



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

### OFFICE OF THE DIRECTOR-GENERAL

Private Bag X833, Pretoria, 0001; 184 Jeff Masemola Street, Pretoria, 0001  
Tel: 012 - 312 8911; E-mail: [queries@dalrrd.gov.za](mailto:queries@dalrrd.gov.za); Website: [www.dalrrd.gov.za](http://www.dalrrd.gov.za)

Reference: 2/14/5/1

## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Republic of South Africa

Project Name: Agri-Parks in Free State (Tshiame Farmer Production Support Unit) and North West (Springbokpan Agri-Hub).

Sector: Rural Development

Grant No.: 5500155014102

Project ID No.: P-ZA-A00-002

The Ministry of Agriculture, Land Reform and Rural Development (DALRRD) has received financing from the African Development Bank (AfDB) to assist in the financing of the development of the South Africa Agri-Park Project: Tshiame Agri-Hub in the Free State and Springbokpan Agri-Hub in the North West.

The purpose of the grant is to support the Technical Assistance Transaction Advisory Service, for the development of two Agri Parks namely: Tshiame Agri-Hub located in the Free State Province and Springbokpan Agri-Hub, located in the North West



Department of Agriculture, Land Reform and Rural Development: Departement van Landbou, Grondhervorming en Landelike Ontwikkeling  
Muhasho wa zwa Vhulimi, Mbuedzedzo ya Mavu na Mveledziso ya Mahayani, uMnyango Wezolimo, Izinguquko Kwezomhlaba  
Nokuthuthukiswa Kwezindawo Zasemakhaya: Ndzawulo ya Vurimi, Antswiso wa Misava na Nhluvukiso wa Matikoxikaya: Litiko  
Letekulima, Tingucuko Kutemhlaba NekuTufukiswa Kwetindzawo Tasemaphandleni: UmNyango wezokuLima, ukuBuyiselwa kweNarha  
nokuThuthukiswa kweeNdawo zemaKhaya: Kgoro ya Temo, Peakanyoleswa ya Naga le Tlhabollo ya Dinaga- magae: Lefapha la  
Temothuo, Kabobotjha ya Naha le Tlhabollo ya Dibaka tsa Mahae: Lefapha la Temothuo, Pusetso dinaga le Tlhabollo ya Metsemagae:  
ISebe lezoLimo, uBuyekezo lwemiHlaba noPhuhlisolamaPhandle

Province. The goal is to graduate the South Africa Agri-Park program to the Sustainable Infrastructure Development System (SIDS) methodology at the Infrastructure Investment Office in the Presidency for coordination, bring the project to financial closure and provide an operations and management structure that will enable investors to provide investment funds for infrastructure development and attract private sector investment to the respective provinces.

The project activities fall under the following broad components namely:

- Provide Technical Assistance that will enable project preparation, packaging, and a phased infrastructure development for two of the South Africa Agri Parks,
- Review key available documents for the Agri-Parks program broadly and more specifically for the two pilot Agri-Hubs of Tshiame, FS and Springbokpan, NW (these will include Due diligence reports, Feasibility reports, Master plans, Business Plans, Implementation Plans and other),
- Undertake full Feasibility studies and Master plans for the 2 Agro Parks including the associated Farmer Support Production Units and Rural Urban Market Centres and bring the projects to financial closure
- Ensure that full feasibility studies and master plans for the Tshiame Agri-Hub (Free State) and Springbokpan Agri-Hub (Northwest Province) are gazetted as Strategic Integrated Projects (SIPS) in South Africa
- Promote the establishment of a suitable implementation management structure for private sector investments in the Agri Parks,
- Propose Value Chain Development and Analyses for the two sites in terms of key commodities and their backward – and forward linkages and market development opportunities (supply vs demand) and
- Provide technical assistance on project coordination, management, and implementation.



