

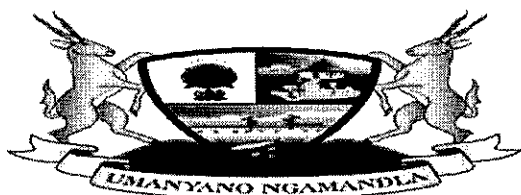
Mbizana Local Municipality

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TERMS OF REFERENCE FOR REVIEW OF CLIMATE CHANGE STRATEGY FOR MBIZANA LOCAL MUNICIPALITY

1. INTRODUCTION

Mbizana Local Municipality endorsed its first Climate Change Strategy in 2015 which included climate actions, for both climate change mitigation and climate change adaptation for the municipality. Climate change is intricately linked to almost all facets of our society, particularly socio-economic progression as resources such as water, feedstock in form on food, fibre, biodiversity; amongst others determine the production potential of many sectors of the economy, which in turn affect human development aspirations. Due to the intricate link between climate change adaptation and human development, various role players - the three levels of government, i.e. national, provincial, and local, civil society, and private sector continue to build the country's resilience to climate change, although operating without a common reference point, and consideration of cross-sectoral implications on resources to support the future we want. The Mbizana Climate Change Strategy acts as a common reference point for climate change adaptation efforts in the municipality, and provides a platform upon which municipal climate change adaptation objectives for Mbizana can be articulated so as to provide overarching guidance to all sectors. The strategy help gauge the degree to which development initiatives at different levels of government and business integrate and reflect critical climate change adaptation, as such guides stronger coherence and coordination on climate change adaptation activities between different institutions and levels of government, particularly with regards to

planning, implementation and reporting. The strategy is the main driver in achieving national obligations on matters of climate change.

2. PURPOSE AND OBJECTIVES

The current strategy was drafted with a 5 year implementation timeframe in 2015 and therefore needs to be reviewed after the 5 years has passed. The municipality also identified gaps within the strategy during implementation from 2015 to date and it is anticipated that the review will address the identified gaps. The main objective of reviewing an Climate Change Strategy for Mbizana Local Municipality is to integrate climate change strategy within, and where possible, with services of the municipalities, in order to:

- Enable the municipality to act with a better understanding by enhancing their supporting policy, planning and data infrastructure;
- To introduce the element of risk caused by climate variability.
- Transform the built environment function in our town, in particular by enabling effective strategies and systems for addressing spatial planning and land use, sustainable human settlements, and public transport; and
- Deal decisively with key vulnerabilities facing the municipality, in particular around the issues of natural resources, municipal finances, human capacity, and socio-political stability
- The review will monitor and be informed by developments in international climate policy, and include energy and air quality
- Ensure adaptation to climate change, through provision of a local climate network involving a suite of communities of practice, workshops, pilot projects and technical assistance.
- Ensure the rural livelihood which is highly affected by the climate change is adapting to improved practices that promote environmental livelihood.
- Ensure that the polluter pays principle as one of the key NEMA principles take effect as the health of rural livelihoods is at stake.
- Prioritizing infrastructure programmes which include sustainable land management planning, i.e. greening of schools.
- Organize the provision of knowledge support and advisory services to governments and other stakeholders as required.

- Ensure coordination and collaboration with other relevant networks and initiatives regionally and provincially, and build partnerships with key regional and national actors working on adaptation.

3. SCOPE OF WORK

The role of the appointed service provider will be to assist Mbizana Local Municipality to review Climate Change Strategy:

Details of the scope of work are outlined below:

- Manage, facilitate and co-ordinate the review of an implementable “Climate Change Strategy” in accordance with the National Guidelines.
- Align review with all national and provincial policies and strategies (i.e. National Climate Change Adaptation Strategy) with all amendments done after 2015 or endorsement of the current strategy.
- Include element of risk evaluation and risk management for climate change within the municipality.
- Identify and advice on relevant environmental management by-laws suitable for the municipality.
- Ensure all relevant stakeholders are involved and informed about the process and progress.
- Establish a Local Climate Change Committee (LCCC) and Develop TOR of the 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.
- Prioritize projects on climate change current global matters such as projects on carbon emissions, air quality, etc.
- In depth investigation of the strength and weaknesses of the municipal area and linkage with possible implementable projects.

- Identify key strategic programme areas with potential socio-economic profiling of the area.
- Identify and draft business plans for major projects that require funding and identify possible funders.
- Organize Training for government departments, community stakeholders and councilors.
- Propose institutional arrangements for effective implementation of the plan.
- Prepare regular progress report.

The Review of Climate Change Strategy 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 Draft Review of Climate Change Strategy with possible projects;
- Phase V Development of an Implementation Plan for the Strategy, develop a policy and provide training.

3.1 PROJECT IMPLEMENTATION PLAN

- An inception meeting will be held with the project management team of the municipality with the appointed service provider a day after receipt of appointment letter.
- The appointed service provider will then be required to schedule monthly meetings to present progress to the established local climate committee.
- The appointed service provider will present a draft of the strategy to the LCCC and give 2 weeks allowance for commenting to all relevant stakeholders
- The appointed service provider will organize a workshop to present final review to council and LCCC.

3.2 PROJECT DELIVERABLES

Three Hard Copy reports and 3 Soft Copies (CD) of the Reviewed Climate Change Strategy shall be submitted by the Service Provider on completion of the project.

4. COMPETENCE AND EXPERTISE

- The appointed service provider tendering for this project will need to have Post graduate qualification in Environmental Management/Environmental Sciences.
- The appointed service provider will need to have in depth knowledge of climate change.
- The appointed service provider will need to have good communication and presentation skills
- The appointed service provider will need to have project management skills.

5. REPORTING

- The appointed service provider shall submit monthly reports to the Project Manager two weeks before sitting of LCCC.
- The appointed service provider will take minutes during meetings and will send to all committee members 2 weeks before sitting of the LCCC.

6. DURATION

Appointed service provider 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 needs to have a clear capacitating plan that will prepare primary stakeholders to participate and drive the process towards the review of the existing climate change response strategy.

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 user 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 AND 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 project: Degree/ Diploma graduate qualification in Environmental Management/Environmental Sciences /equivalent qualification as area of study; Registration with professional body, i.e. SACNASP.	20	20
2. Proven Track Record of conducting similar projects/programmes, 3 appointment letters must be attached.	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 (To be included in the company profile)	10	10
5. Demonstration of knowledge Government development policies, laws and prescripts. (To be included in the company profile)	10	10
6. Acquaintance with geographic area and local languages. (To be included in the company profile)	10	10
Total	100	100

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 points. 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.

12. ENQUIRIES

The service provider can request and obtain the relevant terms of reference from Mbizana Local Municipality by contacting Ms. N. Xoko at 039 2510230 email: xokon@mbizana.gov.za