



TENDER SPECIFICATIONS / TERMS OF REFERENCE (ToR)
COMMUNITY NEEDS ASSESSMENT
FOR BOHWA BJA RENA COMMUNITY DEVELOPMENT TRUST (BBRCDT)
IMPLEMENTATION PERIOD: QUARTER 1 OF 2026

1. INVITATION TO TENDER

Bohwa Bja Rena Community Development Trust (BBRCDT) invites qualified and experienced service providers to submit proposals to design and implement a comprehensive Community Needs Assessment across all BBRCDT beneficiary communities.

The assessment must be fully completed within Quarter 1 of 2026 (1 February – 30 April 2026).

- Tender Reference: BBRCDT/CNA/2026/01
- Issue Date: 15 January 2025
- Closing Date and Time: 27 January 2026 at 12:00
- Submission Method: *email: info@bohwabjarena.org.za*
- Bid Validity Period: 90 days from closing date

2. ABOUT BOHWA BJA RENA COMMUNITY DEVELOPMENT TRUST (BBRCDT)

BBRCDT is a community-based development trust mandated to:

- Promote equitable socio-economic development.
- Support community-driven development planning.
- Strengthen collaboration between stakeholders including Traditional Authorities.
- Facilitate access to opportunities, services and resources for beneficiary communities.

BBRCDT operates within the jurisdiction of [insert Traditional Authority/Municipality], focusing on inclusive development for all community groups.

3. PURPOSE OF THE COMMUNITY NEEDS ASSESSMENT

The objective of the Community Needs Assessment (CNA) is to:

Generate an evidence-based understanding of the priority needs, assets, vulnerabilities, and opportunities across all BBRCDT communities, to guide strategic planning and programming.

The CNA will:

1. Identify priority socio-economic, environmental, service delivery and institutional needs.
2. Map existing community assets, resources and ongoing initiatives.
3. Assess community strengths, leadership structures and participation mechanisms.
4. Produce a set of prioritised development recommendations for short-, medium-, and long-term planning.
5. Generate village-level profiles and datasets to inform programme design and partnerships.

4. SCOPE OF WORK

4.1 Geographic Coverage

The assessment must cover all villages/communities under the BBRCDT area of operation, including:

- Ga-Phasha
- Magobading Village (Cluster)
- Ga- Ntoampe
- Ga-Mampa
- Nareng Thokoane
- Ga- Makgopa
- Maotjie Cluster
- Tjate/ Modimolle Cluster
- Ga- Mashishi
- Swazimyamane
- Ga-Phashamakgalanoto
- Ga-Mashabela

4.2 Thematic Areas

The study will cover at least the following domains:

1. Demographics & Household Characteristics
2. Livelihoods, Income & Local Economy
3. Education, Training & Skills Development
4. Health, Nutrition & Wellbeing
5. Basic Services & Infrastructure (water, electricity, roads, ICT, sanitation)
6. Social Cohesion, GBV, Crime & Safety
7. Environment, Climate Risks & Land Use
8. Governance, Participation & Institutions
9. Special Focus Groups (youth, women, elderly, people with disabilities)
10. Development Opportunities & Priority Areas

5. METHODOLOGICAL APPROACH

A mixed-methods, participatory approach is required, including:

5.1 Inception Phase (February 2026 – Weeks 1–3)

- Inception meeting with BBRCDT Operations Manager & Project Development Coordinator
- Document review
- Inception Report including:
 - Final methodology
 - Sampling strategy
 - Detailed workplan
 - Data collection tools
 - Risk plan

5.2 Pilot Testing (Week 4 of February 2026)

- Testing of tools and final approval.

