



TERMS OF REFERENCE

NAME OF THE PROJECT: REVIEWAL OF MBIZANA LOCAL MUNICIPALITY
GEOGRAPHIC INFORMATION SYSTEMS (GIS) STRATEGY AND POLICY

Table of Contents

INTRODUCTION	3
PURPOSE OF THE PROJECT	3
OBJECTIVES OF THE PROJECT	3
ROLE OF A SERVICE PROVIDER.....	4
SCOPE OF WORK.....	4
PROJECT DURATION & TIMEFRAMES.....	5
PROJECT DELIVERABLES	5
STAKEHOLDERS CONSULTATION.....	5
PROJECT MANAGEMENT	5
EDUCATION AND CAPACITY BUILDING.....	6
REPORTING MECHANISM.....	6
REFERENCE MATERIALS	6
EVALUATION PROCESS.....	7
SUBMISSION OF PROPOSALS.....	8

INTRODUCTION

Geographic Information Systems (GIS) provides the capability to collect, manage, manipulate, analyse and share location based information. It is an integral part of the decision support infrastructure that can significantly contribute to planning and informed decision making regarding service delivery. GIS is also a critical tool that supports a number of municipal legislative requirements contained in the Municipal Systems Act (No. 32 of 2000), the Municipal Structures Act (No. 117 of 1998), the Spatial Data Infrastructure Act (No. 54 of 2003), and the Property Rates Acts (no. 6 of 2004).

It is against this background that the Mbizana Local Municipality review its GIS strategy and Policy that will serve as a guide for the functioning as well as future development of the GIS Unit.

However, a GIS strategy should continually evolve to take into account changes in the municipal spatial data requirements. Therefore, the municipality has taken the initiative to establish the GIS strategy, which should enable the municipality to develop a cohesive, cross-organization approach to implementing GIS. This in turn will provide the municipality with a clear vision and goals as well as a plan to realize those goals.

PURPOSE OF THE PROJECT

GIS implementation and maintenance is costly in terms of data, software, hardware, and personnel therefore, the municipality still struggles to realize the benefits that GIS can deliver. An integrated and recent GIS strategy can assist bridge this gap. Therefore, the purpose of the project is to review GIS strategy to incorporate a number of issues that have become critical due to the constantly changing needs of the municipality.

OBJECTIVES OF THE PROJECT

The main objective of the project is to seek a qualified and experienced service provider to assist Mbizana Local Municipality to review its GIS strategy and Policy.

The strategy should address (but not limited to) the following issues:

- ✦ Promote GIS data accessibility to relevant users to inform planning process and decision making
- ✦ Promote GIS awareness and marketing of the GIS services to various users
- ✦ Ensure strategic business driven acquisition of GIS related technologies to improve service delivery

- ✦ Assess the value that GIS is currently adding to the organization and make recommendations
- ✦ Perform a SWOT analysis to evaluate present conditions of the GIS office and thus prepare a road map for the future
- ✦ Increase GIS data integration with other datasets from other systems
- ✦ Assess the state of GIS personnel, their skills and capacity

ROLE OF A SERVICE PROVIDER

The successful service provider must assist the Mbizana Local Municipality to review the GIS strategy and Policy for the municipality.

SCOPE OF WORK

The service provider will be responsible for:

- ✦ Collecting all the necessary data required to review a strategy and policy
- ✦ Develop Mbizana LM Marketing tool
- ✦ Make recommendations on increasing data accessibility
- ✦ Develop a data acquisition and maintenance plan (including designing a specification to be attached to various project Terms of Reference, where projects are likely to produce spatial data)
- ✦ Develop an equipment (hardware and software) acquisition and replacement plan
- ✦ Develop a human resource plan (including required additional personnel, capacity and skills required by existing personnel) for the GIS office.
- ✦ Perform a SWOT analysis to document costs, benefits and risks associated with implementing and operating a GIS at a municipal environment.
- ✦ Advise on how the GIS office can establish and maintain successful interdepartmental and intergovernmental relations.
- ✦ Develop, Present drafts (for comments and inputs) and submit final version of the GIS strategy and policy
- ✦ Advise on relevant stakeholders to form part of the project steering committee.

PROJECT DURATION & TIMEFRAMES

The project time frame will be Four months from the date of appointment of the service provider.

The project proposal must contain the following:

- ✦ Clear project methodology and planning process to be followed
- ✦ Comprehensive company profile and contact person to be responsible for the project Names, qualifications and experience of all professionals that will be part of the project and further indicate if some consortium will be formed
- ✦ Clear time frame for the project
- ✦ Clear project budget aligned to the tasks or activities

PROJECT DELIVERABLES

At the end of the project, the service provider will be required to submit the following:

- ✦ A detailed and comprehensive project close-out report
- ✦ GIS Strategy and Policy
- ✦ Implementation Plan

STAKEHOLDERS CONSULTATION

Through consultation between the service provider and Mbizana Local Municipality, the service provider will provide technical guidance, while the municipality will be responsible for undertaking the stakeholder consultation, as it is a vital component when establishing a Project Steering Committee.

