



LEJWELEPUTSWA DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**THE APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THE
LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH THE REVIEW OF THE AIR
QUALITY MANAGEMENT PLAN**

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1. PURPOSE

To appoint a service provider who will assist the Lejweleputswa District Municipality (LDM) with the Revision of the Air Quality Management Plan (AQMP).

2. INTRODUCTION AND BACKGROUND

- 2.1 On 1 July 2011 an Air Quality Management Plan (AQMP) was developed for LDM. The plan provided strategic direction for the implementation of air quality interventions in this area, as well as an essential blueprint for action to reduce emissions in the area. The development of AQMP also includes the compilation of the Baseline Assessment Report.
- 2.2 The AQMP is currently under implementation. A number of challenges identified in the AQMP implementation plan call for a need to review the AQMP.
- 2.3 The 2007 National Framework for the development of Air Quality Management in South Africa, and the 2012 Manual for the development of AQMP in South Africa recommended that AQMP should be reviewed on a five yearly basis. The LDM second generation AQMP will provide a comprehensive assessment of the status of the plan in terms of its effectiveness in producing results that are of sufficient, type and known quality needed for its intended use. It will also take into considerations the recommendations of the original Plan. The Review results will then inform relevant action to be taken and resources to be put in place to ensure that the second generation AQMP is implemented effectively and efficiently to ensure that air quality in the LDM meet the NAAQS and promote healthy living environments.

3. OBJECTIVES

The main aim of the project is to conduct a comprehensive revision of the LDM AQMP in order to:

- (a) Establish the status of the air quality in the LDM post implementation;
- (b) Identify significant gaps and provide recommendations to strengthen the implementation of intervention;
- (c) Redefine the baseline of ambient air quality and set associated objectives for the area.
- (d) Assess progress made in the implementation of the AQMP since 2011.

4. SCOPE AND EXTENT OF WORK

4.1 The role of the Service Providers is to assist LDM with the project to review the LDM AQMP in accordance with the provision of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004).

4.2 The appointed service provider will be required to implement a project that will result in the following:

- (i) Project Process Plan;
- (ii) Baseline Assessment (Emission inventory , Ambient air monitoring and Dispersion modelling); (iii) Strategy and scenario development
- (iv) Implementation Plan
- (v) Draft Revised LDM Air Quality Management Plan;
- (vi) Final Revised LDM Air Quality Management Plan;

5. EXPECTED DELIVERABLES / OUTCOMES

The performance measures for the Revision of the LDM Air Quality Management Plan

(AQMP) will be closely monitored by LDM. The Service provider's performance will be measured through the following outputs:

5.1 Output A: Project Process Plan

The appointed service provider will carry out all the work required to develop the project process plan for the revision of the 2011 LDM AQMP report. This process plan should include, amongst others:

- (i) A detailed description of how the appointed service provider intends to conduct the revision of the 2011 LDM AQMP;
- (ii) How to develop the Revision of the 2011 LDM AQMP Report in accordance with the project objectives;
- (iii) A Gantt Bar Chart detailing the timing and critical path of key activities and milestones;
- (iv) Develop the capacity building plan as part of the project; and (v) Methodology and/or best practice in the field of air quality management planning.

Table 1: Output A: Project Process Plan Success Indicators Description Verifiable Indicator Means of verification

Output A: LDM AQMP

Process Plan

A clear and unambiguous plan on how the project will be conducted

Process plan approved by the PSC

5.2 Outputs B: Baseline Assessment Report

The Service provider will be required to undertake the following Activities aimed at building up the

Baseline Assessment Report, namely: Revision of the Background report, compilation of the regional Emission Inventory, Ambient air quality assessment chapters, and conducting the photochemical modelling.

5.2.1 Activity B1: Background Assessment

The appointed service provider will carry out all the required meetings, interviews, literature reviews, data collection, data analysis, etc. required to compile the initial

chapter of the Revision of the 2011 LDM Air Quality Management (AQMP), namely, the Baseline Assessment. This assessment should review available information in order to generate a chapter that, among others:

- (i) describes the geographic background of the area (climate, topography, land use, etc.);
- (ii) description of meteorology and climate of the area;
- (iii) population statistics of the area;
- (iv) describes sources of air pollution;
- (v) clearly describes the current ambient air quality in the area and compares this to national standards;
- (vi) describes the cause and effect relationships that give rise to the significant sources of air pollution;
- (vii) provides details on any future threats to air quality in the area; and
- (viii) identify and review recent and current air quality studies in the study area;
- (ix) Available capacities in the different spheres of government; and
- (x) Structures that are available to encourage participatory governance and stakeholder engagements

Please note that some of this information is available in the 2011 LDM AQMP. The role of the service provider is to update this information.

