



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
ENVIRONMENTAL MANAGEMENT FRAMEWORK
2024/25 FINANCIAL YEAR

Issued and Prepared by:

Alfred Nzo District Municipality

ERF 1400 Ntsizwa Street

P/Bag x 511

Mount Ayliff

4735

Director Strategic Governance: MR N.R XOLO

Contact Person: M QUMBA

Tel: 039 254 5101

Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	3
1.1 INTRODUCTION	3
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	4
1.2.1 Overall objective	4
1.2.2 Specific Objectives.....	4
2. SCOPE & extent of work.....	5
3. PROJECT TIME FRAME.....	6
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	6
5. STAKEHOLDERS CONSULTATION	6
6. PROJECT MANAGEMENT.....	7
7. REPORTING MECHANISM.....	8
8. SUBMISSION OF BIDS	8
9. EVALUATION CRITERIA	8

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Office of the Municipal Manager in Alfred Nzo District Municipality is facilitating the development of environmental management framework for the district as mandated by chapter 2 section 24 of South African constitution which specifically puts environmental rights into the context of sustainable 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 "and to have the environment protected , for the benefit of present and future generations, through reasonable legislative and other measures or strategies that prevent pollution and ecological degradation; promote conservation; and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development. The Alfred Nzo District Municipality (ANDM) is comprised of four Local Municipalities namely: Umzimvubu, Matatiele, Ntabankulu and Winnie Madikizela Mandela Local Municipalities. Municipal systems Act (32 of 2000) also emphasizes on the role of the municipality to provide clean and safe environment that will promote sustainable development.

Environmental management framework looks at a holistic approach of presenting an outlook of environmental characteristics depicted in maps. This instrument makes planning of development and decision making surrounding land-use issues easier. Given the relatively broad definition of "environment" in NEMA as well as the growing recognition that the development path of the country needs to be shifted onto a more sustainable footing, EMFs should be used to support the goal of sustainability. This is acknowledged in the EMF Regulations, 2010 as follows: Regulation 2(3) where it is stated that EMFs are aimed at (a) promoting sustainability; (b) securing environmental protection; and (c) promoting cooperative environmental governance. Furthermore, in terms of section 24(2)(b) and (c), EMFs are also intended to assist the environmental authorities in determining the following: Whether there are any activities within the geographical area that may not commence without environmental authorisation in light of environmental attributes [section 24(2)(b)], which are referred to as specified activities. Whether there are any activities within the geographical area that may be excluded from having to obtain

environmental authorisation in light of environmental attributes [section 24(2)(c)], in which case such exclusions must be specified in a spatial tool or environmental management instrument, adopted in the prescribed manner.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Due to the overwhelming, continuous growth of human population and the need for societal expansion; environmentally sensitive areas such as the coast and wetlands are seen as potential areas for expansion and developments. This is a rationale why natural resources along the coast and in ecological rich areas in Alfred Nzo District Municipality jurisdiction are vulnerable and under threat of becoming extinct. Therefore it is essential for the district to develop comprehensive measures that leave no one behind in trying to protect, manage and optimize the environment particularly water and coastal resources. This document is in line with the Integrated Development Plan (IDP) and is based on the process as required by the Municipal Systems Act (32 of 2000), National Water Act (36 of 1998) and National Environmental Management Act (107 of 1998).

1.2.2 Specific Objectives

- Identify major sensitive and environmental priority areas in Alfred Nzo District Municipality
- Recommend means of addressing issues identified as sources of environmental threats in Alfred Nzo District Municipality with specific reference to health, water, agriculture, energy, biodiversity and tourism sectors etc.
- Recommend tools for achieving sustainable development objectives whilst simultaneously responding to environmental adverse impacts.
- Set realistic environmental management targets for clean energy which officials are required to report on.
- Set realistic land care targets for clean energy for protection of wetlands and catchment areas

- Encourage reservation of land by traditional leaders for rangeland management activities as to promote sustainable livestock stocking to reduce overgrazing and manage erosion which will in future be a contributing factor the community's inability to adapt to environmental phenomena of the time.

