

# **ETHEKWINI MUNICIPALITY'S ETHEKWINI TRANSPORT AUTHORITY INVITES PARTNERSHIP PROPOSALS FROM NON-PROFIT COMPANYS/ORGANISATIONS (NPCs/NPOs) TO IMPLEMENT THE GO!DURBAN ACADEMY PROGRAMME IN LINE WITH THE PROMOTION OF ACTIVE MOBILITY IN COMMUNITIES AND ENVIRONMENTAL STEWARDSHIP**

## **1. Introduction**

The GO!Durban Integrated Public Transport strategy is a priority for the development of the Ethekwini region to ensure that development occurs in a manner that is sustainable and in line with the Municipality's stated intentions and commitments as articulated in various International and National climate change accords and agreements.

The Environmental Impact Assessment (EIA) authorisation for GO!Durban projects requires that the system demonstrates financial sustainability, social upliftment and promoting environmentally sustainable transport. To this end, the GO!Durban Academy program was established and is set with outputs that satisfy a range of needs in the respective communities with a view to promote a sustainable development program focused on youth development.

One of the main objectives of the GO!Durban Academy is to maximise the performance of the Municipality's green spaces as a social, economic, and environmental asset, through the promotion of more sustainable mobility in the form of Active Mobility (walking and cycling). The GO!Durban Academy program is therefore used as a vehicle to support youth development to seek to effect job creation, improved mobility and quality of life in marginalised communities in particular.

In line with the above, the Transport Authority seeks to partner with NPC's/NPO's to support the City in the implementation of the GO!Durban Academy program focusing on the promotion of active mobility in communities through the following fundamental principles:

- a) Promotion of non-motorized transport / active mobility
- b) Youth development
- c) Job creation through environmental stewardship
- d) Promotion of social cohesion
- e) Private-Public-Partnerships
- f) Restoration of the Pisangs River Wetlands
- g) Develop, maintain and enhance green spaces

## **2. Current Provision of Services at Academy sites**

The program is run at six sites currently, namely: Inanda, KwaDabeka, KwaMashu, Chesterville, Wentworth and Cornubia, with a further two sites planned to be introduced in the 2025/2026 financial year.

Activities across the three interrelated sub programs (not limited to) include:

*a) Active Mobility*

- Youth are taught how to cycle Monday to Saturday by professionally trained cycling coaches
- Professionally trained coaches facilitate bike repairs and maintenance and related workshops as and when required
- Riders are identified and trained to compete in professional local, national and international cycling races

*b) Edutainment*

- Singing, Dancing and Acting classes by qualified coaches from Monday to Friday
- Classes are facilitated by specialist coaches in vocal, dance and drama
- Rehearsals and customised training for community activations, events and competitions as and when required

*c) Education and Life Skills*

- Academic afterschool tutoring support twice during the week and Saturday mornings for primarily English and Mathematics (not limited to)
- Education surrounding environmental and social issues, skills and initiatives

*d) Management of Capital Works*

- Oversee and report on the implementation of Capital projects
- Management of the day-to-day operations and maintenance and related service providers within the allocated annual budget

The number of participants per site in relation to the above activities is specified below:

Sites	Inanda	KwaDabeka	KwaMashu	Chesterville	Wentworth	Cornubia	Total
Beneficiaries	716	676	1075	398	268	222	<b>3355</b>

## **3. Scope of Work**

- a) General Management and Administration Support for the GO!Durban Academy Program

- b) Executes current activities (point 2 above) and any additional provision of services and/or sites
- c) Provides specialised services and project management with the necessary qualifications, experience and skills for existing and additional (new) sub-programs
- d) Identifies and implements a minimum of three new Community Based Active Mobility programs annually
- e) Implements community-based programs or activities aligned with the City's social, environmental and economic transformation goals related to active mobility, as specified by the City.
- f) Implements and Maintains Active Mobility Trail/ Route Development and Maintenance aligned with the City's non-motorised plan
- g) Sourcing and Retaining Program Sponsors and Funding
- h) Governance and compliance
  - ii. Ensuring governance compliance with relevant policies and procedures, internal and external reporting
  - iii. Financial management and control services

