

**TERMS OF REFERENCE FOR REVIEW OF MBIZANA DISASTER
RISK MANAGEMENT PLAN**

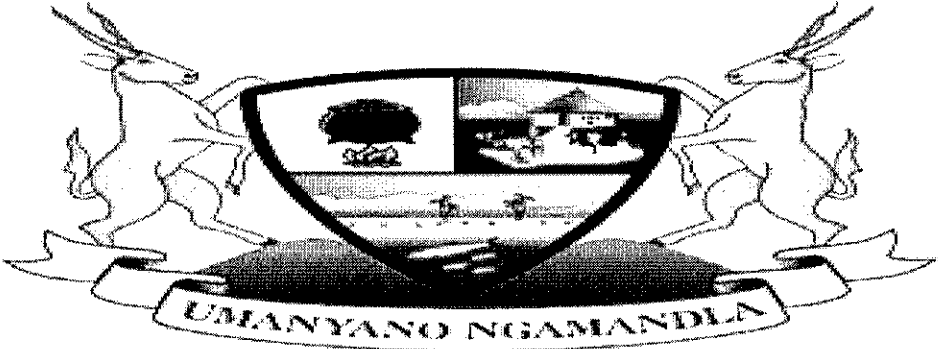


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TERMS OF REFERENCE FOR REVIEW OF MBIZANA DISASTER RISK MANAGEMENT PLAN

BACKGROUND:

Mbizana Local Municipality developed a level 1 Disaster Risk Management Plan in 2015 and is due for review.

INTRODUCTION:

Emergencies and disasters respect no boundaries and can destroy life and property suddenly and without warning. The South African government has recognised the need to prepare for and to reduce the risk of disasters and has made provision for such measures through the three spheres of government in partnership with the private sector and civil society.

Mbizana Local Municipality is not immune to emergencies and disasters and annually suffer the impact of various human-induced and natural hazards that have the potential to kill, injure, destroy and disrupt. The local authority is committed to ensuring the safety of its inhabitants and the sustainability of its communities, economy and environment and therefore intends to effectively manage disaster risks.

In terms of the Disaster Management Act, 2002 (Act 57 of 2002), municipalities are required to compile municipal disaster management plans, this plan was developed and adopted in 2015 and it is now due for review.

The key intended outcomes of this plan are the integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality, the creation and maintenance of resilient communities within the area and an integrated, fast and efficient response to emergencies and disasters by all role-players.

OBJECTIVES

The overall objective of this document is to define and describe the essential elements and procedures for preventing and mitigating major incidents or disasters, but also to ensure rapid and effective response and aspect specific contingency planning in case of a major incident or disaster that will:

Save lives; Reduce risk exposure; Reduce suffering; Protect property; Protect the environment; Reduce economic and social losses; and Provide for the safety and health of all responders.

- Establish integrated institutional capacity within the municipality to enable the effective implementation of disaster risk management policy and legislation.
- Establish a uniform approach to assessing and monitoring disaster risks that will inform disaster risk management planning and disaster risk reduction undertaken by the municipality and other role-players.
- Develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks.
- Ensure effective and appropriate disaster response and recovery

The completion of a Disaster Risk Assessment and related reports and guidelines; The development of Risk Reduction Planning (Strategy) and Operational Response and Recovery Plans and related products.

STUDY AREA

For the purpose of this project, the study area is the Mbizana Local Municipality in the Alfred Nzo District Municipality within the Eastern Cape. The Mbizana Local Municipality comprises of 31 wards.

SCOPE OF WORK

The scope of work entails: Review of a level 1 Disaster Risk Management Plan for the Mbizana Local Municipality

The Mbizana Local Municipality hereby calls for proposals for the review of a level 1 Disaster Risk Management Plan in line with the legislative requirements of the:

- Disaster Management Act 57 of 2002
- National Disaster Management Framework and the
- Municipal System Act 32 of 2002

This level 1 Disaster Risk Management Plan must enable the Mbizana Local Municipality to adhere to the requirements of a level 1 Plan as per section 3.1.1.2 of the National Disaster Management Framework.

The completion of this plan must yield indicative information about the common vulnerabilities in communities, prevalent hazards and their possible level; of risk.

Proposals should include a detailed explanation of how the following aspects will be achieved:

- Consultation and sensitization of key disaster risk management role players and stakeholders.
- Conduct a status quo assessment of disaster Risk Management in the Mbizana Local Municipality.
- Conduct a GAP analysis in terms of Disaster Risk Management.
- Establish mechanisms for the development and adoption of integrated disaster risk management policy for the Mbizana local Municipality.
- Establish mechanisms for stakeholder's participation, technical advice and planning (Disaster Risk Management Advisory Forum or an alternative consulting forum) for the Mbizana Local Municipality.
- Establish a Technical task team of relevant expertise in the Mbizana local Municipality to assist in the review of the Disaster Risk Management (Policy) Framework for the Mbizana Local Municipality.

- Conduct a macro Disaster Risk Assessment in order to identify Knowledge priority risk.
- Common vulnerabilities prevailing in the areas as a whole.
- High risk groups, areas, communities, households and developments.
- Based on the findings of the macro Disaster Assessment, identify all relevant role players and stakeholders for each priority risk identified in the initial Disaster Risk Assessment for the Mbizana Local Municipality.
- Establish hazard specific Technical Task Team comprising all relevant role players and stakeholders for each of the known priority risks identified in the findings referred to above.
- Identify a primary agency / entity for each hazard type and assign responsibility for leading the development of integrated hazard specific contingency plans.
- Incorporate hazard specific contingency planning into the integrated Development Planning Process.
- Based on the findings of the macro Disaster Risk Assessment identify all relevant role players and stakeholders for each category of activities associated with response and recovery operations relevant to the priority risk identified.
- Incorporate response and recovery operational planning into integrated Development Planning Process.
- Incorporate vulnerability reduction plans into the integrated Development Planning Process.
- Ensure that all relevant data require for the purposes of the information management system and emergency communication system (level 2 plans) is identified and gathered.
- During the process, the consultant will be required to assist in developing internal capacity for the development of a level 2 Disaster Risk Management Plan.

Project Implementation Plan

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

Competence and Expertise

In order to qualify to review this proposed plan, the following shall be achieved: -

- ❖ Knowledge of, experience in undertaking and completing similar projects.
- ❖ Have a clear understanding and a background of Disaster Management
- ❖ Social / Public Participation Skills / Communication skills
- ❖ Have Project Management Skill
- ❖ Ability to work as part of a team and manage a complex integration of information.
- ❖ Availability to start immediately and carry out the process within the specified period.

40 Points for Capacity and Expertise are spread as follows:

-Proposed project team member/leader must have with the following expertise:-

- Qualification in disaster management.(15 points)
- Knowledge and expertise in Scientific Disaster Risk Assessment study.(5 points)
- Competence in Project Management. (5 points)
- Provide certified certificates of qualification of candidates.
- Proof of accreditation by a relevant Education, Training and Development Qualifications Authority (ETQA/SETA) (15 points)

40Points for previous experience on disaster management projects conducted in the past three years are spread as follows:

- Traceable record for successfully completed minimum of three disaster management related projects, maximum of 40 points may be awarded.
- Traceable record for 2-4 successfully completed disaster management related projects, minimum of 20 points may be awarded.
- Traceable record for 5-6 successfully completed disaster management related projects, minimum of 30 points may be awarded.
- Traceable record for 7 and above successfully completed disaster management

projects, maximum of 40 points may be awarded.

20 Points for Methodology are spread as follows:

The service provider should submit a proposal indicating a clear understanding of the Disaster Management Act and other related legislative framework in undertaking the project as per the scope of work.

Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable

Project Deliverables

Reviewed Disaster Risk Management Plan in 3 hard copies and 3 CD's (soft copy).

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.

DURATION

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

COST AND PAYMENT MILESTONE

The following milestones are proposed for billing arrangements. Proposal documents should detail expected cost per milestone with percentage to be paid in the following format:

Percentage	Milestone
15%	Pre- planning
50%	Phase 1& 2

100%	Phase 3 and submission of the Final draft
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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.

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 disaster management plan.

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.

- 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 a report to the Project Manager and attend any meeting/s relating to the project.
- The Service Provider will be remunerated based on the agreed upon milestones and the municipality undertakes to effect claims of the Service Provider/s not later than 30 days from the date of the receipt of the invoice.

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 price and **20%** for B-BBEE. Weights for functionality in the aforesaid criteria will be valued.

- The minimum qualifying percentage that will be accepted for functionality will be 60%.

SECTION 10: 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 Public Administration/Social Sciences /relevant qualification as area of study	20	20
2. Proven Track Record of conducting training programmes: Atleast 2 appointment/ reference letters	20	20
3. Accuracy and relevance of methodology i.e. How the project will be carried out showing milestones and timeframes	30	30
4. Ability to transfer skills	10	10
5. Demonstration of knowledge Government development policies, laws and prescripts. Attach proof	10	10
6. Acquaintance with geographic area and local languages. Attach letter as proof	10	10
Total	100	100

ENQUIRIES

The service provider can request and obtain the relevant terms of reference from Mbizana Local Municipality by contacting Ms N. Xoko at Contact Details: 039 2510230 / 082 370 7404. Emai: xokon@mbizana.gov.za. All proposals must be emailed to quotes.scm@mbizana.gov.za