5.2.3 Activity B2. Ambient air quality assessment

The Service Provider will deliver the following:

- (i) clearly describe the current ambient air quality in the area and compares this to national standards, and assess this in relation to pollution sources;
- (ii) Identify information gaps; and
- (iii) analyze monitoring data and establish trends in ambient air quality since the promulgation of the 2011 LDM AQMP. The service provider is expected to make a comparison of the Ambient air quality assessment between the current situation, and the 2011 situation, and provide a narrative of circumstances that may have led to changes in air quality.

Following the completion of the ambient air quality assessment, the service provider will be required to hand over all the input and output data used during the analysis.

5.2.4 Activity B3: Regional Photochemical Modelling

The Service Provider will be required to use photochemical Modelling at a regional scale approach. However, final decision on the modelling approach should be discussed and approved by LDM prior to any work commencement, and should be in line with the proposed Guideline to Air Dispersion Modelling for Air Quality Management in South Africa, published on the 14 December 2012 (Gazette No. 35981).

The service provider will undertake the photochemical modelling exercise to assess the impact of all emission sources identified; and provide air pollution dispersion modelling results that characterizes the impact of air pollution on ambient air quality in both time and space.

Upon completion of the project the service provider will supply the LDM with copies of all input data, model parameterization and post-processing files.

Table 2: Outputs B: Baseline Assessment Report-Success Indicators

Description Verifiable Indicator Means of verification

Output of Activity B: Baseline Assessment Report- Success Indicator - A comprehensive baseline assessment report with verifiable information; plus emission inventory database, ambient air quality data analysis, and dispersion modelling files
A baseline Assessment Report

5.3 Output C: Strategy and scenario development

5.3.1 Output C1: Scenario development

The service provider will be required to develop scenarios that depicts changes required to meet the ambient air quality standard. LDM will determined the exact description of the scenarios.

5.4 Activity D: Implementation plan

5.4.1 Output D1: Intervention description

The service provider will be required to work in close collaboration with LDM and stakeholders to develop interventions that will be implemented over a period of time to ensure that air in the LDM meets the NAAQS. The outcomes of the strategy will be used to identify possible intervention required to improve air quality in the area.

The service provider will then carry out all the work required to compile the chapters of the plan that detail these interventions (in the context of AQMP implementation Plan). In this regard, the appointed service provider must participate in any identified bi-lateral meetings with key-stakeholders. Each, specific intervention should be incorporated into an implementation plan and must describe, among others:

- (i) intervention objective (with details of expected air quality impacts);
 - (ii) activities;
 - (iii) indicators and targets;
 - (iv) inputs required to implement the AQMP (e.g. financial, human and technological resource inputs);
 - (v) timing and responsibilities; and
 - (vi) Financial implications of the interventions
- Evaluate the cost-effectiveness of the identified interventions

5.6 Output D2: Draft LDM Air Quality Management Plan

The appointed service provider will carry out all the work required to compile a Draft Revised LDM Air Quality Management Plan. The draft plan will be informed by the approved structure, and it should include, mainly:

- (i) Baseline assessment;
- (ii) Strategy and scenario development;
- (iii) Implementation plan;

and (iv) Monitoring and evaluation.

LDM will be responsible for publishing the draft AQMP, and also compile the stakeholder's comments database thereafter.

Table 6: Output F: Draft Revised LDM Air Quality Management Plan -Success Indicators Description Verifiable Indicator Means of verification

Output F: Draft LDM Area Air Quality Management Plan-Success Indicators
A draft AQMP based on current, accurate and relevant information, informed by best practice in the field of air quality management and that provides a clear and practical plan to efficiently and effectively bring air quality in the area into sustainable compliance with national ambient air quality standards within agreed timeframes.
Draft Revised LDM AQMP

Table 7: Output G: Final Revised LDM Air Quality Management Plan - Success Indicator Description Verifiable Indicator Means of verification

Output G: Final Review Air Quality Management Plan -Success Indicator
A plan based on current, accurate and relevant information, informed by best practice in the field of air quality management and that provides a clear and practical plan to efficiently and effectively bring air quality in the area into sustainable compliance with national ambient air quality standards within agreed timeframes.
Final AQMP compiled
Executive summary and power point presentation compiled

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

All work associated with this project in terms of the TOR requirements must be completed within a period of Three (3) months from the date of contract acceptance or earlier. Proposals must include a work programme, implementation to ensure that project closure is ensured by this date.

7. COSTING / COMPREHENSIVE BUDGET

In preparing the financial proposal, service providers are expected to take into account the requirements and conditions of the Terms of Reference documents. The financial proposal should list all costs associated with the project.
Comprehensive budget must be provided in a separate envelope inclusive of all disbursement costs, expenses and VAT.

8. EVALUATION CRITERIA

8.1. COMPETENCY / EXPERTISE REQUIREMENTS / EVALUATION CRITERIA

In-order to complete the local Municipality: Air Quality Management Plan, the following expertise and competencies will be required from service providers submitting proposals:

Team Leader - Environmental Analyst

Qualifications and skills – Team Leader

- Post Graduate Degree in a relevant discipline (such as environment, agriculture, natural resource management, rural development etc.);
- At least 10 years' experience in the environmental sector having undertaken a variety of environmental reporting assignments including national reports, and design, environmental planning and management, and/or supervision of rural development
- At least 5 years' experience leading multidisciplinary teams and coordinating with stakeholders in the public and private sectors
- Excellent analytical, interpersonal and problem-solving skills, ability to bring alternative thinking to an organisation (refer to specific achievements in this regard).

