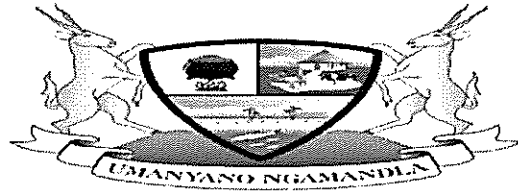


Mbizana Local Municipality

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23rd July 2018

Enquiries: Xoko. N
0392510230

TERMS OF REFERENCE FOR REVIEW OF INTEGRATED WASTE MANAGEMENT PLAN FOR MBIZANA LOCAL MUNICIPALITY

Service Providers are hereby invited to submit their proposals for the review of Integrated Waste Management Plan for Mbizana Local Municipality

NB Note there should be a briefing session

1. INTRODUCTION

The South African National Constitution, 1996 (Act 108 of 1996) Section 156 (1) (a) of the Constitution, read with Schedule 5, assigns responsibility for refuse removal, refuse dumps, solid waste disposal and cleansing to local government. This responsibility includes both the executive authority and the right to administer these functions. This assignment details with the core objects of local government outlined in section 152, such as service delivery, social and economic development, and environmental health and safety.

Further to the above, The National Environmental Management: Waste Act (No 59 of 2008) asserts the roles of various spheres of government in waste management, and specifically Local Municipalities are required to:

- ❖ To ensure the universal and sustainable delivery of services, subject to national and provincial regulation. In particular, they are required to maintain separate financial statements, including a balance sheet of the services provided.
- ❖ To develop an Integrated Waste Management Plan (IWMP) and incorporate it into their Integrated Development Plan (IDP). The IWMP must be consistent with the District and

TERMS OF REFERENCE-REVIEWAL OF INTERGRATED WASTE MANAGEMENT PLAN FOR MBIZANA LMPage 1



Provincial IWMP's.

2. PURPOSE AND OBJECTIVES

The main objective of reviewing an IWMP for Mbizana Local Municipality is to integrate waste management within, and where possible, with services of adjacent municipalities, in order to:

- ❖ Identify needs and gaps in the current waste management system.
- ❖ Project and plan for future waste management needs and requirements;
- ❖ Minimize waste management costs by optimizing the efficiency of the waste management system, in terms of usage of infrastructure, labor and equipment;
- ❖ Minimize adverse social and environmental impacts related to waste management and thereby improve the quality of life for all citizens; and
- ❖ Improve level of service with regard to waste management.

3. SCOPE OF WORK

The role of the appointed service provider will be to assist Mbizana Local Municipality to review Integrated Waste Management Plan that covers its entire areas of Jurisdiction as per NEMWA:

Details of the scope of work are outlined below:

- Manage, facilitate and co-ordinate the review of an implementable “WASTE MANAGEMENT PLAN” in accordance with the National Guidelines.
- Ensure all relevant stakeholders are involved and informed about the process and progress.
- Establish and orientate a Waste Management Committee.
- Ensure co-ordination and integration with other relevant plans within the municipality.
- To provide technical assistance for research, data collection, verification analysis, set objectives, generate and evaluate alternatives and develop strategies thereof. To perform a literature review & make alignment with available policies and legislative framework.
- In depth investigation of the strength and weaknesses of the municipal area.
- Identify key strategic programme areas with potential socio-economic profiling of the area.
- Develop an implementable programs and projects.
- Draft business plans for major projects that need funding.
- Organise Training for Refuse removal staff and councillors.
- Propose institutional arrangements to drive the plan.
- Prepare regular progress report.



The IWMP shall be developed in a phased manner as follows:

- Phase I Status Quo Analysis;
- Phase II Gap Analysis and Needs Assessment;
- Phase III Development of Goals, Objectives and Policies;
- Phase IV Identification and Evaluation of Alternative Plans; and
- Phase V Development of an Implementation Strategy, develop a policy and provide training.

3.1 PROJECT IMPLEMENTATION PLAN

The appointed service provider will be required to present a detailed project Implementation Plan to the Project Manager and the Project Steering Committee as the first task and deliverable at the start of the project.

3.2 PROJECT DELIVERABLES

Three Hard Copy reports and 3 Soft Copies (CD) of the IWMP shall be submitted by the Service Provider at the end of the project.

