



STAKEHOLDER RELATIONS MANAGER RFP

Background:

Enel Green Power (hereinafter referred to as EGP) is an Independent Power Producer operating in South Africa. EGP has 12 electricity generation sites located across the country and has a generation capacity of approximately 1.2 GW. EGP is strongly committed to community development in the communities that it operates in and is seeking to partner with local organisations that would assist it in maximising its impact in the host communities.

These organisations would be contracted by Tshikululu Social Investment as Stakeholder Relationship Managers providing services to EGP. Organisations may be any registered trading entity (sole proprietorship, partnership, close corporation, private company limited, public company or a trust).

The SRM Organisation will act as a link between the community and EGP, ensuring that local community gets maximum benefit from the development work of EGP through access to business opportunities, identifying potential socio-economic and enterprise development projects and the management thereof. The SRM organisation will also be responsible for overseeing and managing all stakeholder mapping and preparing communications to stakeholders and respond to stakeholder enquiries. The SRM organisation will further have oversight on project implementation, the development of a stakeholder management strategy in an effort to make it easier to anticipate problems, gain the support of the most influential stakeholders, and improve what EGP offers to different groups and individuals and how it communicates with them.

The following duties are expected to be performed by the SRM ORGANISATION

1. Stakeholder Management:

- Maintain up-to-date list of stakeholders, their groupings, and subgroups such as project affected communities and their disaggregation, government agencies, local and district municipalities, indigenous groups, etc.
- Develop and maintain a communications plan for stakeholder engagement

2. Documentation of engagement activities:

- All community engagement activities to be recorded in the Stakeholder tracker for record-keeping and analysis
- Focus group discussions report quarterly
- Document and Categorise stakeholder issues and comments as well as the company's responses monthly
- Formation of Project Steering Committees which includes nominations and keeping record of PSC members and general meeting admin (minute taking and recording, updating decision registers etc).

3. Analysis and reporting:

- Reporting on all engagement activities by stakeholder group, by engagement type, and by topic
- How regularly each stakeholder group was engaged, issues raised by them, in what forum, and how the SRM ORGANISATION has addressed those issues
- Top issues raised by each stakeholder group, or specific stakeholder groups
- Detailed analysis of all issues raised by stakeholder groups as well as by individuals.



4. Grievance management:

- Register, classify grievances, assign responsibilities and timeline for addressing grievances following the grievance management mechanism
- Report on number of grievances received by date, by status (closed or opened), and specific issues raised by complainants.

5. Projects Oversight

- Number of Project visits
- How regularly each project has been visited, issues, risks highlights and recommendations
- Submissions of impact report of each project

- 6. Feedback to affected communities** – Report demonstrating that the affected communities’ issues, concerns, and suggestions have been considered and incorporated in the ED plan

Qualifying Criteria:

1. Companies will have to be registered business entities, having been in operation for at least 3 years, have a valid South African Bank account and be able to produce a tax clearance certificate
2. Organisations must be operating in the area that they are applying for
3. Organisations must have access to a computer (preferably a laptop but a desktop is also acceptable) that is equipped with the basic Microsoft Office suite (Outlook, MS Teams, MS Word, MS Powerpoint and MS Excel), a reliable internet connection with a minimum download speed of 10Mbps and a minimum upload speed of 5Mbps and a Smartphone.

Ideal Organisation:

This list is not absolute, if you or your organisation meets some of the requirements below, you are still encouraged to apply.

1. The ideal organisation should have a demonstrable history of stakeholder management and community engagement
2. Organisations should have a demonstrable history of community development (particularly in SMME support and local economic development initiatives)
3. Organisations should be able to demonstrate a working understanding of community trusts and the South African renewable energy landscape
4. Organisations should have a demonstrable history of monitoring and evaluation
5. Organisations should have strong networking and network building experience, especially at district and ward levels

How to apply:

Send an email to enelsrm@tshikululu.org.za with “EGP SRM application” in the subject line and include the following attachments:

1. Cover Letter expressing your organisations’ interest in the advertised opportunity; detailing how it meets the requirements of the RFP and how the work is aligned to the objectives of the organisation. Please include all relevant contact information.



2. CV(s) of the individuals that will be directly responsible for the execution of the programme
3. Founding documents of organisation
4. Proof of address of organisation
5. Proof of banking details not older than 3 months
6. Valid Tax Clearance Certificate or Tax PIN not older than 3 months
7. Any additional reference letters or evidence of related work
8. Area(s) that you are applying for (if more than 1, please include a workplan of how the work will be carried out across multiple locations)

Please note that the mailbox can only accept up to 20MB of information per email. If your attachments are larger than 20MB please either send them as multiple emails or send through your cover letter and CV in an email and include a link to a shared drive for additional documents (Google Drive / Dropbox / Weshare).

Area that can be applied for:

Plant	Closest Town	Province
Tom Burke Solar Park	Lephalele	Limpopo

Appointment:

Only shortlisted organisations will be contacted within one month of submission of application for follow-up interviews. Interviews will be held online via MS Teams.

Whilst we will endeavor to provide timeous feedback to all applicants, if you are not contacted within the month of application, please consider your application unsuccessful.

Deadline:

Applications must be submitted before **5pm** on the **7th April 2023**. If possible, applicants are strongly encouraged to submit applications prior to the closing date.