#### **4. Request for proposals**

- a) Proposals are requested from NPOs/NPCs which are formally constituted and registered.
- b) Submissions must consist of a detailed proposal based on the following:
  - I. Methodology with key outcomes of how your organisation will assist the city in promoting active mobility through the program (based on point 3 above)
  - II. Pricing of activities as per the overall and detailed budget breakdown provided for in *annexure one*
  - III. Value Additions:
    - Brief sustainability approach for a 36-month period
    - Expand the existing program through public-private partnership both locally and internationally
- c) Proposals should clearly detail the organisation's structure and relevant personnel's CV's including qualifications, experience and skills related to Active Mobility, Transport, Edutainment, Academics, Finance, Legal and Public Service. Personnel are required to have a minimum of 3 years' experience in the above-mentioned fields.
- d) The organisation should ascribe to non-sectarian and non-discriminatory practices and provide equal opportunities for women, youth and people living with disabilities.
- e) All submitted proposals will be evaluated against the following objectives:
  - City's Environmental Impact
  - Economic Transformation
  - Enterprise Development and Job Creation

- Quality Basic Education
- Youth Development Goals

## **5. Submission of Proposals**

1. Proposals must be hand delivered to the GO!Durban Offices, Midway Crossing Mall, A225 Zavala Road, Ntuzuma A. No electronic submissions will be accepted.
2. No applications will be accepted after the closing date of Friday, 03 May 2024 at 16h00.
3. Organisations are required to sign a register on submission of their applications at the drop off. Signing of the register is required for record and audit purposes.
4. The submission of an application does not guarantee proposal acceptance or partnership approval.
5. The feedback on whether a proposal has been accepted or not will be communicated in due course. exponential

## **6. Adjudication Criteria**

*Submission of a detailed proposal should cover the following for evaluation purposes.*

1. Methodology with key outcomes of how your organisation will assist the city in promoting active mobility through the program.  <i>Detailed indication from a submitted proposal.</i>	40
2. Organisational Capacity with Board and Management levels including other human capacity with tertiary qualifications in the fields of transport, finance, legal and public service.  <i>CV's and qualifications to be provided.</i>	10
3. Organisational experience with community related projects or initiatives including Board of Directors and Management experience in the areas of research, strategy, facilitation, project management, financial management, and relationship management within the context of running an NPC.  <i>Reference letter(s) to be provided.</i>	30
4. Value Additions: <ul style="list-style-type: none"> <li>• Brief sustainability model for a 36-month period</li> <li>• Expand the existing program through public-private partnership both locally and internationally.</li> </ul>	20

<i>Demonstration of a successful model from a submitted proposal.</i>	
---	--

**TOTAL SCORE:**

**100 Points**

*Respondents must achieve a minimum threshold of 70 points to be considered.*

Visit [www.godurban.co.za](http://www.godurban.co.za) for the following annexures:

- *Annexure one* – Pricing Schedule (Summary and detailed budgets)
- *Annexure two* – Detailed Evaluation Schedule
- *Annexure three* – Returnable Documents Schedule

For queries or more information, email [info@godurban.co.za](mailto:info@godurban.co.za)

**Annexure one: Pricing Schedule:**

Based on the scope of work and required resources over a 36-month period.

**1. Summary Budget**

<b>OPEX</b>				
	<b>Item</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
1	General Management and Administration Support			
2	Specialised sub-program Project Management			
3	NEW Community based programs (3 annually based on proposal)			
4	City Prescribed Community based programs - Active Mobility Community Policing (ongoing) and Active Mobility promotion events (4 annually)	R 1,950,000.00	R 2,047,500.00	R 2,149,875.00
5	Bike Parks			
6	Musical Theatre			
7	Active Mobility Trail Development and Maintenance			
	<b>TOTAL</b>			

	*Targeted Program Funding/ Sponsorship			
--	---	--	--	--

<b>CAPEX</b>				
	<b>Item</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
	New sites X2	Nil	R 9,408,000.00	Nil

**2. Detailed Budget**

<b>1 General Management and Administration Support</b>				
	<b>Item</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
1	General Manager			
2	Financial Administrator			
3	HR & Payroll Manager			

4	Advisory Services			
5	Logistics Manager			
6	Marketing Consultant			
7	Directors' stipends and Board costs			
8	General Assistant			
9	Accounting/Payroll costs/support			
10	Finance charges			
11	Insurance and public liability			
12	Medical related support			
13	Stationery & office supplies			
14	Marketing Related Costs - stock, printing, events and media buying			
15	Travel related costs - Fuel, Subsistence and Travel			
16	Furniture, equipment, IT equipment			
17	Head Office and Site Vehicles			
18	Printing, Consumables and stock			
19	Head Office Rent			
20	Head Office Phones/wifi			
21	Head Office Utilities			
22	Head Office Security Systems			
23	Head Office Maintenance			
24	SARS payments			

<b>2 Specialised sub-program Project Management</b>				
	<b>Item</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
1	Sport Development Project Manager			
2	Sports Projects Co-Ordinator			
3	Musical Theatre Project Manager			
4	Academic, Lifestyle Tutors			
5	Nutrition Programme			

