



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

## **TERMS OF REFERENCE**

**NAME OF THE PROJECT:** GIS RURAL SANITATION DATA CAPTURE FOR MBIZANA LOCAL MUNICIPALITY (Ward 19 & 16).

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

**Senior Manager LED & Planning: Ms M Bambeni**  
**Contact Person: N. Mandela**  
**Tel: 039 254 5088**  
**Fax: 039 254 0343**



## Table of Contents

1.	INTRODUCTION.....	2
2.	PURPOSE OF THE PROJECT.....	2
3.	OBJECTIVES OF THE PROJECT.....	3
4.	ROLE OF A SERVICE PROVIDER.....	3
4.1	SCOPE AND EXTENT OF WORK.....	4
4.2	PROJECT DELIVERABLES.....	4
4.3	STAKEHOLDERS CONSULTATION.....	5
4.4	PROJECT MANAGEMENT.....	5
5.	EDUCATION AND CAPACITY BUILDING.....	5
6.	REPORTING MECHANISM.....	5
7.	SELECTION CRITERIA.....	6
8.	SUBMISSION OF BIDS.....	7

## **1. INTRODUCTION**

In 1996, the draft National Sanitation policy was developed with the sole purpose of improving the health and quality of life of the entire South African population. Promotion of access to improved sanitation facilities is one of the basic human rights that could assist in achieving the envisaged quality of life. Improved sanitation facilities refers to the percentage of population with at least adequate access to excreta disposal facilities that can effectively prevent human, animal and insect contact with excreta. These facilities range from simple but protected pit latrines (appropriate for water scarce and less densely populated areas) to flush toilets with a sewage connection. Lack of proper sanitation facilities promotes the spread of preventable disease like cholera and diarrhoea.

Since the constitution of South Africa (Act 108 of 1996) tasked local government with responsibility for the provision of water and sanitation services, the local election of 2001 saw the shift of responsibility for delivery of these services from Department of Water Affairs to relevant municipalities. A range of municipal legislations have been developed including; Municipal Demarcation Act 27 of 1998, Municipal Structures Act 117 of 1998 as well as Municipal Systems Act 32 of 2000 to guide these municipalities in service delivery endeavours.

Under the Municipal Structures Act 117 Of 1998, the Alfred Nzo District Municipality (ANDM) was appointed a Water Service Authority (WSA) with a duty to provide efficient, affordable, economical and sustainable access to water and sanitation services. Significant strides have been made in this regard although there are still some challenges eradicating sanitation backlogs. It is against this background that the ANDM has taken an initiative to physically verify the completed sanitation facilities in order to map the service delivery road already travelled and also to effectively plan for future interventions. This will also enable the municipality to keep accurate records of the spatial distribution and location of services.

## **2. PURPOSE OF THE PROJECT**

Geographic Information System has become an essential tool for monitoring service delivery, providing answers for decision making and problem solving. The current sanitation data in the municipal database has a lot gaps and inaccuracies which prove to be a challenge and might lead to ineffective decision making. Therefore, the purpose of the project is to survey the location (X,Y,Z coordinates) by means of Global Positioning System (GPS) and thus physically verify the rural sanitation as well as related facilities for wards 19 &16 Mbizana Local Municipality The information captured must be accompanied by detailed attribute information about the infrastructure as well as a photograph.

This dataset will also assist in building organisational knowledge, for instance if an employee with understands the spatial distribution of sanitation facilities within the ANDM suddenly leaves the organisation, all his knowledge and data will be available in a central database for his/her successor. In summary GIS products provide a visual framework for conceptualizing, understanding, and prescribing action.

### **3. OBJECTIVES OF THE PROJECT**

The power of GIS lies in the completeness and accuracy of spatial data managed by the system. During the development of the District's Sanitation Master Plan, an effort was made to collect, consolidate, verify and update spatial information using aerial imagery. However, this info was never physically verified, it was only a desktop exercise. Therefore, the main objective of this project is to seek services of a qualified service provider to assist the ANDM in updating the sanitation data in the GIS database in order to fill the gaps identified.

The Specific objectives of the project include; but not limited to:

- Capturing Data
- Physical Verification of features to be captured
- Production of a Shapefile/Geodatabase and accompanying attributes for the recently captured data
- Incorporate the data into the GIS Database
- Photographs and descriptions of captured features.
- Recommendation on required intervention.

### **4. ROLE OF A SERVICE PROVIDER**

The successful Service provider must assist ANDM in surveying and capturing completed rural sanitation facilities (VIPs) for wards 19 & 16 of Mbizana Local Municipality to enable the municipality to update the GIS database. ANDM will be responsible for the continuous updating of the database after the project is complete.

