**EXPRESSIONS OF INTEREST**

**FOR**

**THE ESTABLISHMENT OF A PANEL OF EXPERIENCED INDIVIDUAL CONSULTANTS**

**(BUSINESS DEVELOPMENT SPECIALISTS)**

**TO PROVIDE TAILOR MADE MENTORING and COACHING SUPPORT TO WOMEN OWNED ENTERPRISES**

**WITHIN:**

* **CONSTRUCTION SECTOR – EASTERN CAPE**
* **AGRICULTURE AND AGRO-PROCESSING SECTOR – LIMPOPO,**

**KWAZULU-NATAL and EASTERN CAPE**

**EOI No: CSIR-ECD-UNW-22062021**

|  |  |
| --- | --- |
| Date of issue | 22 June 2021 |
| Closing date | 05 July 2021 at 16:30 |
| Enquiries | Enterprise Creation for Development |
| Email | [samco@csir.co.za](mailto:samco@csir.co.za) |
| CSIR business hours | 08:00 – 16:30 |
| Category | Construction, Agriculture and Agro-processing |

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SECTION A – TECHNICAL INFORMATION

# INTRODUCTION

The Council for Scientific and Industrial Research (CSIR), in partnership with the United Nations (UN) Women South Africa Multi-Country Office (SAMCO), is involved in an initiative to develop, strengthen and build the capacity of Women Business Enterprises (WBEs), which are led or owned by women, to participate in the agriculture and agro-processing, and construction sectors.

The CSIR is one of the leading scientific research and technology development organisations in Africa and undertakes directed and multidisciplinary research and technology innovation. This contributes to the improvement of the quality of life of South Africans. The CSIR’s main site is in Pretoria and it is represented in other provinces through regional offices.

Agriculture and agro-processing have an important role to play in the economic development of the continent and can have a huge impact on food security. Being largely a rural activity, agriculture also presents significant opportunities for addressing rural poverty and achieving rural development. If agricultural produce is further processed, before being exported, significantly more local jobs could be created.

The construction sector plays an important role regarding its contribution to capital formation; the average contribution to gross fixed capital formation was around 43% from 2005 to 2018. The sector invests half of the gross fixed capital formation in developing countries according to the Construction Industry Development Board (CIDB, 2019). Construction is one of the sectors that has contributed to the increase in total employment in South Africa, creating 187 000 jobs between 2009Q3 to 2019Q3 (CIDB, 2019).

# BACKGROUND

UN Women is grounded in the vision of equality preserved in the Charter of the United Nations. The organisation works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women places women’s rights at the centre of all its efforts. It leads and coordinates the efforts of the UN system to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. UN Women provides strong and coherent leadership in support of member states’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women South Africa Multi-Country Office (SAMCO) is based in Pretoria, South Africa and serves five countries which include South Africa, Botswana, Lesotho, Namibia and Swaziland. UN Women in South Africa is implementing a flagship programme on “Stimulating Equal Opportunities for Women Entrepreneurs” through affirmative procurement, investment and supply chain policies. The programme seeks to improve women’s access to public and private procurement of goods and services in general, linking women through the value chain.

The purpose of this work is to develop, strengthen and build the capacity of WBEs, led or owned by women, to participate in the targeted value chains. For this purpose, UN Women SAMCO intends to engage business development specialists to provide technical business development support, mentoring and coaching services to women entrepreneurs in the construction sector (Eastern Cape Province) and the agriculture and agro-processing sector (Limpopo, KwaZulu-Natal and Eastern Cape Provinces).

As part of a broader initiative the CSIR has been commissioned to recruit potential experienced business development specialists and provide technical training, mentoring and coaching for women owned enterprises in the targeted sectors.

# INVITATION FOR EOI

Expressions of Interest (EOIs) are hereby invited for participate as potential experienced women owned individual consultancy to become business development specialists to provide mentorship, consulting, business support and coaching services to capacitate WOBs to take on supplier development opportunities. The services will be offered with a view to facilitate growth of WOBs and to build sustainable enterprises that will create jobs.

The CSIR and UN Women intends to appoint a panel of business development specialists that meet the requirements of the bid process and provide service encompassing supplier development; enterprise development; technical training mentoring; and coaching. The panel will be aligned to areas of sector specialisation, meaning that the service provider will indicate their area of speciality and submit documents in response to the relevant area.

The selected business development specialists will be trained to enable them to provide technical support to WBOs identified by UN Women.

