



TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

TERMS OF REFERENCE (ToR)

DEVELOPMENT OF INTEGRATED ENVIRONMENTAL MANAGEMENT PLANS (IEMP) FOR TSWELOPELE LOCAL MUNICIPALITY

1. INTRODUCTION

- 1.1. A number of initiatives are being undertaken by Tswelopele Municipality to ensure a clean, safe and environment in its jurisdiction. These environmental initiatives are thus conducted to ensure good corporative governance and strategically aligning a systematic approach on sustainable development in the by embracing a holistic and integrated directive on environmental management; and thus the development of strategies including:
 - Waste management plan
 - Air quality management strategy
 - Open Spaces Management e.t.c.
- 1.2. It is hereby proposed that an Integrated Environmental Management Plan (IEMP) for Tswelopele Local Municipalities be developed respectively for inclusion also in IDP and for aligning the intended developments that focus on assisting the municipality in the development and management of environmental objectives.
- 1.3. The purpose of the IEMP will thus be oriented on sustainable development by ensuring that the links between all other environmental plans and strategies is achieved by ensuring that outcomes support each other and that environmental, social and economic issues are an integral part of planning and decision-making processes at the above-mentioned municipalities. This will be achieved by objectively aiming at:

- Using existing information at local level to identify various development zones within Tswelopele Municipality;
- Identifying sensitive areas and making recommendations for development based on the identified sensitivity;
- Ensuring compliance with regulatory authority stipulations and guidelines which may be local, provincial, national and/or international;
- Specify environmental, social and economic limits for various development zones;
- Development of management plans for based on social; economic; and environmental objectives;
- Ensuring that there is sufficient allocation of resources on the project budgets so that the scale of EMP-related activities is consistent with the significance of project impacts;
- Identifying specific indicators and monitoring programmes to support the management plans and verifying environmental performance through information on impacts as they occur;
- Responding to changes in project implementation not considered in the EIA and to unforeseen events; and
- Providing feedback for continual improvement in environmental performance.

2. GENERIC SCOPE OF AN EMP

2.1. In order to achieve the above objectives, the generic scope of the municipal IEMP should focus on the following:

- Definition of the environmental management objectives to be realized (i.e. pre-construction, construction, operation and/or decommissioning processes) in order to enhance benefits and minimise adverse environmental impacts;

- To understand their respective environment, cognizance should be placed and focused on its biophysical, social and economic environment;
- Emphasis should also be placed on identifying existing development zones;
- Description of the detailed actions needed to achieve these objectives, including how they will be achieved, by whom, by when, with what resources, with what monitoring/verification, and to what target or performance level.
- Mechanisms must also be provided to address changes in the project implementation, emergencies or unexpected events, and the associated approval processes.
- Clarification of institutional structures, roles, communication and reporting processes required as part of the discharge of the IEMP.
- Description of the link between the IEMP and associated legislated requirements like the Waste Management and the Air Quality Management Plan(s).
- Description of requirements for record keeping, reporting, review, auditing and updating of the IEMP.

3. TRIGGERS FOR AN EMP

- 3.1. The primary focus of these IEMPs follows as a result of IDP requirements under the Municipal Systems Act. The IEMP should thus function as a management tool for decision-making that will assist with the integration of social, economic and environmental information for benefits of how the physical environment should be sustained.

- 3.2. In undertaking process, the IEMP will significantly facilitate and affect the imperatives for sustainable development in the district through the collection, analysis, storage and usage of environmentally correct information for planning and decision-making in the municipality.
- 3.3. The overall objective of Integrated Environmental Management (IEM), as proposed in South Africa, is to promote sustainable development (DEAT, 2004) and thus, EMPs should therefore incorporate the biophysical, social and economic components of sustainable development.

4. Principles aimed at the IEMP

- 4.1. The principles underpinning EMP should be defined at three levels:
 - a) **Principles of sustainable development**, which provide the vital image for guiding the preparation and execution of IEMP;
 - b) **Principles for ethics and quality**, which relate to the quality of the process, including record keeping and the professional reliability of the authors and those charged with implementing the EMP; and
 - c) **Principles specific to EMPs**, which relate to the theoretical and authentic implementation requirements for meeting best practice in EMPs.
- 4.2. In this approach it is accepted that the Tswelopele Municipality does not have a State of the Environment Report (SoER). However it is deemed significant that the plan provide an adequate analysis of the environment and a set of indicators reflecting social, economic and environmental spheres of sustainable development be incorporated, especially that it will be spatially based to be included in future IT requirements of the district.

5. SUBMISSION REQUIREMENTS

5.1. A project proposal, addressing the deliverables and outcomes is required, and should be submitted detailing:

- a) Proposed approach / methodology for meeting the deliverables and outcomes and a detailed project plan / activity plan (time frames should be included);
- b) A detailed itemized budget clearly linking outputs to rates and time (in days) to complete the assignment, inclusive of VAT;
- c) A company profile including details and reference of where similar work has been undertaken, in Municipalities of the similar capacity;
- d) Curriculum Vitae of all persons within the company assigned to the project proposals. The anticipated time per deliverables per person should also be included.

