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TERMS OF REFERENCE.

THE APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH THE REVIEW OF THE DISASTER MANAGEMENT PLAN AND THE DISASTER MANAGEMENT FRAMEWORK.

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1. PURPOSE

To appoint a service provider who will assist the Lejweleputswa District Municipality (LDM) with the Review of the Disaster Management Plan (DMP) and the Disaster Management Framework (DMF).

2. INTRODUCTION AND BACKGROUND

South Africa faces increasing levels of disaster risk. It is exposed to a wide range of weather hazards, including drought, cyclones and severe storms that can trigger widespread hardship and devastation. In addition to these natural and human-induced threats and despite ongoing progress to extend essential services to poor urban and rural communities, large numbers of people live in conditions of chronic disaster vulnerability – in underserved, ecologically fragile or marginal areas – where they face recurrent natural and other threats that range from drought to repeated informal settlement fires.

In an attempt to counteract and mitigate the effects of the abovementioned hazards and disasters the Disaster Management Act, 2002 (Act no. 57 of 2002) provides for an integrated and coordinated disaster risk management policy that focusses on preventing or reducing the risk of disasters, mitigating the severity of disasters, preparedness, rapid and effective response to disasters, and post-disaster recovery, the establishment of national, provincial and municipal disaster management centres, and prescribes these organs to develop, regularly review, update, coordinate, share and implement Disaster Management Plans.

In compliance with the Act the Lejweleputswa District Municipality developed a level 1 Disaster Management Plan and Disaster Management Framework in 2006. This Disaster Management Plan was reviewed internally in 2008, 2012 and 2018 with the assistance of the Provincial Disaster Management Center.

3. OBJECTIVES OF THE PROPOSAL

The objectives is to:

- Review Disaster Management Plan and Disaster Management Framework drafted in 2006.
- To update the legal prescripts and mandates to align them with the amendments to the Act;
- Conduct Scientific Disaster Risk Assessment.

4. SCOPE AND EXTEND OF WORK

4.1 The role of the Service Providers is to assist LDM with the project to review the LDM Disaster Management Plan and Disaster Management Framework accordance with the provision of the Disaster Management Act, 2002 (Act no. 57 of 2002)

The LDM requires a competitive consultant to have extensive background, knowledge and post-graduate qualifications in Disaster Management or Environmental Health, Emergency Response, and experience in Project Management.

The consultant will be required to:

- Review Lejweleputswa Disaster Management Plan & Disaster Management Framework;
- Conduct Scientific Disaster Risk Assessment;
- Provide appropriate formatting and simplified language that can be accessed and understood by a wide range of persons;
- Provide a clear response strategy to viruses (epidemics);
- Facilitate consultation with locals and district stakeholders when reviewing the plan;
- Engage with district and locals Disaster Management Centres;
- Finalise the plan and prepare to handover to the District Disaster Management Centre.

More specifically, the consultant will:

4.2 Prepare an inception report with a Work Implementation Plan that demonstrate a clear understanding of the assignment detailing:

- I. The Proposed Work Schedule with timelines and methodology
 - a. Prepare activities with guidance and input from relevant stakeholders
 - b. Enhance and finalise the plan through a process including:
 - Consultation with District Disaster Management Centre.
 - Consultation with Local Municipalities Disaster Management Centres.
 - Direct referencing to National and Provincial Disaster Management Plan by wide variety of media and technology.
 - Testing the review disaster plan by using simulations or exercises.
 - Presentation of the final review plan to the district Disaster Management Centre.

5. EXPECTED DELIVERABLES/ OUTCOMES

- The inception report with Work Implementation Plan.
- First Draft/ Template plan

- Second Draft of plan.
- Report of meetings, exercise, significant events in the process, challenges and lesson learned.
- Final review plan.

5.1 INPUTS OF THE LDM Disaster Management Centre.

Disaster Management Centre will provide:

- i. Relevant documents that the consultant may require;
- ii. Technical comments and feedback on the outputs of the consultant;
- iii. Logistical support for convening meetings;
- iv. General oversight in the roll out of the consultancy;

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 six (6) months from the date of contract acceptance or earlier. Proposals must include a work program, 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.

CONSULTANT PROFILE

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:

8.1.1 Team Leader – Disaster Management Professional

Qualifications and skills – **Team Leader**

- Post Graduate Degree in a relevant discipline (such as disaster management, environment health, or emergency response management.);
- At least 10 years' experience in the disaster management, environmental health sector or emergency response management having undertaken a variety of relevant reporting assignments including national reports, and design;

- 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).

8.1.2 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.

8.1.3 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.

8.2 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:
 - DISASTER MANAGEMENT, especially the development Disaster Management Plan, and the Disaster Management Framework
 - Project team members – submit names and CV- with relevant experience (at least two years) in Disaster Management
3. A proposed plan of action to achieve the objectives.

9. SPECIAL CONDITIONS OF CONTRACT

- 9.1 The performance measures for the delivery of the revision of the 2006 Disaster Management Plan and the Disaster Management Framework 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 part time, 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 Sibonda J. Nzume

Office Telephone No: (057) 352

7471,

E-mail: sbonda@lejwe.co.za

12. CONCLUSION

Interested consultant should submit their proposals based on the Terms of References outlined above.