

# DEPARTMENT OF HUMAN SETTLEMENTS

## TERMS OF REFERENCE FOR PLACEMENT ON THE DATABASE OF PROFESSIONAL CONSULTANTS AND PROFESSIONAL RESOURCE TEAMS (PRT's)

### 1. BACKGROUND

The Western Cape Department of Human Settlements aims to strengthen the process of creating sustainable human settlements, in line with the Human Settlement policy of the Western Cape.

A need has been identified to build and strengthen the capacity of the Department. The Department has recognized that there is insufficient professional capacity and this situation has resulted in the approach to make use of PRTs. A PRT is a team of professional consultants that will be appointed by the DHS to plan and/or manage and/or oversee and/or implement a project. Depending on the scope and needs of specific projects, PRTs will consist of different professionals. These PRTs will consist of external service providers, in various fields where such support might be needed by the DHS. In some instances, a single profession might be needed while in others, a complete team covering the full spectrum of disciplines might be required.

These PRTs will assist to expedite and improve both the planning of human settlements and the delivery of housing.

The Department herewith aims to establish a data base of registered consultants that will form PRTs that may be utilized on an ad-hoc basis.

The Department has also realized that in order to respond properly and quickly to the housing challenges in the Western Cape, the available internal resources require integration. It is for this reason that planning, development and housing delivery have been integrated.

## **2. PURPOSE OF THE DATABASE**

The data base that will be compiled after this exercise will enable the DHS to access specific expertise, liaise with stakeholders in a meaningful manner in terms of the sharing of knowledge and more meaningful bilateral communication.

Individual service providers or more comprehensive PRTs can be sourced from the data base.

Service providers will benefit from being included on the data base as they will be informed of all upcoming appointments and will be able to share knowledge with the Department on a more structured way. By understanding the needs of the Department, more effective inputs will be made by service providers and they will have a better understanding of how to submit their proposals to talk to the needs of the Department.

## **3. UTILISATION OF THE DATA BASE**

The DHS can call for proposals from a specific profession from the data base to perform certain tasks that will be specified according to the normal procedures followed by the DHS. In other instances, the DHS can ask certain service providers to compile PRTs that will submit proposals to the Department.

The data base will not only provide names of suitable service to the Department, but it will also play a role in the management of relations with stakeholders. Having such a list of service providers will enable the Department to communicate with the companies about the needs of the Department, inform them of new policies, have working sessions to obtain inputs and create a better understanding of the challenges faced by the Department before proposals are requested from these service providers.

Improved relations and more direct communication with the potential service providers will allow for better access to more innovative ideas relating to the Human Settlement environment.

The PRT shall be familiar and comply with any relevant policies and priorities of the Department, and the Western Cape Provincial Government.

The following general guidelines shall apply:

- The transfer of skills to the officials involved in the implementation of the project is crucial.
- All documents produced and/or submitted shall become the property of the Department.
- Fees will be based on Gazetted fees for professionals in the built environment on tariff scale.

#### **4. COMPOSITION OF PRTs**

**Resource Teams will consist of some or all of the following professions – depending on the specific needs of the Department at the time of any appointment:**

- Project Managers
- Engineering Professionals (Civil, Structural, Electrical, Mechanical)
- PHP (Peoples Housing Process) suppliers
- Suppliers of portable flush toilets
- Town and Regional Planners
- Development Planners
- Community Facilitators / Communication Professionals
- Conveyancers / Legal Practitioners
- Quantity Surveyors
- Architectural Professionals
- Environmental Specialists
- Resource economists
- Human Settlement / Housing Policy and Research Specialists
- Property Register Management Specialists
- Other professionals as may be required

#### **6. CRITERIA FOR EVALUTION**

- ❖ Experience of at least two successful related projects
- ❖ Proof of registration on professional bodies
- ❖ HDI ownership (attach shareholders certificate as proof)
- ❖ At least two years as a specialist/consultant
- ❖ Western Cape (Locally Based Service Providers)
- ❖ An original and valid Tax Clearance Certificate

## **7. SUBMISSION**

All prospective service providers wanting to be placed on the list for Professional Resource Teams need to complete the attached form.

## **8. NOTIFICATION**

Please be advised that in the event of a company being placed on the list of service providers, no guarantee can be given of any orders during the twenty four month period, as the usage of the data base will depend on the requirement as and when required. It should also be noted that although pricing does not form part of the evaluation for the placement on the approved database, it will play a significant role as and when specific proposals are requested from listed service providers.

The database will be applicable for a period of two years and will be updated periodically.

## **9. PROJECT MANAGER**

The Department of Human Settlement

### **Contacts:**

**Mr R. Rughubar (Chief Director: Human Settlement Implementation) 021 – 483 2522**

**Ms J. Samson (Chief Director: Human Settlement Planning) 021 -483 4224**

## Registration Form for the Provision of Built Environment Professional Services Database

| Name of Company | Contact person and contact details | Area of expertise / discipline | Professional Registration and number | Years of experience (of most senior staff member per discipline) | Two largest related projects over the previous 5 years | HDI status (ito race, gender and disability) | Tax Clearance certificate included? |
|-----------------|------------------------------------|--------------------------------|--------------------------------------|--|--|--|-------------------------------------|
|                 |                                    |                                |                                      |  |  |  |                                     |

Form to be completed separately for each discipline if company specialises in more than one of the areas.