6. DOCUMENTS REQUIRED

6.1. Prospective service providers are requested to submit the following documents together with the proposals:

6.1.1. Certified copy of the company registration certificate / CK Forms / Certificate of Incorporation (certified by SAPS or a duly authorised person / body) reflecting active members (except for sole-traders and partnerships) must be attached;

6.1.2. Original valid company Tax Clearance Certificate must be attached;

6.1.3. A valid Broad Based Black Economic Empowerment Certificate;

6.1.4. An account showing that municipal rates and taxes are not in arrears for more than three months (this should be for any registered office, not necessarily within Tswelopele municipality i.e. if you have a registered office in Bloemfontein, submit an account from Mangaung Metro);

6.1.5. Fully completed 'Declaration of Interest Form (MBD 4)' which can be downloaded from the municipality's website (www.tswelopele.gov.za).

7. OTHER IMPORTANT MATTERS

- 7.1. Only one proposal per Prospective Service Provider will be considered;
- 7.2. Your company will also be expected to present its proposal to the Municipality (should the need arise) at the date, time and place which will be determined by the municipality should your company be short-listed. Travelling cost to this effect will be borne by the Prospective Service Provider;
- 7.3. No faxed or e-mailed proposals will be accepted and the municipality is not bound to accept the lowest proposal and reserves the right to accept the proposal wholly or partially;
- 7.4. Prospective Service Providers who are not registered on the database of service providers of Tswelopele Municipality must promptly apply by completing the vendor / database registration form which is obtainable from the municipality's website (www.tswelopele.gov.za) and submit it together with their proposal;
- 7.5. Failure to comply with the above mentioned conditions may invalidate your proposal.

8. EVALUATION CRITERIA

8.1. All proposals received will be subjected to a two stage bidding process. The first stage is where all proposals received will be evaluated in terms of functionality / technical knowledge to determine their responsiveness to the requirements of the Municipality. The following will be the basis upon which functionality will be determined:

8.2. Technical Knowledge	30 points
• Area description and Boundary definition	6
• Priority environmental issues e.g. by-laws	10
• Evaluation of current management, tools and consideration of environmental impacts based on current and future developments	6
• Meteorology and Climate	4
• Population Statistics	4

Individuals or companies must score a minimum of 70% to be considered for the next stage.

8.3. Pricing and Preference Points

The second stage will be where all proposals who have scored 70% and above will be evaluated in terms of the 80/20 principles as per the Preferential Procurement Regulations; SCM Regulations and SCM Policy of Tswelopele Municipality.

Individuals / Companies are requested to submit their BEE Certificate in order to claim the preference points. However, companies who do not submit BEE Certificate will not be eliminated but no preference points will be awarded.

9. PROJECT MANAGEMENT ARRANGEMENTS

9.1. The Consultants or Company will directly report and handover all the deliverables to be reviewed and sanctioned to the project leader from Tswelopele Municipality. The Consultants/Company is to plan and budget for a project management meeting to report on progress and subsequent developments.

10. CONTRACTUAL ARRANGEMENTS

10.1. The ToR as well as the project proposals will act as an agreement between the Tswelopele Municipality and the successful Service Provider. It is also a condition of appointment that a Service Level Agreement must be signed by both the Municipality and the successful Service Provider.

11. APPOINTMENT OF THE SERVICE PROVIDER

11.1. The Municipality will issue an appointment letter to the successful Service Provider detailing conditions of appointment in line with the requirements of the Municipality pertaining to this project.

12. SUBMISSION OF PROJECT PROPOSALS

12.1. All copies of the proposals and supporting documents must be submitted in the tender box situated at the Reception Area; Tswelopele Municipal offices, situated at Bosman Street, Bultfontein. Detailed information pertaining to the submission requirements is entailed in the advert calling for proposals.

13.DURATION OF THE PROJECT

13.1. It is the expectation of the Municipality that a project of this magnitude can take up to 2 months. Prospective Service Providers are requested to indicate their timesframe to execute this project.

14.VALIDITY OF THE PROPOSAL

14.1. Proposals must remain valid for 90 days from the closing for submission of proposals. Prospective Service Providers who will not meet this requirement are encouraged not to submit thier proposals.

15.DELIVERABLES

- Draft IEMPs for review by the Tswelopele District Municipality (1 hardcopy (B&W), 1 CD copy).
- A monthly progress report of the status-quo of the IEMPs.
- Final IEMP that addresses comments provided by Tswelopele Municipality (1 hardcopy (B&W), 1 CD with IEMP copy non-PDF).

16.ENQUERIES

16.1. Technical enquiries pertaining to the proposals can be referred to the Director Community Services: Ms. Tindleni during office hours at 051 853 1111.

16.2. Enquiries pertaining to the procurement process can be directed to the Acting SCM Practitioner: Ms. Loape during office hours at 051 853 1111.