Complete construction documentation and proceed to call for tenders	<ol style="list-style-type: none"> 1. Provide documents to invite proposals for the execution of the work. 2. Provide documents that reflects the work done to support the evaluation of the offers received from potential bidders and provide recommendations on the award of the building contract. 	X	X	X

Construction	<ol style="list-style-type: none"> 1. Provide documents that reflect the inspection of the work for conformity to the contract documentation 2. Provide reports that reflect that the duties and obligations in the contract have been administered and performed. 3. Be a direct liaison between NACOSA and the contracting firm/s and make recommendations to NACOSA for disbursements to the contractor/s. 4. Provide the certificate of practical completion 5. Provide the occupational certificate. 	X	X	X
Close out	<ol style="list-style-type: none"> 1. Provide a comprehensive close out report 2. Provide certificates related to contract completion 3. Provide the as-built drawings and relevant technical and contractual undertakings 	X	X	X

Timeframes

The consultant is to complete all the deliverables by 31 March 2022.

Budget

NACOSA is a non-profit and public benefit organisation with a limited budget, entirely funded by donors. This means we need a high quality but cost-effective service.

REQUIREMENTS

Successful consultants or organizations should have:

- A bachelor's degree in Architecture, or related field or demonstrated experience and prior learning with clear understanding of architectural design. Registration with The South African Council for the Project and Construction Management Professions or similar professional body would be advantageous.
- Demonstrated experience in working as a project manager in the construction field where similar projects have been completed successfully.
- Experience in modular design and construction projects would be advantageous.
- Must have at least 10 years' experience in building construction design and management activities.
- Demonstrated proficiency in engaging with project management, architectural and related applications.
- Good interpersonal relationship skills.
- Legal status recognized to work in South Africa, enabling the individual to perform the above-mentioned tasks.
- Confirm dedicated availability of their time to this project within the required timeframes of the project. It is of the utmost importance that the bidder be available during the required timeframes of the project.

Core Values & Critical Key Competencies

- Strong analytical skills with an ability to evaluate and propose strategic options.
- Ability to think critically and strategically and diplomatically challenge feedback/ inputs and encourage shared ownership of outcomes.
- Excellent interpersonal communication, relationship building and networking skills.
- Respect, integrity, commitment, excellence and building partnerships.
- Consultants from previously disadvantaged backgrounds are encouraged to apply.

SUBMISSION OF PROPOSALS

Interested consultants should submit:

1. **Proposal (4 pages) and Implementation Plan (1 page):** The proposal should set out a description of the approach and methodology, clearly demonstrating the Consultants experience in
 - managing processes from concept to building completion
 - compiling TORs for projects of this size and scope
 - managing the selection of a construction company including key indicators for selecting and contracting a construction company
 - stakeholder engagement, communication and management
 - providing clear direction to contracted construction companies to ensure they adhere to the scope, spec and budget of the project.

This proposal need not detail the actual project as the consultant will not have a fully developed understanding of the project. The detail of the project will be shared with the appointed consultant during the inception phase.

The implementation plan should be 1 page and could be a Gantt chart and can be in Word or Excel.

2. A quote for the work (including daily and hourly rates - excluding travel) – Please complete Annex A.
3. CV of the Consultant
4. Examples of previous work (2)
5. Contactable referees (3)
6. Please provide a detailed quotation that addresses the estimated hours against deliverables – See Annex A for a Template of a Fee Proposal. Please describe the approach to billing towards the project as well as hourly/ daily rates.

PROPOSALS MUST BE SUBMITTED BY 16H00 ON TUESDAY 28 SEPTEMBER 2021 TO:

proposals@nacosa.org.za with the reference, CFP-55-PVCC-09-2021 in the subject line.

There will be a compulsory briefing meeting on **21 September 2021 from 10h30 – 12h00**. This will be a virtual meeting. Indicate your interest in attending this meeting by sending an email to queries@nacosa.org.za by 12h00 on 20 September 2021 and the link will be shared prior to the meeting. In your email, include any questions you might have (by 12h00 on 20 September 2021) so that these questions can be addressed in the briefing meeting.

