



Lejweleputswa
DISTRICT MUNICIPALITY

RFQ 457/05/2022

SPECIFICATIONS AND TERMS OF REFERENCE

**DEVELOPMENT & IMPLEMENTATION OF
MUNICIPAL HEALTH SERVICES BYLAW.**

TERMS OF REFERENCE

1. **Background**

The Municipal Health Department of the Lejweleputswa District Municipality (LDM) is responsible for the rendering of an equitable municipal health service throughout the district.

In order to execute this responsibility it has several sub-offices and personnel distributed throughout the district.

The department has to monitor service delivery and ensure compliance towards legislated Municipal Health Services requirements. In order for the department to achieve this it has identified the need for a Municipal Health Services Bylaw.

The department intends to invite tenders from suitably qualified and experienced service providers for the development and implementation of a Municipal Health Services Bylaw.

2. **Scope of Work**

This project entails developing and implementing a Municipal Health Services Bylaw in close collaboration with the department to the satisfaction of the department.

3. **Remuneration**

- No advance payments will be made for any reason whatsoever. The successful tenderer shall be entitled to render interim accounts which are payable within 14 days. Accounts shall be based on an assessment of the work completed to date.
- Any fees or remuneration are inclusive of Value Added Tax.
- Total cost must include all travelling, accommodation and document reproduction.

PROJECT SPECIFICATIONS

1. **General requirements**

The following represents general requirements and expectations relating to the service provider:

- Establish an task team to develop MHS Bylaw
- Workshop and review proposed Bylaw with respective directorate with relation to:
 - Compliance with the Constitution (Section 52) and applicable local government legislation
 - Alignment with current functions and powers and policies
 - Alignment with National Norms & Standards for Environmental Health
 - Linguistic correctness
 - Compatibility with guidelines for legal drafting in South Africa
 - Draft new Bylaw in English
 - Workshop Draft Bylaw with Task Team
 - Finalise Draft Bylaw for submission to Council for approval in principle
 - Publish draft Bylaw for Public input i.t.o. Municipal Systems Act
 - Process public input and finalise Bylaw for final approval by Council
 - Workshop and obtain Council's final approval of Bylaw
 - Assist with publication of approved Bylaw in Provincial Gazette
 - Compile list of offences for approved Bylaw
 - Obtain approval of fines by Magistrates in terms of section 57 of the Criminal Procedures Act,1977
 - Compile list of delegations
 - Train all EHP's w.r.t. enforcement options in terms of the National Health Act as well as the approved Bylaw for purpose of appointment as Peace Officers i.t.o. section 334 of the Criminal Procedures Act.

2. **Activities to be managed:**

- Review of Bylaw
- Preparation of draft Bylaw
- Public Participation
- Implementation
- Training & Capacity Bulding