



**TERMS OF REFERENCE FOR THE DEVELOPMENT OF THE LADY GREY LOCAL SPATIAL
DEVELOPMENT FRAMEWORK**

1. INTRODUCTION

Senqu Local Municipality intends to develop a local spatial development framework for Lady Grey that will guide future development in the area. The LSDF will contain objectives, proposals and strategies that will guide the development in the Lady Grey area. The LSDF document must be aligned with the existing Senqu Spatial Development Framework which was approved in 2016. It should also be compliant with the Spatial Planning and Land Use Management Act 16 of 2013. Reference should also be made to the Land Use Scheme of the municipality.

The purpose of the LSDF is to guide future development of settlements and unlock areas for local economic development. The LSDF will also promote the appropriate land use and give effect to the spatial objectives of the municipality for the Lady Grey area.

Therefore Senqu Municipality calls for proposals from registered professional planners for the development of the Lady Grey Local Spatial Development Framework.

2. PURPOSE

The purpose of this document is to set out the terms of reference on which professional teams should base their proposals for the development of the Lady Grey Local Spatial Development Framework. The project proposals should clearly state the approach to be adopted, methodology, time frames, costs and professional team members.

3. STUDY AREA

Lady Grey is part of Senqu Municipality which is one of the three local municipality that constitute the Joe Gqabi District area. The Town of Lady Grey is located in the north of the Eastern Cape, 50 km east of Aliwal North. The study area includes the town of Lady Grey with all residential settlements and surrounding farms.

4. OBJECTIVES

The objective of this LSDF project is to develop a credible LSDF that is compliant with legislation, and;

- 4.1 Is compliant with the Spatial Planning and Land Use Management Act 16 of 2013.
- 4.2 Is aligned to the spatial vision and objectives of the IDP.
- 4.3 Sets out objectives that are reflect the desired spatial form of the municipality for Lady Grey.
- 4.4 Contains strategies to achieve the identified objectives.
- 4.5 Identifies the opportunities and constraints for the area with regards to economic development, agriculture, heritage, environment, infrastructure, social development and tourism.
- 4.6 Indicates where public and private land development and infrastructure should take place.
- 4.7 Indicates the desired and undesired utilisation of land.
- 4.8 Is aligned to the Senqu Land Use Scheme.
- 4.9 Contains a realistic implementation plan.
- 4.10 Delineates the edge of the CBD and transitional zones for possible spread of land uses into the residential areas for the expansion of other activities.

- 4.11 Contains thorough demographics and economic analysis undertaken on the basis of the latest information.

The following principles of SPLUMA must be realised in the LSDF;

- Resilience
- Sustainability
- Integration
- Efficiency
- Spatial equity
- Good governance

5. TASK DESCRIPTION

The successful tenderer shall develop a local spatial development framework for Lady Grey in the following phases, giving attention to the above objectives.

- 5.1 Phase 1: Inception/ Project Initiation
- 5.2 Phase 2: Status Quo
- 5.3 Phase 3: Development Framework (SWOT analysis, spatial plans and development strategies)
- 5.4 Phase 4: Draft SDF document
- 5.5 Phase 5: Public Participation
- 5.6 Phase 6: Finalisation and Council approval
- 5.7 Phase 7: Close out

6. METHODOLOGY

The consultant must provide a clear indication of the methodology proposed in terms of the above phases.

7. PROJECT DURATION AND TIME FRAMES

The project duration is six (6) months from the date of appointment.

The consultant should indicate the intended timeframe for each phase and envisaged milestones in the form of a Gantt chart.

8. PAYMENT PROCEDURE

Payment will be effected upon satisfactory achievement of milestones.

9. PROJECT REQUIREMENTS

Tenderers must submit;

- 9.1 Company profile
- 9.2 Organisational structure
- 9.3 Detailed CVs of the professional team that will work on the project
- 9.4 Proof of professional registration of each member of the professional team
- 9.5 List of completed projects in Spatial Planning and Land Use Management with contactable references
- 9.6 Technical approach and methodology
- 9.7 Work schedule and costs
- 9.8 Total costs including VAT
- 9.9 No hidden costs will be considered

10. PRESENTATION FORMAT OF PROJECT DELIVERABLES

- 10.1 A comprehensive report(s), clearly addressing all aspects indicated above in hard copies and in digital formats with an adequate executive summary.
- 10.2 Geographic Information System (GIS) data is required specifically in spatial shape files and accompanied with the relevant metadata.
- 10.3 A presentation of each completed phase of the project must be presented to the Project Steering Committee and a progress report must be submitted for monthly Standing Committee meetings.

11. ELIGIBILITY CRITERIA

Eligibility Criteria		Required documents	Points
Tertiary qualifications (30 points)	Bachelor of Science Urban and Regional Planning / B-tech Town and Regional Planning (project manager)	Copy of qualification	10
	ND Town and Regional Planning	Copy of qualification	10
	ND Geographical Information Science	Copy of qualification	10
Professional registration (10 points)	Professional registration with South African Council for Planners and South African	Copies of Registration certificate	10

	Geomatics Council for all project team members		
Staff component (30 points)	Two Registered Town and Regional Planners	Organisational structure	15
	GIS professional	Organisational structure	10
	Social Facilitator	Organisational structure	5
Programme Management experience (30 points)	Ten years Management experience in Spatial Planning and Land Use projects (SDFs, LSDFs, Precinct plans, LUS)	List of completed projects with contactable references and project completion letters	9 to 10 years= 30 6 to 8 years=20 5 years and less=10

12. SUBMISSION OF PROPOSALS

Proposals must be submitted in sealed envelopes which must be endorsed with the project name and number as well as the closing date and time. The name and address of the service provider should be reflected on the reverse side of the envelope.

13. BRIEFING SESSION

No briefing session will be held.

14. PRICING SCHEDULE

DELIVERABLES	% PAYABLE	TOTAL VALUE VAT INCLUSIVE
Phase 1: : Inception/ Project Initiation	5%	
Phase 2: Status Quo	15%	
Phase 3: Development Framework	30%	
Phase 4: Draft SDF	30%	
Phase 5: Public Participation	10%	
Phase 6: Finalisation and Council approval	5%	
Phase 7: Close out	5%	