



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**MATATIELE TOWN DAM AREA A: COMMUNITY BASED NATURAL
RESOURCE MANAGEMENT PROJECT**

2019/20 FINANCIAL YEAR

Issued and Prepared by:

Alfred Nzo District Municipality

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BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Office of the Municipal Manager in Alfred Nzo District Municipality (ANDM) is facilitating the implementation of a Community Based Natural Resource Management in Matatiele LM as mandated by Section 24 of South African Constitution which specifically puts environmental rights into the context of human health, stating "Everyone has the right to an environment that is not harmful to their health or well-being;" As well as recognizing the rights of future generations in the context of sustainable development by stating the importance of environmental protection, for the benefit of present and future generations. There are also measures that are put in place through legislation and strategies that prevent pollution and ecological degradation to promote conservation and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Due to the overwhelming, continuous spread of alien invasive plants and the adverse drought conditions the country is facing, water resources are under pressure which eventually dry up posing water storage challenges in communities. This is the rationale why natural resource along ecological rich areas in Alfred Nzo District Municipality jurisdiction are vulnerable and are under threat of becoming extinct.

1.2.2 Specific Objectives

This project is in line with Integrated Development Plan for the district. The project objectives are to:

- Capacitate local people in protecting their natural resources (land, water, animals and plants)
- Enable the local residents to play part in improving their quality of life economically, culturally, spiritually through sustainable environmental management practices.
- Community based natural resource management aims at empowering rural communities to make their own decisions about wise use of natural resources.
- Ensure proper catchment management practices through alien invasive plant clearing.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to establish and implement the Community Based Natural Resource Management project within the Alfred Nzo District Municipality. A successful Service provider will have to assist ANDM in establishing a community based natural resource management program using ecosystem based adaptation approach in Matatiele Local Municipality (Matatiele area). The project time frame is six (6) months from the date appointment of the service provider and extra six months after the completion of the project. Generally the project is 12 months including the liability phase. Appointed service provider is expected to ensure smooth running and monitoring of projects and ensure that activities are in line with the relevant environmental legislations. In this ecosystem based adaptation program, the service provider is expected to cover the following sections but not limited to:

- Identify major causes and priority impacts of alien invasive plants in Alfred Nzo District Municipality.

- Recommend means of addressing issues identified as priority impacts of Climate Change in Alfred Nzo District Municipality with specific reference to health, water, agriculture, energy and tourism sectors.
- Recommend tool for achieving sustainable development objectives whilst simultaneously responding to climate change impacts.
- Set Realistic land care target for protecting wetlands, Donga Rehabilitation and land care.
- Encourage reservation of land by traditional leaders for rangeland management activities as to promote sustainable livestock stocking to reduce overgrazing and manage erosion.
- Oversee and give guidance on matters concerning targeted areas for alien invasive plants clearing following ecosystem based adaptation approach.
- Be responsible for program monitoring and ensure smooth running of the program on a daily basis.

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

3. PROJECT TIME FRAME

The project time frame will be 6 months from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Establish CBNRM Project in Matatiele, upstream Town Dam Area A
- Assist Councilors and Traditional leaders with criteria for selection of project beneficiaries

- Identify critical areas to be prioritized within Matatiele Town Dam Area A
- Conduct social facilitation for establishment of a fully functional cooperative
- Pay agreed stipend for the duration of the project(not exceeding 06 months)
- Conduct onsite training on ecosystem based adaptation program and natural resource (water) management.
- Wetlands along the area of interest should be protected for the interest of flora and fauna.
- Facilitate and support EbA program to improve the livelihoods and quality of life for people, conserve natural resources, ecosystem and help reduce rural poverty.
- Assess the presence of critical indigenous species on identified area and ensure protection of such species during the clearing.

5. STAKEHOLDERS CONSULTATION

Through consultation between the service provider and the District Municipality, the service provider will provide technical guidance, while municipality of ANDM will be responsible for undertaking the stakeholder consultation with traditional and elected authorities. Project beneficiaries will be provided to ANDM by the community leaders, thus ANDM and service provider will not undertake the process of recruiting project beneficiaries but rather give the guidance in terms of the required skills, target group etc.

6. PROJECT MANAGEMENT

In cases 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 client will deal with the contracted service provider and not with sub-contracted consultants. The project

is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A Project Steering Committee (PSC) comprising of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team led by Environmental Officer and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF Bids

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal –"Matatiele Town Dam Area B: Community Based Natural Resource Management Project" and placed in the tender box in the Alfred Nzo District Municipality not later than 12H00 on the_____. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

9. EVALUATION CRITERIA

Evaluation criteria of the quotations;

The quotations will be evaluated in two stages, namely:

- Stage 1- Functionality

- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	20
• Capacity and Expertise	40
• Methodology	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	20
Traceable record for successful completion of a maximum of (3) CBNRM projects, maximum points will be awarded.	20
Traceable record for successful completion of a minimum of (2) CBNRM projects, points will be awarded.	15
Traceable record for successful completion of a minimum of (1) CBNRM projects, minimum points will be awarded.	10
Maximum Weighting	20
<p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the</p>	

basis of: - Official purchase orders or appointment letters must be signed by previous employer.	
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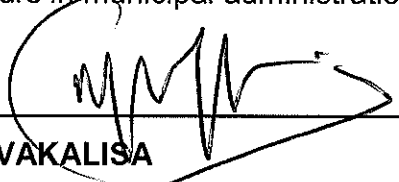
A Project Team with the following areas of expertise:	[40]
The team with two of the following qualifications will get full points: Bachelor's Degree in Environmental Science/Management or Conservation or any Natural Science formal qualification. (CV and proof of qualifications to be attached)	40
The team with one of the following qualifications will get minimum points : Bachelor's Degree in Environmental Science/Management or Conservation or any Natural Science formal qualification (Proof of qualifications to be attached)	20
Maximum Weighting	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Methodology Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	(40)
Explain Procedures on undertaking stakeholder engagement and selection of project beneficiaries.	05
Explain Procedure on establishment and registration of a Community Based Natural Resource Management (CBNRM) cooperative.	10

Explain Procedure on identification of critical areas that support climate change resilience	05
Explanation of Ecosystem Based Adaptation Program	10
Mention relevant legislation governing Climate Change Work.	10
<ul style="list-style-type: none"> • Service provider with knowledge of more than Five (5) relevant legislation governing Climate Change Work 	10
<ul style="list-style-type: none"> • Service provider with knowledge of more than Three (3) relevant legislation governing Climate Change Work 	05

For any queries regarding this tender, please contact Mr Z. Mbuyana for project related queries; on (039) 254 5073/89 or; Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



M VAKALISA
ACTING SENIOR MANAGER: PED

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

Terms of reference approved
by the BIS Specification
Committee