PROJECT MANAGEMENT

In case where the appointed service provider appoints the services of other consultants or sub- contractors, the appointed service provider will take responsibility of the work of the sub- contractors. The project is to be coordinated and managed by an Operational Team comprising of Officials from the municipality as well as the appointed service provider. The Project Manager will act as a liaison party between the service provider and the project steering committee.

EDUCATION AND CAPACITY BUILDING

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the relevant officials and management from the municipality for the duration of the project.

REPORTING MECHANISM

It is expected that progress reports be presented monthly to the Project Steering Committee for comments and inputs. The Project Manager has the right to change frequency of reporting as and when necessary. Reporting process will be in both written and presentation format on the following phases of the project:

- ✚ Inception report
- ✚ Progress report
- ✚ Draft GIS Strategy and Policy
- ✚ Capacity building and skills transfer report
- ✚ Final GIS Strategy and Policy

REFERENCE MATERIALS

The following legislations are applicable to this project:

- ✚ The Spatial Data Infrastructure Act, 2003 (Act No. 54 of 2001)
- ✚ Promotion Access to Information Act, 2000 (Act No. 2 of 2000)
- ✚ Municipal Systems Act, 2000 (Acts No. 32 of 2000)
- ✚ Municipal Property Rates Act, 2004 (Act No. 6 of 2004)
- ✚ Municipal IDP

The following policies should be considered as part of this project:

- ✚ Data distribution policy (office of the Premier)
- ✚ NSIF (National Spatial Information Framework) Data distribution policy
- ✚ NSIF Metadata Catalogue
- ✚ Open GIS Consortium (OGC) data storage and data interchange

The following standards should be applied in this project, where applicable:

- ✚ SANS 1883 (Part 1, Part2, and Part3): Address standards SANS 1878/19115: Metadata Standard
- ✚ SANS 1880: South African Geospatial Data Dictionary

- ✦ SANS 19104/ISO 19104: Geographic Information-Terminology SANS 19999: Managing Geographic

EVALUATION PROCESS

Received Responsive Proposals will be evaluated based on the following criteria;

- ✦ A proof of Professional Indemnity,
- ✦ Proposed Project Team,
- ✦ Their CV's and proof of professional registration with relevant professional bodies.

The bid will be evaluated in two stages namely: Functionality and Price and B-BBEE, Bidders who scores less than 60% on stage 1 will not be evaluated further. Only bidders who score 60 % or more would be evaluated further and therefore eligible for the award.

Table 1 – Evaluation Criteria

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience with similar projects	30
• Expertise, and Experience of proposed team	30
• Methodology	40

It must be noted that failure to meet 60% of the points for functionality (100) will result in the tender not considered further. This will lead to the tender deemed non-responsive

- ✦ 30 points for company experience are spread as follows:
 - i. 10 and more similar projects undertaken by the Tenderer in the past 5 years with references (30 points)
 - ii. 5-9 similar projects undertaken by the Tenderer in the past 5 years with references (15 points)
 - iii. 2-4 similar projects by the Tenderer in the past 5 years with references (7.5 points)
 - iv. 0-4 similar projects undertaken by the Tenderer in the past 5 years with references (0 points)

- ✦ 30 points for Experience and Expertise of proposed team are spread as follows:
 - i. 7.5 points for the relevant experience of the team members
 - ii. 7.5 points for the team leader (Professional Planner, GIS Professional, Professional Land Surveyor)

- iii. 15 points for having NQF level 7 qualifications in Town Planning, GIS, Land Surveying and extensive experience in development and management of at least the proposed team leader and the project manager.
- 4. 40 points for methodology
 - i. Proposed Methodology and the implementation plan;
 - ii. Appropriateness of proposed approach and methodology
 - iii. Skills transfer
 - iv. Proposed Project Management linked to the milestone and timeframe
 - v. The degree to which the methodology proposed is sound, professional, realistic and logical. Method and clarity regarding presentation of the final outputs of the project
 - vi. Programme with clear timelines and output;
 - vii. Quality assurance steps indicated;
 - viii. Clear reporting mechanism
 - ix. Indicators and means of verifying progress

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
BBBEE (Status Level Verification Certificate)	BBBEE Level Contributor	20
TOTAL		100

Supply Chain Management Policy shall apply and will be the base for evaluation of the tenders received, 80/20 system will apply.

SUBMISSION OF PROPOSALS

The closing date for the submission of proposals is specified on the advert. Proposals must be deposited at the tender box of Mbizana Local Municipality offices situated at 51 Main Street, Bizana where they will be opened in public. Late proposals will not be accepted as will those submitted via fax or email. Proposals must be submitted in a sealed envelope clearly marked: Mbizana Local Municipality GIS Strategy and Policy must include the tender number.

Mbizana Local Municipality
Erf 51 Winnie Madikizela Mandela Street
Bizana
4800