

# Terms of Reference

## **Corporate Spatial Investment Plan (CSIP)**

### **1. Purpose of the CSIP**

The purpose of the CSIP is to contextualise, identify, describe, conceptualise, prioritise, motivate, prepare, identify resources needed for, budget for, identify the scale of other resources required for, and design implementation arrangements for the development programs that are of significant corporate and national interest and as a result of which have been described in the BEPP. In the current BEPP and forthcoming BEPP, these programs include Catalytic Projects, Integration Zones, Marginalised Areas (Informal Settlements, Townships, and Inner City Areas), and Economic Growth Nodes.

### **2. Purpose of this Scope of Work**

The purpose of this Scope of Work is to describe the role of a Service Provider who would be appointed to assist the Municipality to formulate the First Edition of the CSIP (CSIP Version 1), which is to be completed within twelve months from contract commencement, which is intended as January 2016.

### **3. Elements of the CSIP Version 1**

#### **3.1 Formulation and agreement of a corporate investment vision**

- 3.1.1** Finalisation of the 2016-17 BEPP by May 2016, and Production of the Draft 2017-18 BEPP by November 2016.
- 3.1.2** Research, interaction, and agreement on programs in the BEPP that qualify for inclusion in the CSIP
- 3.1.3** Assessment of existing project pipeline and budget management under each qualifying program
- 3.1.4** An analysis of what each qualifying program needs (and doesn't need) to take it to the point where it can be commenced and be substantially completed within fifteen years
- 3.1.5** Identification and prioritisation of investment locations to support spatial transformation
- 3.1.6** Development of a methodology to delineate investment locations for each of the qualifying Programs, and corporate agreement on the methodologies
- 3.1.7** Application of the methodology in order to produce, interact, agree, and adopt investment locations

### **3.2 An Implementation Plan for the development of the significant corporate projects over the next 15 years, in three phases of 5 years**

- 3.2.1** Development of, and-or assessment of a prioritisation method/s and model/s, and corporate adoption of the prioritisation method/s and model/s
- 3.2.2** Gathering and development of information on programs and projects, in order to bring them to the point where they can be fairly prioritised. The program and project info includes but is not limited to program and project descriptions and concepts, finances, design and implementation arrangements, key technical features, and operations.
- 3.2.3** Application of the prioritisation models in order to produce, interact and agree on prioritisation and sequencing of programs and projects
- 3.2.4** The articulation of the sequencing of programs and projects in three consecutive five-year phases, and the overall scheduling, costing and design of design and delivery arrangements of the Phases and main Activities of each project in the first five-year phase
- 3.2.5** Preparation of material for making corporate budget commitments and for harnessing the resources of others for the first five-year phase.
- 3.2.6** Development and-or assessment of cost benefit assessment (a.k.a. due diligence) methods, and corporate adoption of the cost benefit assessment methods.
- 3.2.7** Commissioning of the cost benefit assessment methods to the projects that commence in the first five-year phase, and subsequent review, confirmation, cancellation, acceleration, rescheduling, or adjustment in scale or any other feature of assessed projects

### **3.3 Monitoring and Evaluation of Pipelines**

- 3.3.1** Assessment at commencement of the pipeline for each program, and thereafter monitoring at regular intervals of the development of the pipeline
- 3.3.2** Analysis and commentary on the project info including but not limited to ToR's, project documents, and project processes for each project in a pipeline that proceeds beyond the cost-benefit assessment

### **3.4 Outline Design of CSIP Version 2**

Before the contract expiry, the formulation of an outline for the next edition of the CSIP (CSIP Version 2). The outline should be formulated with the intent that the Municipality either produce the Version 2, or enter into a new contract, but not necessarily with the same Service Provider. The Outline shall include:

- 3.4.1** Internal Review of CSIP Version 1, including but not limited to a review of the Version 1's success and failures, areas for improvement and areas for up-scaling or down-scaling
- 3.4.2** Outline Design of CSIP Version 2, in response to the Internal Review. The Outline Design shall include Elements and Processes, and where available, Templates.

- 3.4.3** Handover and Close-out Report of CSIP Version 1, including a collation of the Internal Review, the Outline Design, and identification of issues requiring to be taken over by the ICDG Secretariat or others nominated by the Secretariat.

## **4. Inputs**

To complete the CSIP Version 1, the following minimum Inputs are required:

- 4.1** The preparation of the Reports and Presentations necessary to achieve the Outputs.

- 4.2** Preparation for and attendance at Meetings, Presentations and Reviews, including:

**4.2.1** Six meetings with EXCO or Party Caucuses per annum

**4.2.2** One meeting per month with ICDG Forum

**4.2.3** As many meetings as required with senior municipal management and line departments

**4.2.4** Two meetings with National Treasury City Budget Forum

**4.2.5** BEPP Review meeting with provincial and national sphere

**4.2.6** As many meetings as required with National Treasury

**4.2.7** As many meetings as required with the ICDG Secretariat

- 4.3** Inputs to Corporate Planning issues, particularly the SDF, IDP and Capital Investment Framework, and coordination, responsiveness to and integration of the CSIP Version 1 and the BEPP 2016-17 and BEPP 2017-18 with the Municipality's Package of Plans.

- 4.4** Inputs to the Infrastructure Master Plan.

- 4.5** From a strategic and developmental point of view, inputs to the Capital Budgeting system, and recommendations on reforms to the budgeting processes and budget format in order to best reflect the CSIP.

## **5. Administrative Arrangements**

### **5.1 Reporting**

The PSP will report to the ICSG Secretariat, who in turn reports to the DCM Forum, CSO, and City Manager.

### **5.2 Time Issues**

**5.2.1** The contract is for twelve months from date of signature by Service Provider. The commencement date is intended to be January 2016. If the contract is signed later than that date, then the signature date shall be the start of the contract.

**5.2.2** The time required to produce the CSIP is approximately 1000 to 1200 hours for the contract twelvemonth, with a minimum input of 80 hours per month.

### **5.3 Contract Value**

The contract shall not exceed one million Rand, which shall be for all costs, including disbursements, and VAT (if payable).

### **5.4 Payment**

Payment will be monthly against invoice, on the basis of time inputs.