2. SCOPE & EXTENT OF WORK

A successful service provider will have to assist ANDM in reviewing and updating a detailed existing and user friendly environmental management framework. Appointed service provider is expected to ensure that the framework is in line with relevant environmental and marine legislations. In this environmental management framework, the service provider is expected to cover the following but not limited to:

- Situational analysis /status quo of the environment in Alfred Nzo District Municipality.
- Conduct risk assessment and risk prioritization
- Assess the presence of critical species and habitat within ANDM jurisdiction and related activities and recommend preventative measures to protect such species/habitat from adverse impacts.
- Compile a GIS database (map sheet) and list all the priority and environmental sensitive areas in Alfred Nzo district.
- Compile environmental management data and create adaptation, education and awareness material suitable for both communities and schools.
- Compile an action plan with timeframes and budgets for recommended activities/actions
- Identify resources and/or possible sources of funding/ grants to implement priority actions appearing on the recommendations of the framework.
- Define the roles and responsibilities of the various stakeholders as per implementation of the actions
- Service provider will assist ANDM in developing a comprehensive environmental management framework that will be used to better plan, assist in making better decisions on proposed development by the competent authority using reliable information through:

- ✓ Informed scientific evidence depicted in mapping for developmental purposes
- ✓ Up to date information on scientific research and development projects
- ✓ Public awareness on importance of conservation and sound environmental management practices.

STAKEHOLDER CONSULTATION

Through consultation between the service provider and the ANDM, the service provider will provide scientific guidance and will be responsible for undertaking the stakeholder engagement as it is a vital component in terms of chapter 4 of the municipal systems act.

2.2 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 project steering committee and management officials within the institution during the project lifespan and 12 months after the completion of the project. For monitoring purpose it is advisable that during the site visits and other tasks the municipal officials working in the project be involved and input on the project in order to ensure that the plan is credible. Appointed service provider will also oversee the implementation of the strategy during the liability phase.

3. PROJECT TIME FRAME

The project time frame will be 6 months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Situational analysis /status quo of the environment in Alfred Nzo District Municipality.
- Conduct risk assessment and risk prioritization
- Assess the presence of critical species and habitat within ANDM jurisdiction and related activities and recommend preventative measures to protect such species/habitat from adverse impacts.

- Compile a GIS database (map sheet) and list all the priority and environmental sensitive areas in Alfred Nzo district.
- Compile environmental management data and create adaptation, education and awareness material suitable for both communities and schools.
- Compile an action plan with timeframes and budgets for recommended activities/actions
- Identify resources and/or possible sources of funding/ grants to implement priority actions appearing on the recommendations of the framework.
- Define the roles and responsibilities of the various stakeholders as per implementation of the actions
- Service provider will assist ANDM in developing a comprehensive environmental management framework that will be used to better plan, assist in making better decisions on proposed development by the competent authority using reliable information through:
 - Informed scientific evidence depicted in mapping for developmental purposes
 - Up to date information on scientific research and development projects
 - Public awareness on importance of conservation and sound environmental management practices.

5. PROJECT MANAGEMENT

In case where the appointed service provider appoints the services of other consultants or sub-constructors, the appointed service provider will take responsibility for the work and payment of the sub-contracted service provider. The project is to be co-ordinated and managed by a project steering committee comprising of officials from Alfred Nzo District Municipality, Winnie Madikizela Mandela Local Municipality, Ntabankulu Local Municipality, Umzimvubu Local Municipality, Matatiele Local Municipality, DFFE, DEDEAT, DWS, DRDAR, Traditional leaders and Councillors as well as the appointed service provider. A project manager will act as a liaison party between the service provider and the project steering committee.

6. REPORTING MECHANISM

Upon appointment, the service provider will have to submit action plan with tasks aligned to budget. It is expected that regular progress reports be presented to the PSC at the end of each phase and report be made available for inputs. This means that the reporting progress will be in both written and presentation format throughout the project cycle. The project Manager has the right to change frequency of reporting as and when necessary. The final environmental management framework must be submitted in both hard and soft copy.