**Purpose**

The purpose of this assignment is to strengthen the capacity of women owned or led businesses, enterprises and cooperatives in accessing business opportunities in the targeted sectors. The service provider will provide technical and practical mentoring and coaching support. The overall programme will strengthen the capacity to provide tailor made and appropriate support to WBOs in order to increase their capacity to access business opportunities and funding opportunities.

# EOI SPECIFICATIONS

Interested parties are invited to submit their company profiles and team leader credentials (CV) which should include the following:

* Experience in developing and growing enterprises and entrepreneurs.
* Experience in implementing business incubator/incubation programmes for small, medium and micro enterprises (SMMEs).
* Knowledge of government supply chain processes and public procurement policies will be an added advantage.
* Interest and commitment in advancing women’s economic empowerment.
* Strong ethical standards aligned to those of UN Women and related agencies.
* Integrity by showing consistency in upholding and promoting the values of UN Women
* Company registration documents.
* Valid Tax clearance certificate issued by SARS.
* Preferred area of work from above listed sectors and provinces (no generalist).
* Registration with industry bodies.
* Access to virtual platforms (MS Teams) as this will be used for training.
* Portfolio of evidence pertaining to list of clients serviced minimum (five).
  + Industry / sector.
  + Type of service.
  + Size of business and number of WOBs assisted.
  + Proof of footprint.
  + Three letters of recommendation for sector specific work done.

CSIR will provide:

* Training to the selected Business Development Specialists on: (a) conducting firm-level assessments and diagnostics; (b) preparation of development plans; and (c) implementation of development plans.
* Provide mentorship and coaching support to the selected Business Development Specialists

UN Women:

* Contract selected Business Development Specialist.
* Provide database of Women Owned/ Led Enterprises.

Key activities to be performed by the selected Business Development Specialists

* Firm-level assessment of WBOs.
* Preparation of development plans.
* Implementation of development plans.

**Team Leader Credentials**

* Qualification:
  + Bachelor’s Degree or equivalent (Agriculture, Construction etc.)
  + Business management / commerce qualification.
  + Training or coaching or mentorship certification.
* Experience and skills but not limited to:
  + Seven years working experience in SME sector.
  + Experience working with and developing small businesses.
  + Proven skills in business and financial management.
  + Must be commercially astute.
  + Excellent, proven interpersonal, verbal and written communication skills.
  + Demonstrated ability to multitask and work in fast paced and changing environment.
  + Demonstrated ability to share skills and knowledge with others.
  + Good presentation skills, good negotiation skills and knowledge of local language.

The proposal and the curriculum vitae (CV) are to be accompanied by a signed EOI Compliance Checklist (Appendix A) and a signed Declaration of Interest Form (Appendix B). Successful bidders may be invited for a more detailed interview.

# FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional/technical detail of the EOI will be based on the requirements listed in the table below.

A review committee for functionality will evaluate all EOI proposals.

**Table 1: Assessment criteria for Team Leader**

|  |  |
| --- | --- |
| **Criteria description** | **Assigned weighting** |
| Sector expertise and experience | 20% |
| Small business development expertise and experience (business and financial management) | 20% |
| Bachelor’s degree or equivalent | 20% |
| Training or Coaching or Mentorship skills | 20% |
| Presentation and communication skills | 10% |
| Province and local language | 10% |
| Total | 100% |

**At least** **50% of the selected Business Development Specialists will be women.**

# ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

* Submission after the deadline;
* Incomplete submissions;
* Declaration of Conflict of Interest not signed and submitted; and/or
* Final declaration not signed and submitted.

SECTION B – TERMS AND CONDITIONS

# EMAIL ADDRESS FOR SUBMISSION OF PROPOSALS

All proposals must be submitted to: [samco@csir.co.za](mailto:samco@csir.co.za)

# PROGRAMME

The programme, as currently envisaged, incorporates the following key dates:

* Issuing of documents: 22 June 2021
* Closing date for submission: 05 July 2021
* Evaluation completion date: 30 July 2021

# DEADLINE FOR SUBMISSION

All proposals should be emailed. Proposals shall be submitted to the email address

mentioned above, by no later than ***16:30 on*** the ***closing date of 05 July 2021***.

A proposal will be regarded as a late submission when the CSIR does not receive it by the due date and time to the stipulated email address. Late submissions will not be considered.

# AWARDING

Successful applicants will be contacted by 06 August 2021. No regret letters will be sent out.

# EVALUATION PROCESS

An evaluation team will evaluate all proposals based on the selection criteria. Based on the results of the evaluation process and upon successful negotiations, the CSIR/UN Women will engage the successful applicants for the training programme.

# VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of ***three months,*** calculated from the closing date.

# APPOINTMENT

Applicants who score the highest points during the evaluation process will be appointed to the programme.

Appointment to the programme shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement, the CSIR reserves the right to appoint alternative applicants.

# ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted, in writing, to the CSIR via email to [samco@csir.co.za](mailto:samco@csir.co.za), with “***EOI No.: CSIR-ECD-UNW-220622021 - ENGAGEMENT WITH POTENTIAL BUSINESS DEVELOPMENT SPECIALISTS FOR UN WOMEN’S PROGRAMME”*** as the subject.

Any other contact with CSIR personnel involved in this application is not permitted during the EOI process, other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

# MEDIUM OF COMMUNICATION

All documentation submitted in response to this EOI must be in English.

# COST OF EOI

Applicants are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting proposals. Each applicant assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the EOI process. The CSIR is not directly or indirectly responsible for any costs incurred by applicants.

# CORRECTNESS OF RESPONSES

The applicant must confirm satisfaction regarding the correctness and validity of their proposal and cover all the work/items specified in the EOI.

The applicant accepts that any mistakes regarding information will be at their own risk.

# VERIFICATION OF DOCUMENTS

Applicants should check the numbers of the pages to ensure that they satisfied that none are missing or duplicated. The CSIR will not accept any liability with regards to anything arising from missing or duplicated pages.

**One PDF copy** of each proposal with supporting documentation must be submitted to

[**samco@csir.co.za**](mailto:samco@csir.co.za)**.**

# TRAVEL EXPENSES

The CSIR will not be liable for any travel expenses incurred as a result of the submission of this EOI.

# ADDITIONAL TERMS AND CONDITIONS

An applicant shall not assume that information and/or documents supplied to the CSIR, at any time prior to this request, are still available to the CSIR. Consequently, an applicant shall not make any reference to such information in its response to this request.

Copies of any affiliations, memberships and/or accreditations that support the applicant’s submission must be included in the application.

Not disclosing material information, factual inaccuracy, and/or misrepresentation of facts may result in the disqualification of an application, or cancellation of any subsequent contract.

Failure to comply with any of the terms and conditions set out in this document will invalidate the proposal.

# RIGHTS OF THE CSIR

The CSIR reserves the right to:

* Extend the closing date;
* Verify any information contained in a proposal;
* Request documentary proof regarding any issue;
* Award this EOI as a whole or in part; and
* Cancel or withdraw this EOI as a whole or in part.

# DISCLAIMER

This is an EOI only and not an offer document. Answers to this EOI must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submitting their proposal, applicants shall be deemed to be satisfied with and accepted all the terms and conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to applicants concerning the EOI, whether with regards to its accuracy, completeness or otherwise, and the CSIR shall have no liability towards the applicant or any other party in connection therewith.

1. EOI COMPLIANCE CHECKLIST

To be completed by the applicant:

* The following documents will be deemed to form and be read and construed as part of this EOI:
  + EOI Terms of Reference;
  + The response to the EOI;
  + Declaration of Interest; and
* I/we confirm that I/we am/are satisfied that my/our EOI proposal is correct and valid, and that the proposal covers all the services specified in the documents.
* I/we declare that I/we have no participation in any collusive practices with any other applicant or third party regarding this or any other EOI.
* I/we confirm that I/we am/are duly authorised to sign this document.

NAME (PRINT) ………………………………

CAPACITY ………………………………

SIGNATURE ………………………………

NAME OF FIRM .………………………….….

DATE …………..………………….

WITNESSES 1 …….…………………………… 2 ……….…………………………

1. DECLARATION OF INTEREST FORM

This declaration of interest must be completed and submitted with the EOI. Failure to do so may result in the elimination of the applicant’s EOI.

Declaration of Interest – CSIR EOI Number: CSIR-ECD-UNW-22062021

No staff members from our company who are involved in this EOI process are connected to or have any relationship with anyone employed by the CSIR or UN Women.

Declaration of Conflict of Financial Interest – CSIR EOI Number: CSIR-ECD-UNW-22062021

The applicant has declared any support for similar interventions from any other South African government department or international organisation (see section 9 of Appendix C)

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DECLARATION I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (THE UNDERSIGNED), DULY AUTHORISED, CERTIFY THAT THE INFORMATION FURNISHED IN THIS EOI IS CORRECT. I ACCEPT THAT THE CSIR MAY TAKE APPROPRIATE ACTIONS, DEEMED NECESSARY, SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………… ………………………………

Signature Date

……………………………… ………………………………

Position Name of applicant