#### 4.1 SCOPE AND EXTENT OF WORK

The service provider should capture and submit shapefile for the following datasets:

<b>No.</b>	<b>GIS Data Set</b>	<b>Important Attributes</b>
1	VIP Toilets	Name and Surname of the owner, ID Number, Dwelling (Erf) Numbers, Position (X,Y ,Z Co-ordinates), VIP Condition

The ANDM GIS unit will also undertake random control field audits. If the data submitted by the service provider is found to be incorrect, it will be the responsibility of the service provider to rectify or collect outstanding data at his own cost before payments can be processed.

The following also need to be taken into consideration:

- All data must be provided in ArcView/ ArcMap shapefile or Geodatabase.
- The data should be provided in Geographic projection (Latitude and Longitude) and WGS84 Datum.
- All text in the attribute table must in accurately spelt.
- Attribute feature names and descriptions should be in line with current standards such as SAGDAD (The South African Geospatial Data Dictionary).
- All data must be accompanied by metadata.

The project time frame will be Two (2) months from the date of appointment of the service provider.

The project proposal must contain the following:

- Clear method and planning process to be followed;
- Comprehensive company profile and contact person to be responsible for the project.
- Names and qualifications of all professionals responsible for the project and further indicate if some consortium will be formed;
- Clear time frame for completion of the project
- Clear project budget aligned to the tasks or activities.

## **4.2 PROJECT DELIVERABLES**

At the end of the project, the service provider will be expected to submit the following:-

- A detailed and comprehensive report on findings
- An ArcGIS 10 shapefile or Geodatabase
- A0 laminated Wall map

## **4.3 STAKEHOLDERS CONSULTATION**

The consultation with stakeholders is one of the vital components for the success of this project. With assistance from the ISD unit, the stakeholders from the affected wards will have to be engaged to explain the nature of the project and request the necessary cooperation.

## **4.4 PROJECT MANAGEMENT**

In case where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The project is to be co-ordinated and managed by an Operational Team comprising of Officials from the Alfred Nzo District Municipality as well as the appointed service provider. A project team leader/ management will act as a liaison party between the service provider and the project steering committee.

## **5. EDUCATION AND CAPACITY BUILDING**

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the relevant officials and management from the Alfred Nzo District Municipality during the duration of the project.

## **6. REPORTING MECHANISM**

It is expected that progress be presented every two (2) weeks to the Project Steering Committee for comments and input. The Project Manager has the right to change frequency of reporting as and when necessary. Reporting process will be in presentation format.

## 7. SELECTION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBEE Points

Only service providers that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful service provider.

A bid that scores less than 70 points for functionality will be deemed non-compliant and thus, will be disqualified.

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
<b>Functionality</b>	<b>100</b>
<b>Capacity and Expertise of key personnel</b> <ul style="list-style-type: none"> <li>- Relevant qualification in GIS or Spatial information management, 30</li> <li>- Relevant qualification in Social Sciences, 10</li> <li>- Registration with PLATO or relevant professional body, 10</li> </ul>	<b>50</b>
Attach relevant certificates.	
<b>Previous Experience</b> <ul style="list-style-type: none"> <li>- Proven track record of experience for completion of 4 projects of this or similar nature, 40</li> <li>- Proven track record of experience for completion of 3 projects of this or similar nature, 30</li> <li>- Proven track record of experience for completion of 2 projects of this or similar nature, 20</li> <li>- Proven track record of experience for completion of 1 project of this or similar nature, 10</li> </ul>	<b>40</b>
Attach completion certificate / letter of reference from previous employer	
<b>Methodology</b> <ul style="list-style-type: none"> <li>- Work plan attached (project milestone, activities, responsibility for each personnel frame), 4</li> <li>- Innovation in approach, 2</li> <li>- Demonstrate understanding of the Terms of Reference, 2</li> <li>- Demonstrate approach to training &amp; skills transfer, 2</li> </ul>	<b>10</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
<b>BBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>

Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender



being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable.

## **8. SUBMISSION OF BIDS**

Bids must be placed in a sealed envelope and clearly marked: “**Proposal number or GIS Rural Sanitation Data Capture**” and placed in the tender Box in Alfred Nzo District Municipality.

For any queries regarding this tender, feel free to contact Ms N Mandela at telephone number 039-254-5088 during normal office hours.

**Alfred Nzo district Municipality  
Erf 1400 Ntsizwa Street  
Mount Ayliff  
4735**

.....  
**MS M. BAMBENI  
SENIOR MANAGER: PLANNING & LED**