



# **LEJWELEPUTSWA DISTRICT MUNICIPALITY**

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## **TERMS OF REFERENCE**

**REQUEST FOR QUOTATION: PROFESSIONAL CONSULTANT AND SERVICE PROVIDER TO  
REVIEW THE LEJWELEPUTSWA DISTRICT MUNICIPALITY IWMP, IN TERMS OF NEMA:  
WASTE ACT, NO. 59 OF 2008.**

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## **1. PURPOSE**

To appoint a professional consultant / service provider who will assist the Lejweleputswa District Municipality (LDM) to Review the Integrated Waste Management Plan (IWMP) in terms of the National Environmental Management: Waste Act, No. 59 of 2008.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 On 22 February 2011 an Integrated Waste Management Plan (IWMP) was developed for LDM. The plan provided strategic direction for the implementation of Waste Management interventions in this area, as well as an essential blueprint for action to reduce waste in the area.
- 2.2 The IWMP is currently under implementation. A number of challenges identified in the IWMP implementation plan call for a need to review the IWMP.
- 2.3 The National Waste Act (59 of 2003) recommended that AQMP should be reviewed on a five yearly basis. The LDM second generation IWMP will provide a comprehensive assessment of the status of the plan in terms of its effectiveness in producing strategies that have the potential to unlock and catapult economic benefits to the municipality and the community while coherently reduce waste and promote healthy living environments.

## **3. OBJECTIVES**

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

- (a) Establish the status of waste management in the LDM post implementation;
- (b) Identify significant gaps and provide recommendations to strengthen the implementation of intervention;
- (c) Redefine the baseline of waste generation and disposal and set associated objectives for the area.
- (d) Address the possible need for changes to functional and operational structures, Waste management systems, and management objectives in light of poor performances, changing circumstances, the commitment to continual improvement and any other relevant factors;
- (e)

#### **4. PROJECT INCEPTION**

The Project will be completed in two (2) stages.

The first (1) stage will comprise a situational analyses of waste management within the jurisdiction of

LDM and review of the current IWMP

This analyses should cover the following broad areas:

- Review the current IWMP and evaluate performance against objectives
- Technical performance
- Barriers/challenges and opportunities to waste management in LDM

The second (2) stage will comprise the updating and drafting of an integrated waste management plan for the LDM. The focus of this document will be to integrate all facets of waste management and to strategically map out the implementation of the various objectives arising therefrom within given timeframes. This should build on the current IWMP specifically addressing areas where shortcomings may have been identified. This stage would include a Public Consultation/Participation Process to inform the public and stakeholders about the IWMP and to allow inputs on the reviewed IWMP

**Methodology:** The situational analyses will be conducted through a series of site visits and interviews with waste management stakeholders. This will involve visits to all waste sites, to evaluate efficiency, effectiveness and quality of landfill management and associated operations. Data would be collected on:

- Demographic and socio-economic features
- Location of landfill sites as well as their legal status and compliance
- Waste stream data, their calculation and extrapolation, using physical practical and relevant per capita/daily waste generation figures
- Institutional arrangements and organizational structures and responsibilities, with the focus on shortcomings and challenges
- Waste management by-laws
- Financial arrangements for waste management
- Present waste minimization initiatives
- Implemented and funded projects related to waste management and their impacts.

The following methodology will be followed when reviewing and drafting the IWMP:

- Establish a Project Steering Committee (PSC);
- Conduct a limited public perception survey concerning waste management issues
- Compile a background document defining the concept and development of an holistic approach to integrated waste management as well as the aims of the IWMP
- Conduct public hearings to inform the public of the process and to encourage them to make contributions.
- Update and compile the Draft Reviewed IWMP

- Obtain comments from stakeholders/public on the Draft Reviewed IWMP
- Review and complete the final IWMP
- Present IWMP

## **5. OUTCOMES AND DELIVERABLES**

Upon completion of the project, deliverables will comprise of:

- The final Integrated Waste Management Plan document shall be supplied in hard copies (10 bound copies) as well as in electronic format (5 copies).
- Waste Management status quo baseline information report.
- Specific measures and requirements tailored to each landfill site in LDM to be undertaken to ensure that all landfill sites comply with Waste Management License conditions
- Specific Waste to Energy Project possibilities, Waste separation initiatives, reclamation, recycling and composting possibilities

- **In addition, the following are the desired outcomes of the IWMP initiative:**

The IWMP developed for the Local Municipality must be in line with the requirements in terms of the National Environment: Waste Act, No. 59 of 2008, and must seek to:

1. Advise on the LDM and its Local Municipalities responsibilities and related consequences in terms of applicable legislation;
2. Waste characterization in respect of the types and amounts of waste streams generated, collected, recycled, beneficiated (e.g. composting) and disposed of;
3. Identify measures and different options to improve waste management within each Local Municipality
4. Address the effects of industrial, domestic and waste from any other source
5. Disposal issues (e.g. landfill practices, available airspace and estimated remaining lifespan based on rate of disposal statistics)
6. Community programme for waste, commercialization and awareness
7. Applicable by-laws and policies

**The final document will be endorsed and accepted by the LDM and it shall be approved according to the relevant municipal management approval process including council approval.**

## **6. TIME FRAME OF THE PROJECT**

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. COMPETENCY / EXPERTISE REQUIREMENTS / EVALUATION CRITERIA**

In-order to complete the local Municipality Integrated Waste 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.
- iv 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.

**9. SPECIAL CONDITIONS OF CONTRACT**

- 9.1** The performance measures for the delivery of the revision of the 2011 LDM Integrated Waste Management Plan (IWMP) 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/Competency 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](mailto:dewald@lejwe.co.za)

## **OR /alternatively**

Manager Environmental

Management: Mr. Yolisa Kupiso

Office Telephone No: (057) 391 8914,

E-mail: [yolisa@lejwe.co.za](mailto:yolisa@lejwe.co.za)