<b>5 Bike Parks</b>				
	<b>Item</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
1	Bike coaches (2 per site)			
2	Security			
3	Pump track maintenance			

4	General site maintenance			
5	New Bikes (50 per site)			
6	Kit and safety equipment			
7	Bike Spares and tools			
8	Bike Race costs			

**6 Musical Theatre Program**

	Item	2024/2025	2025/2026	2026/2027
1	21 Coaches - 6 sites			
2	Trainers x 4			
3	Interns x 12 (2 per site)			
4	Curriculum x 3 Disciplines/ 2 shows plus Music - (Singing, dancing and acting)			
5	Post Curriculum Studies (3 tertiary students every three years)			
6	Technical Equipment Hire			
7	Gala Production x1			
8	Bi Annual Community Show x6			
9	Music Production/ Live Engineering and Technical Support			

**7 Active Mobility Trail development and Maintenance**

	Item	2024/2025	2025/2026	2026/2027
	Trail teams			
	Trail consumables			

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....

*(of person authorised to sign on behalf of the Organization)*

## **Annexure two: Detailed Evaluation Schedule**

The scoring of the methodology will be as follows:

<b>Level</b>	<b>Points</b>	<b>Criterion</b>
No response	0	No methodology indicated with details of assisting the city in promoting active mobility through the program.
Poor	10	Methodology with less key outcomes of how the organisation will assist the city in promoting active mobility through the program. With no understanding of the active mobility concept.
Satisfactory	20	Methodology with key outcomes of how the organisation will assist the city in promoting active mobility through the program. With limited understanding of the active mobility concept.
Good	40	Methodology with detailed key outcomes of how the organisation will assist the city in promoting active mobility through the program. With vast understanding of the active mobility concept.

The scoring of organisational capacity will be as follows:

<b>Level</b>	<b>Points</b>	<b>Criterion</b>
No Response	0	No CV's and qualifications submitted.
Poor	5	Organisational Capacity with Board and Management levels including other human capacity with no tertiary qualifications
Satisfactory	8	Organisational Capacity with Board and Management levels including other human capacity with undergraduate qualifications in some fields of transport, finance, legal and public service.
Good	10	Full Organisational Capacity with Board and Management levels including other human capacity with postgraduate qualifications in the fields of transport, finance, legal and public service.

The scoring of organisational experience will be as follows:

<b>Level</b>	<b>Points</b>	<b>Criterion</b>
No response	0	No reference letter(s) to prove experience.
Poor	5	Less than 2 years proven experience with community related projects or initiatives including Board of Directors and Management experience in some areas of research, strategy, facilitation, project management, financial management and relationship management within the context of running an NPC
Satisfactory	15	3-5 years' proven experience with community related projects or initiatives including Board of Directors and Management experience in some areas of research, strategy, facilitation, project

		management, financial management and relationship management within the context of running an NPC.
Good	30	+5 years' proven experience with community related projects or initiatives including Board of Directors and Management experience in areas of research, strategy, facilitation, project management, financial management and relationship management within the context of running an NPC.

The scoring of value additions will be as follows:

Level	Points	Criterion
No response	0	No demonstration of a sustainability model for a 36-month period.
Poor	5	Demonstration of a sustainability model for a 36-month period with NO expansion of the existing program through public-private partnership locally or internationally
Satisfactory	10	Demonstration of a sustainability model for a 36-month period demonstrating a slight expansion of the existing program through public-private partnership locally or internationally.
Good	20	Demonstration of a sustainability model for a 36-month period demonstrating substantial expansion of the existing program through public-private partnership both locally and internationally.

\*Pricing Preference points will be based on the prescribed Supply Chain Management's pricing formula

**Annexure three: Returnable Documents:**

*Submission of documents can be attached as separate items.*

Item	Returnable Documents	Submitted	
		Yes	No
1	Detailed Proposal <i>(including methodology with key outcomes and value additions)</i>		
2	Company Registration <i>(proof of the registration for the non-profit organization/company)</i>		
3	CSD Registration		
4	Tax Compliance Status		
5	MBD4: Declaration of Interest		
6	MBD9: Certificate of Independent Bid Determination		
7	Declaration of Municipal Charges		
8	Reference Letter(s)		
9	Organisational Structure <i>(Board, Management, and other human capacity)</i>		
10	CV's and Qualifications of Key Persons		
11	Signed Pricing Schedule with Total Offer <i>(including VAT)</i>		

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....

*(of person authorised to sign on behalf of the Organization)*