



26 October 2012

## **CALL FOR PROPOSALS**

### **DEVELOPMENT AND WRITING OF BOOKLET TO COMMUNICATE THE RESULTS OF THE SOUTH AFRICAN LAND GOVERNANCE ASSESSMENT FRAMEWORK**

#### **1. Introduction**

Urban LandMark is a DFID funded programme which has been based in Pretoria since 2006. It focuses on practical ways to improve access to land especially for poorer communities. More information on Urban LandMark is available at [www.urbanlandmark.org.za](http://www.urbanlandmark.org.za).

#### **2. Background**

During 2011, Urban LandMark undertook the Land Governance Assessment Framework (LGAF) for the World Bank. LGAF is a diagnostic tool, developed by the World Bank, for the evaluation of land governance at the national level. So far it has been applied in about 40 countries. The tool is used as an 'in country' assessment and is not mainly intended to serve as a means for international comparative analysis. Notwithstanding, the assessment methodology, as outlined in the LGAF manual, is clearly expected to be applied in the same format in each country in which the programme is being implemented.

The LGAF process includes the assessment of 21 Land Governance Indicators which are grouped into five thematic areas:

1. Legal and institutional framework
2. Land use planning, management and taxation
3. Management of public land
4. Public provision of land information
5. Dispute resolution and conflict management.

Each indicator relates to a basic principle of governance and is further broken down into a number of "dimensions". Each indicator has between two and six dimensions, with a total of 80 dimensions included in the whole LGAF. Each dimension is linked to four pre-coded statements for evaluation.

In accordance with the LGAF requirements, the country evaluation was undertaken in two ways. The first was the preparation of five reports completed by expert investigators. The second was the assessment of the dimensions and related pre-coded statements by eight expert panels. The panels were established in the following manner:

- Panel 1 – Land Tenure
- Panel 2 – Urban Land Use Planning and Development
- Panel 3 – Rural Land Use and Land Policy
- Panel 4 – Land Valuation and Taxation
- Panel 5 – Public Land Management
- Panel 6 – Public Provision of Land Information
- Panel 7 – Dispute Resolution
- Panel 8 – Large Scale Land Acquisition.

The findings were then included into eight panel reports and later into a consolidated national report on land governance in South Africa.

The application of the LGAF exposed the broad realities of the state of land governance in South Africa. For example, the country has a well-developed economy, which includes a well-functioning formal land market alongside informal land market systems, especially within the communal land areas, which are steeped in oral tradition and practice. While not officially recorded, these systems are efficient and effective. A similar argument could be suggested for practices relating to access to the city and the functioning of what are socially dominated land markets.

National government itself is well aware of the gaps within the land governance system in South Africa. The application of the LGAF framework within the South African context has proved useful in providing a ‘snap shot’ of the state of land governance in the country. It has managed to expose the obvious successes and failures as well as the sophistication (and lack thereof) in different parts of the current system. The duality of land governance, namely the formal in juxtaposition to the informal, was well demonstrated through the use of the methodology.

Urban LandMark now wishes to include the key findings into an easily accessible booklet for distribution. We therefore want to appoint a consultant to develop the concept and draft the written and graphic content for the booklet.

### **3. Project parameters**

The task will be to convert the existing LGAF national report and the eight related panel reports into a short booklet of no more than 40 – 50 pages. The booklet must provide an overview of land governance and in so doing explain the complexity and challenges in the South African land sector. The aspects of land policy reform must also be highlighted.

The consultant will work with the SA country coordinator for the LGAF, Wendy Ovens, and Mark Napier from Urban LandMark, to drive and coordinate this process. The consultant will be responsible for the following:

- Assist in developing the concept and outline of the booklet
- Drafting the contents of the booklet
- Editing, rewriting and illustrating (photos and diagrams) the LGAF booklet
- Copy editing and proof reading all the material in the booklet.

Note that the content of the booklet should be provided to Urban LandMark in Word format (and images and diagrams in applicable high-resolution graphics format(s)). Urban LandMark

will be responsible for the design and layout of the booklet in an appropriate print publication format.

The consultant will be expected to attend no more than four key meetings with the LGAF country coordinator and selected panel experts to:

- Identify the core aspect per thematic area for inclusion in the booklet
- Validate the findings
- Incorporate updates or changes which might have occurred since the drafting of the final National LGAF report. The LGAF country coordinator will be responsible for supplying the consultant with the information for such updates or changes.

#### **4. Invitation**

Proposals to do the work in accordance with the description above are due by Friday 16 November 2012 at 16h00. Proposals must be emailed to [lerato@urbanlandmark.org.za](mailto:lerato@urbanlandmark.org.za) copied to [mark@urbanlandmark.org.za](mailto:mark@urbanlandmark.org.za) and [wovens@woa.co.za](mailto:wovens@woa.co.za)

Proposals must include:

1. A proposed approach to the work, a clear methodology and phasing of the work with levels of effort per phase.
2. A statement of qualification of the consultant, including a CV.
3. An offer to do the work for a fixed sum inclusive of VAT and disbursements.
4. The proposed fee structure.
5. A clear indication of cost breakdowns.
6. Suggestions of three names (with contact details) who can attest to the consultant's ability to carry out work of this nature.

#### **5. Estimated timeframes and deliverables**

It is envisaged that the project will be awarded by Friday 23 November 2012. The successful consultant will be expected to submit the following outputs:

- A proposed booklet outline by 14 December 2012
- A first draft by 15 February 2013
- A final draft by 28 February 2013
- Copy editing and proof reading by 8 March 2013.

#### **6. Remuneration**

Payment will be made on submission of satisfactory deliverables, invoices and signed contract, with the total contract amount split up as follows:

1. Outline of the booklet – 20%
2. First draft of the booklet – 40%
3. Copy edited and proof read booklet – 40%.

The total project cost may not exceed R120 000.00, including VAT.

## **7. Basis of award**

Urban LandMark will award the contract based on:

1. Appropriateness and quality of the response to this call for proposals
2. Relevant, recent, demonstrated competence to carry out this work
3. Affirmative action in terms of ownership, management and staff development
4. Cost.

Urban LandMark reserves the right to ask specific organisations which have submitted proposals for best and final offers should this be deemed necessary.

## **8. Contact**

Technical questions should be directed to Wendy Ovens on [wovens@woa.co.za](mailto:wovens@woa.co.za). Procedural enquiries should be directed to Lerato Ndjwili-Potele on [lerato@urbanlandmark.org.za](mailto:lerato@urbanlandmark.org.za).