4. COMPETENCE AND EXPERTISE

Service providers tendering for this project will have to demonstrate relevant experience and expertise in delivering successful Integrated Waste Management Plans, Environmental Management, Project Management and Environmental Legislation.

5. REPORTING

Service providers shall submit monthly and quarterly reports to the Project Manager and the Steering Committee within 4 days after the end of each month and at each scheduled project steering committee meeting. 1 Project Steering Committee meeting shall be scheduled at the end of each phase and any additional meetings shall be agreed upon during the course of the project.

6. DURATION

Service providers must complete the project within 6 months from the date of appointment.



7. COST AND PAYMENT MILESTONE

The following milestones are proposed:

Percentage	Milestone
5%	Pre- planning
25%	Phase 1 & 2
40 %	Phase 3 & 4 :1 st and 2 nd draft
30%	Phase 5 and submission of the Final draft

The Service Providers must include details of cost breakdown on professional fees,

disbursements and VAT. The department will undertake all necessary procurement procedures to award the winning service provider and make payments according to a signed Service Level Agreement.

8. TRANSFER OF SKILLS

The service provider has to have a clear empowerment plan that will prepare primary stakeholders to participate and drive the planning process towards the development of IWMP.

9. SPECIAL CONDITIONS

In the event of a bidder being appointed in term of this invitation to bid, then the following special condition will apply to the contract between the bidder and the client following special condition will apply to the contract between the bidder and the client.

- Certified copies of qualifications and CV's signed by designated key officials should be attached.
- No replacing of key individuals following the awarding of the contract unless agreed in writing by the department.
- The appointed service provider will be required to submit reports to the municipality and attend any meeting related to the project.



- The department undertakes to pay within (30) days of the approval of such invoices by the project manager.
- The Service Provider will be remunerated based on the agreed upon milestones and the Department undertakes to effect claims of the Service Provider/s not later than 30 days from the date of the receipt of the invoice.
-

10. EVALUATION CRITERIA

- Bids will be evaluated on an 80/20 point system within the ambit of the Preferential Procurement Regulations, 2001 which is derived from Preference Procurement Policy Framework Act No.5 of 2000 and section 38 (1) (a) (iii) of the Public Finance Management Act 1 of 1999, as amended by Act No 29 of 1999.
- The evaluation will be carried out in two phases, namely, price and functionality.
- According to the evaluation criteria to be used by the Department, 80% will be allocated for functionality and 20% for price. Weights for functionality in the aforesaid criteria will be valued.
- The minimum qualifying percentage that will be accepted for functionality will be 60%.
- The combined percentages allocated for functionality and price will total up to 100%.

NB: The Municipality will not be obliged to award the bidder with the highest points.

SECTION 11: AWARDING OF POINTS

The following values will apply in the evaluation of all proposals submitted on

or before the closing date.

1=Poor,2=Acceptable,3=Good,4=Very Good,5=Excellent

Points for functionality will be scored according to the underlined criteria and table:

CRITERION	WEIGHT	POINTS
1. Qualifications of personnel involved in the assignment: Senior Degree(s) in Environmental Management/Environmental Sciences /relevant qualification as area of study	15	
2. Proven Track Record of conducting similar projects/programmes, at least 3 projects.	15	
3. Accuracy and relevance of methodology i.e. How the project will be carried out showing milestones and timeframes	30	
4. Ability to transfer skills	10	
5. Demonstration of knowledge Government development policies, laws and prescripts.	5	
6. Acquaintance with geographic area and local languages	5	
Total	80	

ENQUIRIES:

The service provider can request and obtain the relevant terms of reference from Mbizana Local Municipality at a non refundable R200 per document by contacting Ms. N. Xoko at 039 2510230 (ext 2063).



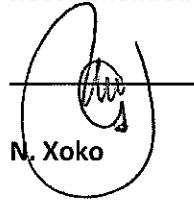
Requested by:



N. Madikizela

(Waste Management Officer)

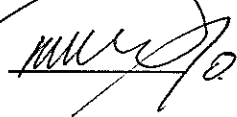
Recommended by:



N. Xoko

(Manager: Soc. & Environ.)

Approved by:



M.M Khuzwayo

(Senior Manager: Comm. Serv. Depts.)