



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

COLANA SPRINGS REHABILITATION
2020/21 FINANCIAL YEAR

Issued and Prepared by:
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1. 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 Springs rehabilitation in Umzimvubu Local Municipality 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 that the country is faced with, there is enormous pressure in water resources. The sources of water dry up and pose serious water shortages in communities. This is the rationale why natural resources along ecological rich areas in Alfred Nzo District Municipality jurisdiction are vulnerable and under threat of becoming extinct. In this spring rehabilitation program, here are the overall objectives but not limited to:

- To increase the level of water resource through clearing of Alien Invasive Plants which harvest a huge amount of water.
- To improve the level of water resource and boost the livelihood of the living citizen of that particular community.

- To capacitate local people in protecting their natural resources (wetlands, water, flora and fauna and catchment in general).
- To educate communities on the importance of clearing alien invasive plants in their catchments.

1.2.2 Specific Objectives

The main objective of this project is to rehabilitate and restore the adversely degraded springs that shown up after the Alien Invasive Plants clearing to boost the local communities for their drinking water and their livestock. The project also will assist the community with critical skills, such as building construction and environmental protection and rangelands management. Lastly the project create more jobs for those people who are not yet employed.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the implementation of Spring Rehabilitation project within the Alfred Nzo District Municipality. A successful Service provider will have to assist ANDM with establishment of spring rehabilitation program in Umzimvubu Local Municipality, Colana area. The project time frame is four (04) months from the date of appointment of the service provider and extra two (02) months after the completion of the project. Generally the project is six (06) months including the liability phase. Appointed service provider is expected to ensure smooth running and monitoring of project and ensure that activities are in line with the relevant environmental legislations. In this spring rehabilitation program, the service provider is expected to cover the following but not limited to:

- Capacitate local people in protecting their natural resources (wetlands, water, flora and fauna and catchment in general)
- Enable the local residents to play part in improving their quality of life economically, culturally, spiritually through sustainable environmental management practices.

- Capacitate local residents to become stewards of their water resources by empowering them with skills to protect and rehabilitate natural springs for the betterment of their lives.
- Empower rural communities in making their own decisions about wise use of water resources including wetlands.
- Educate communities on the importance of clearing alien invasive plants in their catchments.
- Ensure that communities understand the tips for water conservation.
- Raise awareness on waterborne related diseases.

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 BBEE 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

- Rehabilitation of Four (4) springs along the area of interest
- Establish Spring Rehabilitation program using Water Access, Sanitation and Hygiene (WASH) guidelines.
- Assist Councilors and Traditional leaders with criteria for selection of project beneficiaries
- Identify critical springs to be prioritized in Colana preferable areas of this village with no access to water.
- Conduct social facilitation for proper running of spring rehabilitation program.
- Pay agreed stipend for the duration of the project

- Conduct onsite training on spring rehabilitation, WASH, One Health Program and natural resource (water) management.
- Wetlands along the area of interest should be protected for the interest of flora and fauna.

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 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 – Colana Spring Rehabilitation" 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 (20)
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of (3) Springs Rehabilitation projects, maximum points will be awarded.	20
Traceable record for successful completion of a minimum of (2) Springs Rehabilitation projects, points will be awarded.	10
Traceable record for successful completion of a minimum of (1) Springs Rehabilitation projects, minimum points will be awarded.	05
Maximum Weighting	
<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 basis of:</p>	

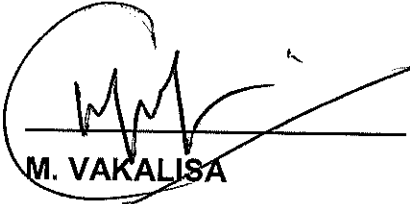
- Official purchase orders or appointment letters must be signed by previous employer.	
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A Project Team with the following areas of expertise:	[40]
A team with two of the following qualifications will get maximum points: Bachelor's Degree Environmental Science/Management or Conservation or any Natural Science formal qualification/ Built Environment.	40
A team with one of the following qualifications will get a minimum points: National Diploma in Nature Conservation or Built Environment	20
Maximum Weighting	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Methodology	(40)
A service provider with the following explanations: <ul style="list-style-type: none"> - Procedures on undertaking stakeholder engagement and selection of project beneficiaries. - Procedures on spring rehabilitation using the Ecosystem Based Adaptation approach and WASH guidelines. - Knowledge of relevant legislations governing Climate Change Work 	40

A service provider explained three (2) of the above mentioned methodologies, minimum points will be awarded.	30
A service provider explained one (1) of the above mentioned methodologies, minimum points will be awarded.	10

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
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Mount Ayliff
4735



M. VAKALISA
MANAGER: IDP/PMS

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:
