

ALFRED NZO

DISTRICT MUNICIPALITY



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**TERMS OF REFERENCE
FOR
INDIGENT APPLICATION
VERIFICATION**

INTRODUCTION

The Directorate of BTO in District Municipality (ANDM) is facilitating the development of a credible indigent register for the district. The ANDM is composed of four local municipalities namely: Umzimvubu, Ntabankulu, Mbizana and Matatiele local municipalities.

2. PURPOSE OF THE SYSTEM

The system resulted from the mandate that the District Municipality must play a role in developing a credible indigent register for all its local municipalities. In terms of the RSA constitution of 1986, everyone has a right to access basic services. The systems therefore, aim to providing option for municipalities to determine households who require free basic services. The aim is to develop an indigent management system for the district. As a result the system will focus on the free basic services that the municipality provides to the people.

3. OBJECTIVE OF THE PROOJECT

Due to the high level of unemployment and inadequate development within the district, there is a high necessity of providing free basic services to indigent households. Therefore it is necessary for Alfred Nzo District Municipality to procure an indigent management system tat will assist to verify the household income status quo.

4. THE ROLE OF THE SERVICE PROVIDER

Service provider must ensure that the indigent management system is in line with indigent policy.

4.1 SCOPE AND EXTENT OF WORK

- To verify employment status of an application and dependents (if applicable)
- To provide current and historic physical address of an applicant household
- To provide employers address of an applicant or employers address of dependent(s) (if applicable)
- Verification of telephone or cell numbers
- Provide information about business connection (if applicable)
- Provide bank information of an applicant and dependent(s)(if applicable)
- To inform the municipality if there is a change to the status of employment the applicant
- Verify the dependent(s) status(if applicable)

4.2 STAKEHOLDERS CONSULTATION

Through consultation between the service provider and the District Municipality, the service provider will provide technical guidance, while municipality of ANDM will be responsible for undertaking the stakeholder consultation. As it is vital imperative for ANDM to work in conjunction with the four LMs and Sector departments.

4.3 MANAGEMENT

In case where the appointed the service of other consultants or sub contractors, the appointed service provider will take responsibility of the work of the sub-contractors.

5. EDUCATION AND CAPACITY BUILDING

The appointed service provider will be required to transferee skills and share knowledge on this nature of the exercise with the ANDM officials within the institution during the time of the project.

6. REPORTING MECHANISM

It is expected that regular progress reports be presented to the Free Basic Services District Forum, Steering Committee and the Council.

7. REFERENCE MATERIALS

It is recommended that the following documents be used for reference purpose:

- Integrated Development Plan(IDP)
- Water Services Development Plan
- Indigent Policy

8. EVALUATION CRITERIA

In terms of policy, the service provider will demonstrate a comprehensive understanding of the Indigent Policy. Proposals will evaluate based in two stages:

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

Only bidders who score 75% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	WEIGHT
Functional	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION-PRICE&PREFERENCE POINTS	
BBBEE POINTS	10