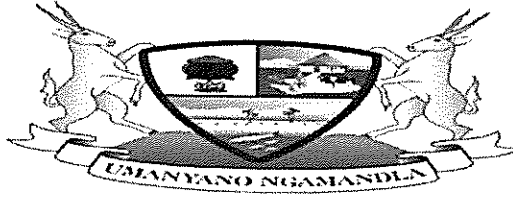


Mbizana Local Municipality

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15 April 2019

Enquires: N. Madikizela(Waste Management Officer)

Terms of Reference - Waste Management Training for EPWP Employees

1. BACKGROUND

This unit standard constitutes an integral aspect of waste management which is an important part of environmental management. The collection and transportation of waste is one of the key functions of a Municipality who embarks on a specialization in waste management. The Service Provider should be able to explain the terminology and principles of waste management and the activities, regulatory requirements and potential impacts related to the collection and transport of waste.

2. PURPOSE

The purpose of this training is for delegates to perform effectively in the field of waste management and environmental management in the following aspects:

- To understand the importance of working safely with due care for the environment and the health and well-being of individuals and others.
- Use appropriate terminology to describe waste related issues.
- To capacitate beneficiaries more especially on various methods of waste collection.
- To demonstrate knowledge and identify, categorize, collect, handle, transport and disposal of different types of waste.
- To develop professional attitude and risk management on working environment.
- To instill safety precautions of the handling of waste and handling of waste management tools/equipment.
- Use appropriate terminology to describe waste related issues.
- To capacitate employees on customer services and communication skills.

3. SCOPE OF WORK

Competent service providers are hereby invited to submit quotations to provide non-accredited training for 181 beneficiaries. The service provider is expected to carry out the following scope of work to deliver the final product:

- Cluster employees according to their educational background and design course outline according to their level of understanding.
- Provide a 1 day training,
- Provide training documents and certification thereafter.
- Use demonstrations and be able to use physical examples or use study material that is easy to read and understand.

- Provide specific customer service lesson that focuses on improving communication, listening, problem-solving and organizational skills.
- Provide training activities on customer service that allows employees to greater understanding on the impact their role has on the organization and standard processes to deal with customers and create a sense of team spirit. N.B. This should include activities that will have a great impact on employee's motivation and morale so as to increase productivity.
- Training should be done in Isixhosa.
- Provide venue and catering for 181 beneficiaries.

4. COURSE CONTENT.

The unit standard should cover the following topics:

- How to classify waste.
- Waste minimisation: waste avoidance, re-use and recycling.
- Solid waste management systems and solid waste storage, collection and transport systems.
- Common waste treatment and disposal methods.
- Occupational health and safety requirements that relate to hazardous waste in the work environment.
- Waste classification and steps in managing waste.
- Operating a waste facility safely.
- Monitoring a waste facility, reporting and remedial action.
- Site visit to a waste facility and outdoor training on tool and equipment handling or utilization.
- Identify and solve problems related to safe handling and disposal of waste.
- Identify and solve problems related to safe handling waste management tools and equipment.
- Work effectively with others and work safely with due care for the health and well being of others.
- Organize and manage activities in accordance with principles of waste management.

5. PROJECT METHODOLOGY

The service provider must provide a detailed outline of the methodology to be used detailing how each of the deliverables is to be achieved and possible pre-requisites for the training.

6. PROJECT DELIVERABLES

- The training will be conducted in one place for all beneficiaries to be trained; the exact venue will be communicated to the successful bidder.
- The bidder must find appropriate site for outdoor training activities and demonstration tools.
- Prepared materials for the sessions and material to be covered and how it will be delivered (PowerPoint, group work, role play, etc)
- Certification for all 181 trained beneficiaries.

7. EXPERTISE REQUIRED FROM THE SERVICE PROVIDER

- The service provider must be accredited with LG SETA with relevant unit standards i.e. in waste management and customer care.
- The service provider must demonstrate understanding of the terms of reference.
- The quotation must be accompanied by a proposal on how the project will be undertaken.
- The service provider must have at least three years experience in conducting similar training.
- The service provider must demonstrate experience in waste management and being a member of the IWMSA will be an added advantage i.e. Team member/s must hold relevant Environmental Management Qualifications.

8. PAYMENT MILESTONE

The payment will be done after completion of the training and delivery of participant's certification.

9. PROPOSAL REQUIREMENTS

Bidders will be required to submit a proposal with the following components:

Technical proposal to include:

- Proposal demonstrating an understanding of the brief context and impact of the intervention,
- Proposed methodology including approach, organisation and method of achieving outcomes and deliverables,
- Team composition, outlining profiles and curriculum vitae of key personnel to implement the proposal.

Financial proposal to include:

- Budget breakdown, comprising of:
 1. The estimated number of days per expert and fee rate per output,
 2. Incidental and disbursement costs.
- Cash flow forecast.

10. EVALUATION OF QUOTATIONS

Appointments will be made in terms of Municipal Procurement Policy and bids will be evaluated on an 80/20 point system within the ambit of the preferential procurement regulations, which is derived from the preference procurement policy framework Act No. 5 of 2001.

The evaluation will be carried out in two phases: Functionality and pricing

Criteria	Weighting
Functionality including relevant accreditation , relevant experience and relevant qualifications:	80
Price	20

11. AWARDING OF POINTS

Points of functionality will be scored according to the table shown below.

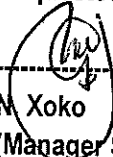
Criterion	Weight
Qualifications of the personnel/ relevant qualification in Environmental Management or equivalent	20
At least 3 years Experience in conducting similar projects	20

Accuracy and relevance of methodology i.e How the training will be carried out showing the milestones and timeframes.	20
Relevant accreditation	20
TOTAL	80

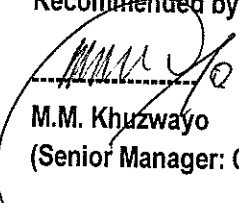
12. VALIDITY PERIOD

The proposal will remain valid for a period of 30 days after the official date of the bid.

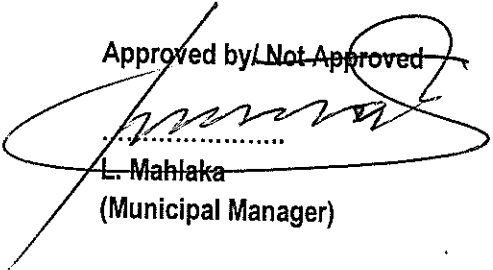
Requested by:


 M. Xoko
 (Manager Soc. & Environ.)

Recommended by:


 M.M. Khuzwayo
 (Senior Manager: Comm. Services)

Approved by/ ~~Not Approved~~


 L. Mahlaka
 (Municipal Manager)