

## **Lejweleputswa Development Agency**



### **TERMS OF REFERENCE (TOR) FEASIBILITY STUDY FOR ESTABLISHING OF UPGRADING AND EXTENDING THE COMMUNICATION INFRASTRUCTURE LEJWELEPUTSWA DISTRICT MUNICIPALITY**

#### **BACKGORUND**

The Lejweleputswa District Municipality (LDM) is one of five District municipalities in the Free State Province. It comprises of five local municipalities namely Matjhabeng, Nala, Masilonyana, Tswelopele and Tokologo.

The proposed project consists of expanding and upgrading the services to all sectors of the Lejweleputswa District Municipality that are in need of high quality broadband connectivity in line with District Goals and Development Strategy document. The proposed projects contain solutions using up to date global wireless technologies and innovations.

#### **SCOPE OF THE STUDY**

The feasibility study must show if the proposed project is:

- legally, physically and socially compliant part of a due diligence study
- in accordance with predetermined needs;
- the most suitable technical solution to the needs;
- can be implemented within any capacity constraints of Lejweleputswa Municipality District;
- cost effective over the whole life of the project;
- taking due cognisance of the risks associated with its whole life cycle;
- affordable to the institution responsible for the project in the context of the available budget;

#### **LOCATION OF THE STUDY**

The location of the Visual Private Network will be in the Lejweleputswa District in with the aim to reduce Telecommunication costs and create job opportunities in the area.

#### **PROJECT STEERING COMMITTEE**

The service provider report progress in LDA project committee which will also include representative from all municipalities in the region.

They will meet bi-monthly to discuss:

- A report detailing progress and work done.
- Planning and Programme for the next month
- The approval of the draft reports leading to the final report.
- The final draft of the report will be workshop with identified role players.

## **PURPOSE/OBJECTS OF STUDY**

In undertaking this study the LDA aims to understand or rather find answers to the following questions:

The study will create a holistic justification for the proposed project and will serve as a living document against which project deliverables are measured during procurement and even after implementation of the project.

Furthermore, the requirements for the feasibility study will contain:

- Information about costs (explicit and hidden), giving an indication of whether costs can be met from within institutional budgets without disruptions to other activities.
- Information about the current Telecommunication costs of different municipalities and estimated cost reduction when using VPN
- Identification, quantification, mitigation and allocation of risks.
- Information of how the project will be structured.
- Benefits of using VPN in the district
- Identification of constraints, which may cause the project to be halted

## **STUDY OUTPUTS**

The following outputs will be expected from the service provider;

1. A programme of the study needs to be submitted with the tender to indicate the steps in order to complete the study.
2. Monthly draft reports on:
  - a) Main situational analysis and desktop study of the area
  - b) Need, sensitivity and optional Analysis
  - c) Financial Assessment,
3. Workshop on the Final Draft Report.
4. The drafting and approval of the Final feasibility study Report.

## **REQUIRED SKILLS FOR STUDY**

- Significant experience (at least more than 5 years) and demonstrate success in conducting such or related research projects
- Sound knowledge of practises and methodologies used for such and related research projects

- Agricultural agronomists and or economists
- Excellent and demonstrated communication, facilitation and writing skills
- An ability to provide value added services to the LDA.
- Must be based in the Free State

## **STUDY COSTING**

When a proposal is submitted and presented to LDA, the budget must be broken down as per the expected outputs (listed above). All study costs including accommodation, travelling, workshops, stationery material and etc. will be borne by the service provider and must be included in the hourly rate tendered. The LDA can approve a change in the quantity of the hours during a Project Steering Committee Meeting; the rate will be as tendered though.

## **STUDY TIMEFRAME**

5 Months

Closing Date: 16 September 2011

Enquiries: Eddie Lesenyelo @ 079 236 7821

Postal Address or Physical Address

PO Box 303  
WELKOM  
9549

Suite 210 Elizabeth Complex  
Elizabeth Street  
WELKOM