

TERMS OF REFERENCE FOR THE COMPILATION OF A FIVE YEAR INTEGRATED DEVELOPMENT PLAN [IDP] FOR THE TSWELOPELE LOCAL MUNICIPALITY

1. PURPOSE

These Terms of Reference serves to be a point of departure to the Service Provider to assist the Municipality with the compilation of the Reviewed Integrated Development Plan for Tswelopele Local Municipality for 2011/ 2016 financial year.

2. APPROACH AND METHODOLOGY

The framework must be based on a concise status quo report, existing / available information, as well as inputs of all relevant role players. Policy and programmes that have an impact on the Integrated Development Plan of the Tswelopele Local Municipality must be taken into consideration when compiling the 2011 / 2016 strategic plan.

3. SCOPE OF WORK

The scope of work is limited to the development of Integrated Development Plan for Tswelopele Local Municipality. The idea is that various existing sources like Stats SA, and other existing Sector Plans be used to compile the Five year (5) IDP as stated above.

4. REQUIREMENTS

The service provider will be responsible for, but is not restricted to, the following:

- ♦ Compile comprehensive Process Plan indicating steps to be followed to have a five year (5) document;
- ♦ Ensure participation of all stakeholder during the IDP and Budget shows;
- ♦ To empower all stakeholders and develop their skills in the field of strategic planning during the execution of this assignment;
- ♦ To ensure legal compliance and a unified approach;

- ♦ To reflect on the recently published Community Survey 2007;
- ♦ To ensure compliance with relevant legislations;
- ♦ Ensure that all relevant role-players are appropriately involved;
- ♦ Ensure that the planning process is participatory, strategic and implementation orientation and is aligned with and satisfies sector departments;
- ♦ To technically assist to respond to comments on the Draft Integrated Development Plan from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council.
- ♦ To continuously debate progress with Municipal Manager as per agreement determined by the Office of the Municipal Manager.

5. PRODUCTS

The following should be provided:

- ♦ 3 copies of the Draft IDP and 3 copies of the Final IDP
- ♦ 2 CD's of the Final IDP

6. REQUIRED EXPERTISE

[Competency expected from the Service Provider]

In his / her capacity the Service Provider must be able to prove that:

- ♦ He / She has the competency and extensive experience in the field of strategic planning.
- ♦ He / She has the capacity to craft a credible Integrated Development Plan.
- ♦ He / She can liaise with both Political and Administrative levels of the Municipality.

7. CONTRACT ON SERVICE AND FINANCIAL ARRANGEMENTS

A contract between the Service Provider and the Tswelopele Local Municipality will be signed by both parties. It is expected that such a contract will reflect on the method to be used for the service rendered. This will be discussed by both parties prior to the signing of the binding agreement.