5.3 Quantitative Data Collection (March 2026)

- Household surveys
- Digital data collection strongly preferred
- Sampling must be justified by bidder

5.4 Qualitative & Participatory Approaches (March 2026)

- Focus Group Discussions
- Key Informant Interviews
- Community mapping & participatory ranking
- Validation of preliminary insights

5.5 Data Cleaning & Analysis (April 2026 – Weeks 1–2)

- Integration of qualitative and quantitative data
- Generation of village-level and consolidated findings

5.6 Reporting & Validation (April 2026 – Weeks 3–4)

- Draft Report and presentations
- Validation sessions
- Final Report submission by 30 April 2026

6. DELIVERABLES WITH DEADLINES (Q1 2026)

Deliverable	Deadline
1. Inception Report	By Week 3 of February 2026
2. Final Tools (after pilot)	By Week 4 of February 2026
3. Fieldwork Completion Report	End of March 2026
4. Village/Community Profiles (Draft)	Week 2 of April 2026
5. Draft CNA Report	Week 3 of April 2026
6. Validation Workshops (Community + BBRCDT)	Week 3 of April 2026
7. Final CNA Report, Database & PowerPoint	No later than 30 April 2026

7. PROJECT DURATION

The assignment will run strictly for 3 months:

1 February 2026 – 30 April 2026

All tasks, engagements, reports and validation sessions must be completed within this timeframe.

8. GOVERNANCE, MANAGEMENT & REPORTING

The project will be supervised by:

- Operations Manager (BBRCDT)
- Project Development Coordinator (BBRCDT)

The service provider must:

- Attend scheduled check-in meetings
- Provide weekly/bi-weekly field progress updates
- Report risks and delays immediately

BBRCDT will facilitate:

- Access to communities
- Engagement with Traditional Authorities
- convening of validation workshops

9. REQUIRED QUALIFICATIONS & EXPERIENCE

Bidders must demonstrate:

Organisational Capacity

- 3–5 years' experience in community assessments, baseline studies or socio-economic research
- Experience working with rural and traditional authority contexts

Team Composition (minimum)

- Team Leader / Project Lead – 7+ years experience
- M&E / Research Specialist
- Community Engagement Practitioner
- Data Manager
- Enumerators (local language skills required)

Track Record

- At least 3 similar projects completed in the last 5 years
- Contactable references

10. PROPOSAL SUBMISSION REQUIREMENTS

Technical Proposal

Must include:

1. Company profile and compliance documents
2. Understanding of the assignment
3. Proposed methodology
4. Detailed Q1 2026 workplan and Gantt chart
5. Team structure & CVs
6. Relevant past experience
7. Risk management plan

Financial Proposal

Must include:

- Detailed budget (fees, fieldwork, admin, VAT)
- Cost justification
- Proposed payment schedule linked to deliverables

Recommended payment structure:

- 20% – Approval of Inception Report
- 40% – Completion of fieldwork
- 40% – Approval of Final Report

11. EVALUATION CRITERIA

Technical Component (80%)

Criterion	Weight
Methodology & understanding of the assignment	30%
Relevant organisational experience	20%
Skills & experience of team	15%
Workplan & feasibility (Q1 2026 compliance)	10%
Transformation & local participation	5%

Financial Component (20%)

- Price competitiveness and value for money
- Alignment of cost with scope

Only bidders scoring 70%+ on technical will be considered for financial evaluation.

12. COMPLIANCE DOCUMENTS

Bidders must submit:

- CIPC registration
- Tax clearance / PIN
- B-BBEE certificate / sworn affidavit
- Certified IDs of company directors

- Banking details confirmation
- Any professional body registrations (if applicable)

13. CONFIDENTIALITY & DATA OWNERSHIP

All tools, data and reports produced become the property of BBRCDT.

The service provider may not use or disclose project information without written approval.

14. SUBMISSION DETAILS AND ENQUIRIES

Proposals must be submitted by 27 January 2026 to:

- Email: info@bohwabjarena.org.za
- Subject line: “Community Needs Assessment Tender (CNA) – BBRCDT”

Enquiries may be directed to:

- Operations Manager – BBRCDT
Email: kabelo.bopape@bohwabjarena.org.za
Tel: 083 267 5063

Enquiry closing date: 5 days before tender closing