

TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 03/2021-22
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Request for proposals for:	Professional Legal Entity or Resource Team for the Review, Amendment and Drafting of the Integrated Planning Framework (IPFB)
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1. BACKGROUND / CONTEXT

In 2018 the development of the draft Integrated Planning Framework Bill (IPFB) was led by the National Planning Commission and supported by the Department of Planning, Monitoring and Evaluation (DPME). The IPFB was premised on the need for legislation to institutionalise integrated planning across government. Although the general purpose of the IPFB was well received, it was noted that key aspects of the Bill required additional clarification. Noting the altered development context and the need for the harmonization of national long- and medium-term planning, the Integrated Planning Framework Bill is viewed as the appropriate tool to enable this across government. A multitude of comments and inputs were received on the initial draft of the Integrated Planning Framework Bill. These pointed out that the Bill required further analysis and updating to address gaps and ensure Constitutional muster and pragmatic implementation.

2. PURPOSE

The purpose of the project is to enable the harmonization of long-, medium- and short-term national planning through the updating, amendment and drafting of the Integrated Planning Framework Bill for the DPME. Furthermore, the intention is to institutionalize national long- and medium-term planning in government through a defined hierarchy of planning. The DPME therefore wishes to appoint an INDIVIDUAL or ENTITY comprising of complementary legal professionals and experts to update, amend and draft the Integrated Planning Framework Bill that has extensive experience in the drafting of legislation and/or public sector policy.

3. OBJECTIVES AND SCOPE OF PROJECT

The objective of the project is to develop an updated Integrated Planning Framework Bill that is legally and pragmatically sound with clearly defined associated terms and concepts and the planning hierarchy and ecosystem. An additional objective is that the Integrated Planning Framework Bill be the guiding legislation on the institutionalization of national long- and medium-term planning in government.

4. PROPOSED METHODOLOGY / APPROACH

The scope of work requires a professional entity or resource team to update, amend and draft the Integrated Planning Framework Bill for the DPME through the following suggested methodology.

Inception:

The Project Inception phase will form the platform for the delivery and completion of the exercise by ensuring that agreement is reached between the DPME and the INDIVIDUAL OR ENTITY on the project plan and the associated milestones. The exercise will require adhering to confirmed timelines and milestones and the effective management of the project until closure. The inception process will include liaison between the DPME and the Project Lead of the entity or professional resource team on the following:

- Team leader or project lead/ individual
- Key information and the sources of necessary and available information by the DPME to the INDIVIDUAL OR ENTITY
- Identification of key stakeholders
- Reporting requirements
- Responsibilities and accountabilities between the DPME and the INDIVIDUAL OR ENTITY
- Submissions and approval
- Scheduling of Project Steering Committee (PSC) meetings
- Setting out the detailed path to legislation
- **Deliverables: An Inception Report with a detailed project plan and stakeholder engagement plan**

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Draft Integrated Planning Framework Bill

This phase of the project will require the entity or professional resource team to produce an updated Draft Integrated Planning Framework Bill that is able to demonstrate Constitutional and legal muster. The updated Draft should include clear definitions of associated terms and concepts and, where appropriate, incorporate the consolidated inputs and feedback from the stakeholder engagement process in a single, professionally written document. Additionally, the draft IPFB must include the alignment to the key policy frameworks, plans and policies as mentioned earlier and demonstrate the key role of the Minister, the department as in DPME, the intent of the IPFB, the development of norms and standards and the hierarchy of planning. The draft IPFB must indicate the institutionalization of national long- and medium-term planning and the hierarchy of plans. **The deliverable will be the 1st Revised IPFB and approval thereof by the DPME.**

2nd Revised Integrated Planning Framework Bill

Post the conclusion of the stakeholder engagement the entity or professional resource team will be required to consolidate and amend the Integrated Planning Framework Bill in accordance with the comments and inputs received. Upon completion of revising the Integrated Planning Framework Bill, the 2nd Revised Integrated Planning Framework Bill will be submitted to the DPME for approval.

3rd Revised Integrated Planning Framework Bill

Upon the completion of the Socio-economic Impact Assessment (SEAIS) and the attainment of the SEAIS Certificate and the finalization of the opinion from the Office of the Chief State Law Advisor (OCSLA) the entity or professional resource team will be required to conduct a 3rd and final revision of the Integrated Planning Framework Bill. The necessary amendments to the Bill are to give effect to the comments and inputs from the OCSLA and the final product is to be submitted to the DPME for approval. *The SEAIS and the OCSLA component will be conducted internally by the DPME.*

Project Close-out

The project close-out phase will require the submission of a project close-out report from the entity or professional resource team. The project close-out report will be accompanied by all the data, information, reports, recordings and any and all information pertaining to the Integrated Planning Framework Bill to be provided to the DPME. Information can be provided in hard copies and/or soft copies through an encrypted and secure USB flash drive.

5. DELIVERABLES AND TIME FRAMES

Description	Duration	Expected date	% of project (Payment)
Inception Meeting and Inception Report	1 week	August 2021	5%
1 st Revision Integrated Planning Framework Bill	5 weeks	September 2021	20%
<i>DPME Review and Approval Process</i>	<i>2 weeks</i>	<i>September 2021</i>	<i>N/A</i>
2 nd Revised Integrated Planning Framework Bill	3 weeks	October 2021	25%
<i>DPME Review and Approval Process</i>	<i>2 weeks</i>	<i>October 2021</i>	<i>N/A</i>
3 rd Revised Integrated Planning Framework Bill	2 weeks	November 2021	40%
Project Close-out	1 week	November 2021	10%

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

The project will be managed by the DPME through the Chief Directorate Spatial Planning in the National Planning Coordination Services branch. The Chief Director Spatial Planning will be the lead project manager for the DPME and the liaison with the project lead for the duration of the project.

A Project Steering Committee (PSC) will be established by the DPME (Chief Directorate Spatial Planning) for the regular engagement, review and reporting on the project for the duration of the project. The PSC will be responsible for engaging with the INDIVIDUAL OR ENTITY, for ensuring the attainment of milestones per the terms of reference and the approved project plan and for providing approval for deliverables to be submitted for consideration by the Transversal Technical Working Committee (TTWC) and decision-making within the Department.

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The PSC will require fortnightly updates from the entity or professional resource team on the progress of the project. The PSC will conduct monthly meetings with the entity or professional resource team to monitor progress on the project and assist in the identification and mitigation of any risks or challenges to the outcomes of the project. The entity or professional resource team will be required to provide monthly progress updates on the project. Final approvable of key submissions, such as the Draft Integrated Planning Framework Bill and the Final Draft Integrated Planning Framework Bill will require approval from the Director General of DPME and the Minister in the Presidency. The Draft Integrated Planning Framework Bill and the Final Draft Integrated Planning Framework Bill will be processed through the Government Cluster process prior to final approval.

7. PEER REVIEW

The project process will include the review of key submissions and deliverables on the project by the Transversal Technical Working Committee (TTWC) that has been established for the Integrated Planning Framework Bill. The TTWC will be chaired by the Deputy Director General responsible for National Planning Coordination in DPME. The TTWC consist of nominees from key National departments and institutions to provide technical guidance and inputs on the IPFB. Written comments, feedback, and inputs from the TTWC will be made available to the entity or professional resource team for factoring into the IPFB. The TTWC will have monthly meetings on the IPFB and the entity or professional resource team and its nominated team leader or project lead/ individual may be required to attend and/or participate at the request of the DPME and the Chief Directorate Spatial Planning.

8. OTHER

Non Compulsory virtual briefing session will be held for the project.