



October 2012

CALL FOR PROPOSALS FROM WRITERS TO DEVELOP TEACHING MATERIAL FROM SELECTED URBAN LANDMARK RESEARCH PROJECT OUTPUTS

1. Background

Established in 2006 with funding by UKaid from the Department for International Development (DFID UK), Urban LandMark works to find remedies to the problems that have made urban land markets dysfunctional and hence land unaffordable.

Urban LandMark is a “making markets work” programme, since it focuses on access to land, and the creation of the conditions for a more functional urban land market for the poor. It is therefore devoted to addressing the needs of the majority of people in South Africa who have insecure tenure over the use and ownership of land.

2. Scope of work

The purpose of this Call for Proposals is to appoint a consultant/consultants who will develop teaching material from selected Urban LandMark research reports and case studies. Although such material remains the intellectual property of Urban LandMark, it will be made available to various teaching and training institutions across the continent for use in relevant courses.

The contracted consultant/consultants will be expected to work closely with the Urban LandMark staff and the Knowledge Management Theme Coordinator at Urban LandMark to ensure that the work is focused on the needs and expectations of Urban LandMark. The length of each case will be dependent upon the research material from which it is derived and should be written in a recognised case study format. We envisage that there will be approximately four case studies to be written up.

The consultant/consultants are expected to:

- a. Define the content outline for the various case studies for approval by Urban LandMark.
- b. Use the layout and design template of the case studies prepared for Urban LandMark in the past and which will be provided to the appointed consultant/consultants to prepare the teaching material, including text, graphics and photographic images, for print. Teaching material prepared for Urban LandMark in the past can be accessed on the Urban LandMark website at www.urbanlandmark.org.za/research/x49.php and .../x18.php.
- c. Write and proofread the teaching material/case studies. The content will derive from the applicable research papers and project reports, which will be provided by Urban LandMark.

- d. Manage and control the editorial process.
- e. Prepare the layout and pagination to supply a print-ready .pdf document as required by the printer.
- f. Ensure that the printer's proofs are of the required high quality before Urban LandMark's approval for printing.

First drafts of the four case studies should be available by Friday 14 December 2012 for editorial consultations, and the final drafts should be completed by Friday 15 February 2013 for approval by Urban LandMark.

3. Expertise required

This project requires the following expertise:

- Teaching/learning materials development
- Excellent and accessible writing
- Editing and proofreading
- Project management
- An understanding of issues relating to urban land markets will be an advantage
- Previous experience writing up urban land markets case studies will be an advantage.

4. Invitation, submission of proposals and criteria

Interested individuals or organisation are invited to make a proposal to Urban LandMark by 4pm on Friday 12 October 2012.

Please submit your proposal, quotation and supporting documentation to Lucille Gavera by email at lucille@urbanlandmark.org.za and to Lerato Ndjwili-Potele at lerato@urbanlandmark.org.za.

Proposals to undertake this assignment should include the proposed fee structure (hourly rates), a description of activities and levels of effort for each phase, and a clear quotation to do the work, as per the structure below.

Proposals should also include the curricula vitae of the consultant(s) who will do the work, with references, and company profiles, if relevant (which should also include the BEE status of the service providers applying for the assignment in terms of ownership and employee profiles, and a valid tax clearance certificate).

Task	Description	Rate and time	Amount
1. Project design: content outline 2. Ground work: collection of initial content and research on similar publications, and proposal of an appropriate format 3. Preparation of a draft case study for discussion 4. Editing of draft text and graphics 5. Content input into Urban LandMark layout and design template 6. Printing 5. Other costs: including VAT and operating costs that may not have been taken into account.			
TOTAL			

Note: Prices should include VAT, but exclude disbursements such as travel and accommodation costs for meetings. The cost of anticipated disbursements should be quoted for separately.

5. Commencement of work

Work under this contract will commence upon signature of a contract and is expected to run to end-February 2013.

For further enquiries please contact either:

Caroline Wanjiku Kihato on email at ckihato@mweb.co.za or telephone 082 708 2228 0329, or

Mark Napier, on email at mark@urbanlandmark.org.za or fax 012 342 7639 or telephone 012 342 7636.