

**DANHAUSER LOCAL MUNICIPALITY DISASTER
MANAGEMENT PLAN TERMS OF REFERENCE.**



**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO
REVIEW DISASTER MANAGEMENT PLAN FOR DANHAUSER
MUNICIPALITY.**

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Introduction

The purpose of this Terms of Reference (ToR) is to outline the requirements for the review of disaster management plan for Danhauser Local Municipality. Danhauser is one of the three local municipalities within Amajuba District and covers an area of approximately 1516 square kilometres, it is the smallest municipality within the district.

Background

The Constitution of the Republic of South Africa, places legal an obligation on the government to ensure health and safety of its citizens. Section 41 of the Constitution clearly stipulates the principle of co-operative government and inter-governmental relations and specifically requires the three spheres of government to co-operate with one another in mutual trust and good faith by among others, fostering friendly relations; assisting and supporting one another; informing one another of, and consulting one another on, matters of common interest. Furthermore, Section 41(1) (b) of the Constitution provides that all spheres of government are required to secure the wellbeing of its citizens. Section 53 (2) (a) of Disaster Management Act No. 57 of 2002 stipulate that a disaster management plan for a municipal area must form an integral part of the municipality's integrated development plan (IDP).

Legal Framework

The disaster management plan will need to take the following legislation into consideration:

- The National Disaster Management Framework (Notice 57 of 2005)
- Disaster Management Act (Act No. 57 of 2002)
- Municipal Structures Act (Act 117 of 1998)
- Fire Brigade Services Act 99 of 1987
- National Veld and Forest Act 101 of 1998

Objectives of the Project

The objectives of the project are to Review the Disaster management plan for the Danhauser Municipality. In terms of the Disaster management Act 57 of 2002.

Scope of Work

The scope of work is as follows and the service provider is expected to:

- Review status of municipal institutional capacity
- Review Disaster risk assessment
- Review Disaster risk reduction
- Review information management and communication
- Review emergency preparedness and response
- Review education, training, public awareness and research
- Review arrangements for Disaster risk management
- Review of funding arrangements for Disaster risk management
- Public participation and stakeholder engagement

Competency / Expertise Requirements

In-order to complete the local Municipality Disaster management Plan Review, the following expertise and competencies will be required from service providers submitting proposals:

- Disaster Management/ Fire Rescue Qualifications or any relevant Qualifications
- Understanding and knowledge of the legislative and policy framework relating to Disaster management on an international, national, provincial and local level
- Knowledge and experience in undertaking similar projects
- Communication and facilitation skills
- Research and analytical skills
- Strategic planning skills
- Ensure that the product developed is innovative and has practical applicability in the Local Municipality context
- Ability to work as part of a team and manage the complex integration of information
- Availability to start immediately and carry out the project on a sustained basis until completion, within the stipulated time
- Manage the project to achieve results described in this Terms of Reference document and the approved proposal within the specified time frames
- Prepare regular progress reports
- Ensure maximum stakeholders participation
- Must have a minimum of 2 years experience in the field, and preferably provide references of previous work done

Evaluation Criteria

- The point scoring system will be as follows:
- Functionality/quality: tender must achieve at least 70% in order to qualify for the second stage.
- The 80/20 scoring will apply. The points associated with the comprehensive proposal will be awarded as reflected in the following table

Key aspects of criterion	Basis for points allocation	Max. points	Verification
Relevant experience of the bidder	Three completed contracts	40	List of contact
	Two completed contracts as per scope of work	30	List of contact
	One completed contracts as per scope of work	20	List of contact
	None of completed project	0	No submission
Qualification and experience of the project manager	Disaster Management/Fire and Rescue Qualification	40	Certified copy of qualification & CV
	Relevant post graduate certificate with two years relevant experience	30	Certified copy of qualification & CV
	Relevant Qualification certificate with one year relevant experience	20	Certified copy of qualification & CV
	None of completed project	0	No submission
Methodology in relation to proposal execution. The method statement must include the following subheadings Approach method, Activities time frames, staff and equipment	Method statement met all the requirements	20	Brief summary
	Acceptable method statement Only provided limited information	10	Brief summary
	No submission	0	No submission
STAGE 2			
	BBBEEE POINTS	20	
	PRICE	80	
	TOTAL	100	

Phased Approach

Deliverables

The expected deliverables and outcomes of the project is the following

- Inception Report
 1. Methodology and approach
 2. Adoption of Project Steering Committee, affected and interest parties.

3. Strategic stakeholders.
 4. Timeframe of the project (1 months).
- Status Quo Report
 1. Demographics (community survey 2016)
 2. GIS analytic tools (Mappings)
 3. **SWOT Analysis**
 - Strengths
 - Weakeneses
 - Opportunities
 - Threats
 - Key strategic thrust (Scope of work)
 - Public participation and stakeholders engagement
 - Draft Disaster management plan
 - Final Disaster management plan