The Department of Agriculture, Land Reform and Rural Development (DALRRD) invites eligible consultants to indicate their interest in providing these consulting service. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may constitute joint ventures to enhance their chances of qualification.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with African Development Bank's Procurement Framework for Bank Group-funded Operations, October 2015 edition, which is available on the Bank's website at <http://www.afdb.org>.

Interested consultants may obtain further information at this email address [Nombuso.Dlamini@dalrrd.gov.za](mailto:Nombuso.Dlamini@dalrrd.gov.za) during office hours between 08:00 – 16:30 South African Time.

Expressions of interest must be sent via email to the stated email addresses below by the 13 September 2022 before close of business. The email subject should state as follows: Feasibility Studies for Tshiame Agri-Hub and Springbokpan Agri-Hub – Consulting Services.

Attn: Ms. Nombuso Dlamini

Project Manager

Department of Agriculture, Land Reform and Rural Development (DALRRD)

Tel: 012 312 9506

E-mail: [Nombuso.Dlamini@dalrrd.gov.za](mailto:Nombuso.Dlamini@dalrrd.gov.za)





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**GENERAL PROCUREMENT NOTICE**

1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) through National Treasury, received an MIC-TAF Grant from the African Development Bank to finance implementation and rollout of the Agri-Parks programme.
2. The project objectives are as follows:
  - Provide Technical Assistance that will enable project preparation, packaging, and a phased infrastructure development for two of the South Africa Agri Parks,
  - Conduct review of key available documents for the Agri-Parks program broadly and more specifically for the two pilot Agri-Hubs of Tshiame, FS and Springbokpan, NW (these will include Due diligence reports, Feasibility reports, Master plans, Business Plans, Implementation Plans and other),
  - Promote the establishment of a suitable implementation management (government) structure for private sector investments in the Agri Parks,
  - Propose Value Chain Development and Analyses for the two sites in terms of key commodities and their backward – and forward linkages and market development opportunities (supply vs demand) and
  - Provide technical assistance on project coordination, management, and implementation.



3. The project is structured to be implemented by two main components as follows:

**Component 1:** Provide Technical Assistance that will enable project preparation, packaging and a phased infrastructure development for the SA-APP. Under this component, the implementing agency (will procure a Transactions Adviser to undertake several activities on its behalf. The Transactions Adviser will:

- Review the Technical Report by MACE on the Prioritized Agri Parks in the 2 provinces of South Africa
- Undertake and/or validate the Feasibility studies and Master plans for the 2 of the 9 Agro Parks including the associated Farmer Support Production Units and Rural Urban Market Centers for commercial viability
- Ensure Institutional coordination between the Bank, the IIO in the Presidency and the DALRRD with respect to activities and reporting on the Technical Assistance for the SA APP
- Provide Technical, Financial and Legal support to the DALRRD and institutional partners by implementing a procurement plan and bring each Project to financial close.

**Component 2:** Promote the establishment of an implementation management structure for private sector investment in the SA-APP. In this component of the project, the Transactions adviser will support the Executing Agency with the establishment of a management entity for the SA-APP. The Transaction Adviser will develop an operations and management structure that will enable infrastructure development for the Agri Parks This will be done in coordination with the Investment and Infrastructure Office (IIO) in the Presidency. The Transactions Adviser will together with the EA share the project documents for gazetting as Strategic Integrated Projects (SIPS) with the Investment and Infrastructure Office (IIO) in the Presidency, bring the project to financial closure and provide an operations and management structure that will enable multilateral and development finance



institutions provide investment funds for infrastructure development and attract private sector investment to the SA-APP sites in the respective provinces.

4. Procurement of goods, works and the acquisition of consultancy services financed under the project, will be carried out in accordance with the “Procurement Policy and Methodology for the African Development Bank Group Funded Operations” (BPM), dated October 2015. Procurement Notices and Bidding Documents are expected to be available with effect from July 2022.
5. Interested bidders may obtain further information by contacting NIC, the project execution agency can be contacted via the communication information below.