General professional experience of the experts to be used:

- S/he shall have at least a master's degree in his/her area of expertise. A PhD will be an added advantage.
- S/he shall have at least 10 years of experience in his/her area of expertise.
- Extensive experience in the use of GIS technology and data analysis (GIS mapping expert), report writing assignments, general development experience.
- At least 5 years' experience working with multidisciplinary teams and coordinating with stakeholders in the public and private sectors.
- Natural Scientist Registration
- EAP Full registration

Competencies:

- A good working knowledge of international best practices in environment, agriculture, biodiversity management, climate change & sustainable development issues;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants;
- Analytical skills, communications abilities, and teamwork abilities;
- Ability to perform under a heavy workload and tight deadlines.
- Excellent writing, editing, and oral communication;
- Ability to meet deadlines and prioritize multiple tasks; and
- Each theme and subdivision of theme is to be described, assessed and analysed following the DPSIR approach (Driving Force, Pressure, State, Impact, and

Response). The DPSIR framework- has been widely adopted as a basic tool in the development of strategies for Integrated Environmental Assessment

- Demonstrable experience and knowledge of the environmental issues of Lejweleputswa and/or the region.
- Proven ability to work independently and meet deadlines set by the Team Leader.
- Proficiency in English, written and spoken.

The proposal should provide the following:

- i A brief description of the firm's methodology to perform the tasks set forth in the Terms of Reference, including a proposed work plan with clear deliverables and timeframes.
- ii A brief description of the firm's organisation and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, their qualifications, and duration of the assignment, contract amount, and firm's involvement.
- iii CV's of the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last ten (10) years.

The firm's current make-up in terms of Previously Disadvantaged Individuals and its black empowerment goals and objectives in general and those specific to this project to be clearly spelt out. (To be determine by project management committee (PMC) in line with scope of work)

1. Bidder understands of the brief and the method to be employed. Outline and insight information provided in the bid document (relevance and accuracy)

2. Capability (profiles of key staff and persons to be assigned to the project).

Experience and track record in :

- Air Quality Management Planning, especially the development of emission inventory, and photochemical air dispersion Modelling, modelling, etc.)
- Project team members – submit names and CV- with relevant experience (at least two years) in air quality management planning

3. A proposed plan of action to achieve the objectives.

4. Company's experience: at least two years' experience in the fields of Air Quality Management

Planning, especially the development of emission inventory, and Photochemical air dispersion Modelling (attach reference letters)

9. SPECIAL CONDITIONS OF CONTRACT

- 9.1** The performance measures for the delivery of the revision of the 2011 LDM Air Quality Management Plan (AQMP) will be closely monitored by LDM.
- 9.2** The Service Provider/s will submit the monthly and quarterly soft copies progress reports to the LDM, within 4 days after the end of each month and quarter for the duration of the project.
Failure to submit the required reports on time will result in penalties.
- 9.3** The LDM shall do the ongoing performance management of the Service agreement.
- 9.4** The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the LDM must approve such appointment. If the senior has to leave the project, a period of at least a month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 9.5** All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 9.6** Please take note that LDM is not bound to select any of the firms submitting proposals. LDM reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 9.7** Bidders must score a minimum of **75%** (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further should not be generic. It should be determined separately for each tender on a case-by-case basis. The minimum qualifying score must not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system).
- 9.8** The proposal should include, amongst other, the following:
A proposed plan of action;
A list of references;
Ability to ensure continuing of staff on the project.
- 9.9** Comprehensive Curriculum Vitae (CV) of the staff who will be available for the duration of the contract must be attached. In case where bidders submitted CV's of personnel from other companies, bidders must indicate if the personnel is sub-contracted or employed full time or parttime, and indicate the period of the engagement with the bidder. A signed agreement between two parties or an agreement between personnel and a company must be included with the proposal.
- 9.10** The bid proposals should be submitted with all required information containing technical information.
- 9.11** LDM will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.

9.12 Travelling costs and time spent or incurred between home and office of consultants and LDM office will not be for the account of LDM. **9.13** Intellectual property rights will belong to LDM.

10. Payment terms

10.1. LDM undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

11 Technical enquiries

Should you require any further information in this regard, please do not hesitate to contact:

Manager Municipal Health Services: Mr Dewald Kirsten

Office Telephone No: (057) 391

8959,

E-mail: dewald@lejwe.co.za

OR /alternatively

Manager Environmental Management:

Mr. Yolisa Kupiso

Office Telephone No: (057) 391 8914,

E-mail: yolisa@lejwe.co.za