7. SUBMISSION OF BIDS

Quotations must be emailed to tenders@andm.gov.za **referenced with Bid Number failure to do so will lead to disqualification.**

NB: No Dropbox or Links will be accepted

8. EVALUATION CRITERIA

Evaluation criteria of the Bids;

The quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

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

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	50

• Capacity and Expertise	40
• Methodology	10
Total Scoring	100

Stage 2

Price and Preference

Bids will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	3
Disabled	Attach a Signed Letter from Health Practitioner	3
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	3
Total Scoring		100

Breakdown of Capacity to Execute the Work

Previous Company Experience Note: The scoring in this section is not cumulative	50
Traceable record for successful completion of a minimum of 03 or more environmental management framework or climate change vulnerability assessment or any environmental management plan to the minimum value of 40 000.00 each or more	50
Traceable record for successful completion of a minimum of 02 environmental management framework or climate change vulnerability assessment or any environmental management plan to the minimum value of 40 000.00 each or more	40
Traceable record for successful completion of a minimum of 01 environmental management framework or climate change vulnerability assessment or any environmental management plan to the minimum value of 40 000.00 each or more	30
<p style="text-align: right;">Total Scoring</p> Note COMPULSORY attachments for verifying work done: <ol style="list-style-type: none"> 1. The ANDM Assessment Bidder Form (available on our website www.andm.gov.za) must be completed, stamped, and signed by the previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase 	50

Capacity and Expertise to Undertake the Project Note: The scoring in this section is preferably non-cumulative, unless justifiable to the Specification Committee	40
A Project Team with the following areas of expertise: <ul style="list-style-type: none"> • The team must have three or more of the following qualification get full points 	40

<ul style="list-style-type: none"> • Must have a minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering and must be registered as professional with International Association of Independent Impact Assessors (IAIA) and or South African Council of Natural Scientific Professional (SACNSP). • Accredited Project Management certificate • Minimum of 3 years' experience post qualification 	
<ul style="list-style-type: none"> • The team with two or more of the following qualifications • must have a minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering • Accredited Project Management Certificate or • Minimum of 2 years' experience post qualification 	20
<ul style="list-style-type: none"> • The team member with one of the following qualifications • A minimum of NQF level 7 in Environmental Science/Management/ Civil Engineering • Accredited Project Management Certificate or • Minimum of 1 year experience post qualification 	10
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Total Scoring	
	40
<p>Methodology</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</p>	10
<p>Detailed methodology for Environmental management framework, maximum points will be obtained:</p> <ul style="list-style-type: none"> • How the project will be carried out showing understanding of scope of work as follows: • Detailed work plan with timeframes & financial projections 	5

<ul style="list-style-type: none"> • Show ability to transfer skills, involvement of key stakeholders and presenting on District Environmental Management Forum 	3
<ul style="list-style-type: none"> • Demonstrate knowledge of government climate change policies, laws & prescripts 	2
Scoring	10
Total Scoring (40+10)	50

For any queries regarding this tender, please contact Mr M. Qumba for project related queries; on (039) 254 5025 or; Supply Chain Management contact for SCM related queries Mr .B.C.W. Makiwane at telephone number 039-254-5218/5134 during office hours.

Alfred Nzo District Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

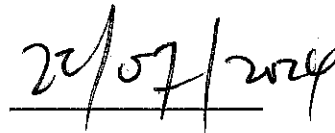
4735

RECOMMENDED/ NOT RECOMMENDED



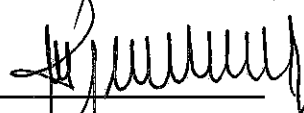
N.R XOLO

DIRECTOR: STRATEGIC GOVERNANCE



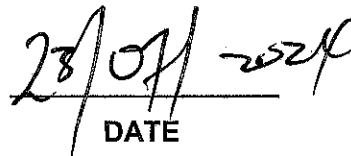
DATE

APPROVED/NOT APPROVED



MRS. U.P. MAHLASELA

ACTING MUNICIPAL MANAGER



DATE

Comments:

TERMS OF REFERENCE
ENVIRONMENTAL MANAGEMENT FRAMEWORK
2024/25 FINANCIAL YEAR