Attn: Ms. Nombuso Dlamini

Project Manager

Department of Agriculture, Land Reform and Rural Development (DALRRD)

Tel: 012 312 9506

Email: [Nombuso.Dlamini@dalrrd.gov.za](mailto:Nombuso.Dlamini@dalrrd.gov.za)





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## **TERMS OF REFERENCE (TOR)**

**2022**

## 1. INTRODUCTION

**Country/Department:** Republic of South Africa/ Department of Agriculture, Land Reform and Rural Development

**Project/Programme Description:** Development of the South Africa Agri-Parks Project:

**Project/Programme SAP Identification:** P-ZA-A00-002

**Grant:** 5500155014102

**Executing Agency:** Department of Agriculture, Land Reform and Rural Development

**Sites:** Tshiame Agri-Hub (Free State) and Springbokpan Agri-Hub (North West State)

**Assignment title:** Consultancy Services to:

- i. Provide Technical Assistance on project preparation, packaging, and a phased infrastructure development for two Agri Parks in South Africa,
- ii. Promote the establishment of an implementation management structure for private sector investments in the Agri Parks

**Place of work:** South Africa

## 2. BACKGROUND

The primary goal of the government of South Africa (GoSA), as articulated in the National Development Plan (NDP 2012-2030), is to create jobs through its productive sectors, especially agriculture. The NDP has as its overarching objective to create one million additional jobs in the agricultural sector by 2030 and bring one million hectares of land under production in the same period. Given this plan, the GoSA proposed to develop 44 agri parks across the nine provinces in the country.

Established in 2015, the approach of the South Africa Agri-Park Program (SA-APP) is to capitalize on the strengths of small towns and revitalize the economies of these towns through crowding-in of investments for agricultural and other value chains development. SA-APP ecosystem consists of a Farmer Production Support Unit (FPSU), an Agri Hub (AH) and a Rural Urban Market Centre (RUMC). Given the magnitude of infrastructure investments required in each of these components, an efficient institutional framework is required to implement the program. The purpose is to create an enabling environment for competitive value addition which will help drive demand for farm produce and increase productivity for priority value chains like Maize, Oil Seeds, Horticulture and Livestock.

The SA-APP model is in direct alignment with the African Development Bank's (AfDB) program of developing Special Agro Processing Zones (SAPZ) in Africa. The Bank in



collaboration with the Department of Agriculture, Land Reforms and Rural Development (DALRRD) has prioritized nine of the 44 Agri-parks for development.

Given available resources under this Grant, the technical assistance will focus on two of the nine prioritized Agri Parks namely Tsiamé Agri-park located in the Free State Province and Springbokpan Agri-park, located in the North West Province.

In June 23, 2020, the GoSA hosted the Sustainable Infrastructure Development Symposium. The outcome of the Symposium has since culminated in the identification and gazetting of Strategic Integrated Projects (SIPs) consisting of 55 SIPs project and 14 Special Projects. The goal of this proposal is to graduate the South Africa Agri Park program to the Sustainable Infrastructure Development System (SIDS) methodology at the IIO in the Presidency for coordination, bring the project to financial closure and provide an operations and management structure that will enable investors to provide investment funds for infrastructure development and attract private sector investment to the SA-APP sites in the respective provinces.

The Department of Agriculture, Land Reforms and Rural Development of the Republic of South Africa, therefore, require the services of a Consultant/Team of Consultants/Consultancy Firm to carry out a Feasibility Study and Development of a Plan for the setting up of Agri Parks in two Provinces in the Republic of South Africa.

### **3. OVERALL OBJECTIVE**

The general objective is to engage a transactions advisor that will provide technical assistance and an implementation management structure for two of the South Africa Agri Park projects in the Free State and the Northwest Province. The Transaction Adviser (TA) will assist the Department of Agriculture, Land Reforms and Rural Development (DALRRD) in providing critical technical, financial, legal and marketing support for the establishment of the South Africa Agri Park Program. Emphasis is on enabling private sector development of the Agri Parks and at the same time ensure the integration of rural producers and small businesses with commercial value chains and markets; encourage the inclusion of informal economic actors into the formal system; enhance the business climate to mobilize private capital; and integrate youth into agriculture as a business enterprise and source of employment.

The aim of the assistance is to undertake *inter alia* the procurement of a Project Team to undertake (and/or validate existing) full feasibility studies and Master Plans for the Agri Parks and associated Farmer Production Support Units (FPSU) and Rural Urban Market Centers (RUMC), undertake an Environmental and Social Impact Assessment (ESIA), develop other required technical studies (including skills gap assessment, Climate Risk, Gender Report, and Green House Gas (GHG) performance assessments) and coordinate with the Investment and Infrastructure Office of the Presidency to ensure that the required Reports meet the standards for Strategic Infrastructure Projects (SIPs). The immediate purpose is to develop and/or update full feasibility studies and master plans

for two of the nine prioritized Agri parks in line with the requirements of the Investment and Infrastructure Office of the Presidency.

The proposed Technical Assistance and support will enable DALRRD to undertake the much-needed comprehensive preparatory activities that will ensure an inclusive and sustainable agro industrial development in the two Provinces.

#### **4. SPECIFIC OBJECTIVE**

The specific objectives for the assignment include

- Provide Technical Assistance that will enable project preparation, packaging, and a phased infrastructure development for two of the South Africa Agri Parks,
- Review key available documents for the Agri-Parks program broadly and more specifically for the two pilot Agri-Hubs of Tshiame, FS and Springbokpan, NW (these will include Due diligence reports, Feasibility reports, Master plans, Business Plans, Implementation Plans and other),
- Undertake full Feasibility studies and Master plans for the 2 Agro Parks including the associated Farmer Support Production Units and Rural Urban Market Centres and bring the projects to financial closure
- Ensure that full feasibility studies and master plans for the Tshiame Agri-Hub (Free State) and Springbokpan Agri-Hub (Northwest Province) are gazetted as Strategic Integrated Projects (SIPS) in South Africa
- Promote the establishment of a suitable implementation management structure for private sector investments in the Agri Parks,
- Propose Value Chain Development and Analyses for the two sites in terms of key commodities and their backward – and forward linkages and market development opportunities (supply vs demand) and
- Provide technical assistance on project coordination, management, and implementation.

## 5. DURATION OF THE ASSIGNMENT

**Consultancy Title:** Consultancy Services to:

- Provide Technical Assistance that will enable project preparation, packaging, and a phased infrastructure development for the Agri Parks and associated ecosystems in the Free State and the Northwest Province.
  - Promote the establishment of an implementation management structure for private sector investment in the Agri Parks and
  - Provide technical assistance on project coordination and management.
- **Type of consultancy:** Individual/Team of Consultants/Consultancy Firm  
International/ Local competitive bidding
  - **Type of Contract:** Fixed price, lump sum
  - **Duty Station:** Republic of South Africa
  - **Consultancy Duration:** The consultancy shall be for a period of 100 working days, using a five (5) days' work week (excluding public holidays). The Consultancy will be spread over four (4) months.
  - **Expected start date:** January 2023
  - **Expected end date:** April 2023

## 6. SCOPE OF WORK

The scope of work will include but not limited to the following:

- Review and update key available documents for the Agri-Parks program broadly and more specifically for the two pilot Agri-Hubs of Tshiame, FS and Springbokpan, NW (these will include Due diligence reports, Feasibility reports, Master plans, Business Plans, Implementation Plans and other),
- Undertake and/or validate the Feasibility studies and Master plans for the 2 Agro Parks including the associated Farmer Support Production Units and Rural Urban Market Centres for commercial viability.
- Propose Value Chain Development and Analyses for the two sites in terms of key commodities and their backward – and forward linkages and market development opportunities (supply vs demand) and