Evaluation Criteria for Proposals

	CRITERIA	POINTS
1	A minimum of 10 years' experience in providing project management and related professional services in construction for corporate or government clients.	15
2	Professionally registered Project Manager, Civil Engineer, Architect and/or Quantity Surveyor. As an organisation the employees that are registered. (C.V.s and proof of registration and/or employment to be provided). <i>Points:</i> <i>Registered = 10 Points</i> <i>Non-Registered = 0 points</i>	10
3	5-10 years' experience in managing construction projects <i>Points:</i>	20

	<p>0-5 years = 10 Points</p> <p>6-9 years = 15 points</p> <p>10+ years = 20 points</p>																					
4	<p>Proof of Management Control and Ownership in terms of BBB-EE</p> <table border="1"> <thead> <tr> <th>B-BBEE STATUS LEVEL OF CONTRIBUTOR</th> <th>NUMBER OF POINTS</th> </tr> </thead> <tbody> <tr><td>1</td><td>10</td></tr> <tr><td>2</td><td>9</td></tr> <tr><td>3</td><td>8</td></tr> <tr><td>4</td><td>7</td></tr> <tr><td>5</td><td>6</td></tr> <tr><td>6</td><td>5</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-compliant contributor</td><td>0</td></tr> </tbody> </table>	B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS	1	10	2	9	3	8	4	7	5	6	6	5	7	4	8	2	Non-compliant contributor	0	10
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7	4																					
8	2																					
Non-compliant contributor	0																					
5	<p>Provide three contactable references where similar construction project management solutions have been implemented along with the Portfolios of Evidence of what was delivered for those 3 references.</p> <p><i>Points:</i></p> <p>3 References and Portfolio = 20 Points</p> <p>2 References and Portfolio = 10 Points</p> <p>0-1 References = 0 Point</p>	20																				
6	<p>Established network of registered related professionals which can be used assist in the execution of the project (engineers, quantity surveyors). Letters of reference by these professionals to be submitted.</p> <p><i>Points:</i></p> <p>References = 5 Points</p> <p>0 References = 0 Point</p>	10																				
7	Budget cost effectiveness and price	15																				
	TOTAL	100																				

NACOSA reserves the right to invite bidders for presentations before the award of the bid. At least three days' notice will be given to bidders required to attend a presentation as well as the details of the venue for the presentation. Presentations shall only affect the marks awarded for functionality.

NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA

NACOSA

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t. 021 552 0804 | **f.** 021 552 7742 | **e.** info@nacosa.org.za

Non Profit Organisation: NPO 017-145A | Public Benefit Organisation: PBO 18/11/13/1602 Non Profit Company: NPC 2015/448924/08 | VAT registered, number: 473 0273 234

Section 18A Tax Exempt | Accredited by the Health & Welfare SETA | Level 2 B-BBEE Entity (110% recognition)

Nacosa.org.za

ⁱ Thembisa 4.3 Age-Specific Outputs Online at <https://www.thembisa.org/downloads>

ⁱⁱ Report of the Special Rapporteur on violence against women, its causes and consequences on her mission to South Africa*. Page 19.

ⁱⁱⁱ Statistics South Africa. (2018). Crime Statistics Series Volume V: Crime against Women in South Africa: An in-depth analysis of the Victims of Crime Survey data. Report 03-40-05 (June,2018). Retrieved from www.statssa.gov.za

^{iv} Cited in DWYPD (2020) National Strategic Plan on GBV and Femicide. Page 27.

^v SANAC (2018) Global AIDS Monitoring Report, 2018. Page 30

^{vi} DWYPD (2020) National Strat Plan on GBV and Femicide. Page 34.

^{vii} Author (2018) GBV Evaluation Report. Page 49.

^{viii} Cited in Break the Silence. Page 1-2.

^{ix} SANAC (2019) National Strategic Plan to Reduce Human Rights-Related Barriers to HIV and TB Services 2019-2022. Online at <https://bit.ly/3swHh14>