



**FOR ENQUIRIES PLEASE CONTACT** : Nuraan Vallie  
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**PROGRAMME** : 2  
**COST CENTRE UNIT** : HRMS  
**COST CENTRE NUMBER** : 2031  
**PP LINE REFERENCE NUMBER** : Adhoc  
**PP DATE** : October 2020  
**EVENT NAME** : Procurement of a service to provide heritage expertise  
**AREA WHERE SERVICES WILL TAKE PLACE** : Protea Assurance Building  
Greenmarket Square Cape Town

## TERMS OF REFERENCE

The Department of Cultural Affairs and Sport (DCAS) invite service providers who are duly registered on the Western Cape Supplier Evidence Bank (WCSEB) and the Central Supplier Database (CSD) to provide a quote on the following:

Please upload a detailed price breakdown as an attachment on your company letterhead. Failure to comply with this requirement will result in your offer being invalidated.

### ***REQUEST FOR A SERVICE PROVIDER TO PROVIDE HERITAGE EXPERTISE TO PROCESS HERITAGE APPLICATIONS IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT AND REGULATIONS FOR HERITAGE WESTERN CAPE***

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## BACKGROUND

- The Department of Cultural Affairs and Sport (DCAS) seconds staff to Heritage Western Cape (HWC) to provide expertise to receive and process heritage applications in terms of the National Heritage Resources Act, No. 25 of 1999, and regulations that have been promulgated.
- These services include architectural, historical, archaeological, planning, and other related sections in terms of the NHRA. These applications are processed and presented to committees that are delegated by the Council of HWC to make decisions.
- DCAS intends to appoint a service provider to assist in the processing of heritage applications by appointing 3 personnel with knowledge of HWC's heritage application

processes in respect of its policies and procedures. The services are to be for a period of six (6) months.

## **SCOPE OF WORK**

1. Process and administer the various applications received in terms of sections 27, 29, 30, 31, 34, 35, 36, 37, 37 & 38 (including the Notifications of Intent to Develop and Heritage Impact Assessments) of NHRA.
2. Handle public enquiries and appointments with heritage applicants.
3. Able to participate in Microsoft Teams meetings.
4. Present applications to the Council's delegated committees of Heritage Western Cape.
5. Draft Reasons of Decisions and Permits.
6. Handle cases and monitor implementation of the conditions of permits issued.
7. Attend site inspections and write feedback reports related to these inspections.
8. Assist the unit with technical support in terms of the skills required for the position and provide relevant guidance to the public on applications.
9. Attend all staff related meetings and events of Heritage Western Cape, the sub-directorate and other relevant units as determined by HWC management.
10. Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes.
11. Applying scrutiny to the significances of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources.
12. Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.
13. Provide professional and technical heritage assistance to the public as well as other departments and internal units.

14. Promote and increase public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage.
15. Input into the strategic documentation for the public entity i.e. Annual Performance Plans, Strategic Plan as well as Annual Reports.
16. Brief the Chief Executive Officer of HWC on occasional basis.

## **REQUIREMENTS**

The service provider must have the following expertise:

- Demonstrate that the company has previous experience related to the provision of heritage staff (to implement the NHRA) to a government department / entity.
- The 3 personnel must have the following:
  - A 3-year degree in architecture, town planning, archaeology or any heritage related discipline.
  - Heritage related experience in the implementation of the National Heritage Resources Act. CV's demonstrating the appropriate work experience must be included on submission of a quote for the scope of works.
  - Knowledge and experience in implementing HWC policies and guidelines.
  - Experience in drafting heritage permits.
  - Excellent writing and presentation skills.
  - Knowledge of related legislation in the heritage management process (such as NEMA and municipal processes where applicable).
  - Skills in office package suite and a working knowledge of database such as SAHRIS.
  - Experience in using Microsoft Teams.

## **CONDITIONS**

- The service to be provided for 8 hours a day, 5 days per week.
- Service provider to provide a service daily from Monday to Friday.
- Placement of personnel to be agreed with Director: Museums, Heritage and Geographical Names.
- Service provider to be able to provide replacement personnel to cover for any absences.

## **NOTES:**

- Service provider will be required to enter into a service level agreement with DCAS.
- The service provider will report to the CEO of Heritage Western Cape.

- The service provider to sign an undertaking that she/he will respect the vision, mission and values of Heritage Western Cape, DCAS and the Western Cape Government (WCG).
- Personnel be willing to represent HWC in public forums with permission from the CEO.
- DCAS reserves a right to discontinue the service of a personnel should it finds that there is a lack of required expertise.

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**FOR ENQUIRIES REGARDING THE SPECIFICATION PLEASE CONTACT:**

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