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- Complete the feasibility studies and master plans and establish the commercial attractiveness and bankability of the projects to meet the standards of the Strategic Infrastructure Projects (SIPs) in South Africa.
- The consultant will together with the DALRRD provide the updated and/or the revised project documents (full feasibility Studies and Master plans) to the Investment and Infrastructure Office (IIO) in the Presidency for gazetting as Strategic Integrated Projects (SIPS).
- Provide Technical, Financial and Legal support to the DALRRD and institutional partners and bring each Project to financial close.
- The Consultant will also undertake an Environment and Social Impact Assessment (ESIA) for each of the 2 Agri Parks in line with the procedures and the policies, legislation, and regulations of the Republic of South Africa.
- The ESIA include the following:
  - Establish the baseline using primary and secondary data available from various government published reports on air, meteorology, water, soil, flora and fauna, socioeconomics, infrastructure, sensitive areas (forests, archaeological, historical etc) in relation to the project site.
  - Describe all elements of the project activities and their project area of influence during the pre-construction, construction, and operational phases. The elements to be analysed include the infrastructures of the project including drainage features, roads, waste collection, disposal and management and utility requirements, including alternative analysis of sites and project design.
  - Comprehensively analyse the environmental and social institutional, policy and regulatory framework relevant to the project and explain how the project will ensure compliance.
  - Identify and assess direct, indirect, and cumulative impacts.
  - Assess the impacts on the bio-physical and socio-cultural environment due to proposed project, if any.
  - Prepare ESIA and ESMP documents based on national requirement standards with recommendations on preventive and mitigative measures for limiting the impact on environment to the desired level during various stages of project implementation.
  - Carry out a thorough capacity assessment and come up with institutional arrangements for implementation and monitoring of the ESMP and development of a suitable post study-monitoring program to comply with various environmental regulations and applicable requirement standards.
  - Carry out Stakeholder Consultations and incorporate stakeholder concerns/issues into project planning and implementation and develop a

Stakeholder Engagement Plan and a Comprehensive Grievance Redress Mechanism for using throughout the project cycle.

Undertake a risk assessment (RA) and disaster management plan (DMP) describing the probable risks and preventive and precautionary measures to be followed in the event of emergency situations such as accidents, fire etc.

- Undertake a Climate Risk Assessment and Management Plan –

Assessing climate sensitivity of the investment activities, to identify climate-related risks and opportunities, and ensure the risk/opportunities are adequately reflected in project design, that necessary budget provisions are made, and relevant indicators are identified.

Investigate carbon footprint of the investment and include in the GHG emission report and management plan on how to optimize GHG performance and limit likely contribution of project to GHG emissions.

Incorporate a climate smart approach involving adaptative and mitigative components of the investments to Climate Change.

- Undertake a Gender analysis to

Determine the challenges and opportunities for men and women in the proposed Agri Parks.

Develop a gender action plan to inform the Project design on the required actions to address the identified gender gaps and promote the empowerment of women.

- Undertake a Skills Gap Assessment and Skills Requirement to

Ascertain the skills requirements for the proposed Agri Parks and associated FPSU and RUMC in the two provinces. The Skills Gap Assessment and requirements will guide further programming of activities in terms of decent jobs for youth and women in the proposed Agri Parks. These should include the technical TVETs/colleges around the proposed parks that could partner with the project to develop these skills (including their needs – equipment, curriculum etc)

Profile the young entrepreneurs/potential youth-led SMEs in the localities of the two Agri-Parks, and their growth challenges and needs and how they can be supported to participate in the parks and related value chains (examine the financial and non-financial services required).

- The Consultant will recommend an implementation management structure that will enable private sector investment in the Agri Parks

Provide guidance on the establishment of an institutional management entity for the Agri parks at national and provincial levels.

Provide guidance on the competitive recruitment of a private (or SOE) developer and/or facility manager to develop, promote and attract investments and infrastructure development in the respective agri parks in the two Provinces.

- To ensure private sector participation in the Project, the consultant will provide guidance to the DALRRD on **investment promotion** activities that will be done in collaboration with the Department of Trade and Industry and the Investment and Infrastructure Office.

Provide guidance on the branding and marketing strategy that will enable the marketing of the two project sites for private sector investments.

## 7. METHODOLOGY

The Consultant / Consultancy firm should collect and make use of all available methodology selected by the team must comprise both quantitative and qualitative approaches to appropriately respond to the purpose and scope of work for this project to produce the intended deliverable(s).

Furthermore, the Consultant / Consultancy firm is expected to:

- Carry out desktop review of various documents pertaining to the Agri-Parks Programme (FPSU and Hubs).
- Engage with relevant stakeholders and institutions comprising both state and non-state actors including government institutions, private sectors/SMEs and think tanks in carrying out the assignment.
- Undertake a comprehensive data collection and analysis for the drafting of the final draft report.
- Conduct field visits, surveys and hold focus group discussions and working sessions with all the key play of the agricultural sector.
- Take stock of the current's policies /scheme supporting the agri-parks.
- Analyse trade data and provide market intelligence report (price, distributional channels, standards) on agri-parks products with high export potential.
- Undertake a climate physical risks mapping, and identification of climate resilience and low carbon emission development plan; and
- Carry out stakeholder consultations that include both women, youth, and men, and those in informal and formal sectors.

## 8. EXPERIENCE AND COMPETENCIES

The desired expertise required from the Consultancy firm will include an Agricultural Economist, an Agro-Industry Specialist, a Mechanical Engineer, Electrical Engineer, Structural Engineer, with value chain assessment expertise with a minimum of Master's Degree in relevant subject area as follows:

- Agricultural economics, agri-business, agro-industry, food safety and marketing or related discipline.
- Trained in project planning and or economic cost/benefit analyses, Feasibility Study & Business Plan in the agricultural sector
- At least ten (10) years' experience in feasibility analyses for complex agri-business plan projects.
- Having successfully completed a minimum of one (1) project of similar nature and size.
- The Consultant(s) should have at least 10 years of professional experience in the preparation of project proposals, Feasibility Study Report & Business Plan, Risk Management, Marketing.
- More than 5 years of experience in conducting risk management analyses.
- More than five (5) years in branding and marketing of value-added products.
- More than five (5) years in conducting social, gender and youth analysis related to agri-business; and
- More than five (5) years' experience in conducting climate risks assessment and GHG accounting assessment for an agro-industrial project.

**Language:** Excellent command of written and spoken English.

## 9. TIMEFRAMES

The report should be in English.

Three workshops should be organized in both provinces within South Africa to hold stakeholder consultations and to validate the findings of the experts. One workshop will be held with the IIO, the DALRRD, DIC, National Treasury, national development Banks and financial institutions, interested private sector entities and the relevant Development partners.

No	Key Deliverables	Description of Task	Time Frame (working days)	Date & Month April-May 2022	% of Contract
1.	Develop situation report, work plan, and detailed outline of methodology	Inception Report	5 days		30%
		Review of Inception Report	5 days		
2.	Technical Assessment	<p>Conduct review of key available documents for the Agri-Parks program broadly and more specifically for the two pilot Agri-Hubs of Tshame, FS and Springbokpan, NW (these will include Due diligence reports, Feasibility reports, Master plans, Business Plans, Implementation Plans and other),</p> <p>Undertake site visits, conduct workshops, interview relevant stakeholders, conduct the necessary data analysis, as well as market</p>	15 days		
3.	Interim Report	<p>Prepare and present an interim report which should entail, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- Initial draft of the marketing plan and analysis of the technical feasibility of the project.</li> <li>- Estimates of the economic, financial, social costs and benefits of the project.</li> <li>- Report on the risk assessment and project</li> </ul>	15 days		



		<p>management options and structure of the project</p> <ul style="list-style-type: none"> <li>-Provide data and analysis related to gender equality</li> <li>- Enhancement of the agribusiness to climate-adaptivity</li> <li>-The environmental impact assessment</li> <li>- Promote the establishment of a suitable implementation management (government) structure for private sector investments in the Agri Parks,</li> <li>- Propose Value Chain Development and Analyses for the two sites in terms of key commodities and their backward – and forward linkages and market development opportunities (supply vs demand) and</li> <li>- Provide technical assistance on project coordination, management, and implementation.</li> </ul>			
		Review of Interim Report by Stakeholders			
		Incorporate feedback into Interim Report			
4.	Draft Feasibility Report	Prepare and present a draft Feasibility proposal report, including technical, financial, and economic analyses for submission to the AfDB Grant Committee members and other key stakeholders. The Proposal should clearly identify the most feasible project options & design; marketing, financing, and implementation strategy	20 days		40%

5.	Final Feasibility Study Report & Business Plan	Present the Final Feasibility Study & Business Plan Feasibility proposal report to the AfDB Grant Committee members and other key stakeholders.  Review & Acceptance of Documents by AfDB Grant Committee members	10 days  5 days		30%
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## 10. BUDGET AND SCHEDULE OF PAYMENTS

Consultancy value: USD

### Payment schedule:

- **First payment:** 20 % upon submission of final inception report
- **Second payment:** 50 % upon delivery and acceptance of a satisfactory draft project proposal based on the TOR; and
- **Final payment:** 30 % upon submission and acceptance of all deliverables.

The payment of professional fees shall be executed to the Consultant/Consultancy firm against the specified deliverables.

The Consultant(s) or Consultancy firm should be aware that:

- The lump sum should be an all-inclusive offer:
- The contract price is fixed regardless of changes in the cost components; and
- All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.

The review will be carried out in accordance with the International Standards on Review Engagement (ISRE 2400) on the following Subject Matters:

- a) All funds including counterpart funds and other external funds (in case of co-financing) have been used in accordance with the conditions of the Grant agreement(s), with due attention to economy and efficiency and only for the purposes for which the funds were provided;

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- b) Goods, works and services financed have been procured in accordance with the financing agreement; and have been properly accounted for;
- c) Appropriate supporting documents, records and books of accounts relating to all project/program activities have been kept;
- d) Disbursements of funds have been made based on the Disbursement Handbook and in accordance with the conditions of the Grant or Credit agreements;
- e) Special accounts have been maintained in accordance with the provisions of the Grant agreement and in accordance with the Bank's disbursement rules and procedures
- f) Payments made using project/program funds relate to project/program activities as stated in the project/program progress reports;
- g) The financial statements have been prepared by project/program management in accordance with applicable reporting framework.
- h) There are no ineligible expenditures identified during the review.

## **11. MONITORING AND SUPERVISION**

The African Development Bank Grant Steering Committee has been set out to facilitate the monitoring and supervision services within the Department of Agriculture, Land Reform and Rural Development

This Committee will recommend disbursement of funds following effective completion of deliverables.

## **12. FACILITIES TO BE PROVIDED BY THE CONTRACTING AUTHORITY**

The Consultant / Consultancy firm will be required to have his/her own workstation but will have access to the relevant documentation within the Department and relevant Municipalities to execute the scope of works.

He/ She will have to obtain disaggregated data, review relevant literature (including studies, reports, and surveys), interview stakeholders, conduct workshops and

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undertake field visits. The assessment must abide by the principles of impartiality, objectivity, independence, credibility, and usefulness.

He/ She shall propose a project's monitoring system, comprising identification and monitoring of key indicators, systems for monitoring progress results, activities, assumptions, sustainability of the project and its impact, and the assignment of responsibilities to the client and other stakeholders involved.

**These Terms of Reference (ToR) have been supported and approved by the following:**



.....  
**MS NOMBUSO DLAMINI**  
**PROJECT MANAGER: RURAL DEVELOPMENT (RD)**  
**DATE: 17 August 2022**



.....  
**MS NOMTANDAZO MOYO**  
**DEPUTY DIRECTOR-GENERAL: RURAL DEVELOPMENT (RD)**  
**DATE: 17.08.2022**

DDG's Initials: .....

Date: .....