



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**TERMS OF REFERENCE**

**FOR THE TRAINING ON ENVIRONMENTAL HEALTH LAW SERVICES**

**Issued and Prepared by:**  
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FOR THE TRAINING ON ENVIRONMENTAL HEALTH LAW SERVICES**

**1. BACKGROUND AND OVERVIEW OF THE PROJECT**

As part of its effort to capacitate the Environmental Health Practitioners in the Municipality on handling or dealing with court cases that resulted to the practices that is done by Environmental Health Practitioners, the Municipality under the directorate of Community Development Service directorate would like to appoint a service provider that will capacitate the Environmental Health Practitioners in provision of Environmental Health Law Services in the following areas:

- i. Law enforcement – preparing for successful prosecution
- ii. Law enforcement – General enforcement policy for environmental Health
- iii. Law enforcement – education prior to prosecution

**2. OBJECTIVES AND SCOPE OF THE PROJECT**

The ANDM aims at procuring the services of a service provider who will do the training on environmental health law services

- ✓ Law enforcement – preparing for successful prosecution
- ✓ Law enforcement – General enforcement policy for environmental Health
- ✓ Law enforcement – education prior to prosecution

**3. TASK DESCRIPTION**

The appointed Service Provider should be ready to capacitate the Environmental Health Practitioners here in ANDM, so as to make visits in the businesses in the district:

- Should be well conversant with the accreditation process at HPCSA
- Should be in good standing with HPCSA so as to get the necessary accreditation
- Should have a legal background

**4. COMPETENCY / EXPERTISE REQUIREMENTS**

- In order to complete the project and to ensure quality in the output, the following expertise and competencies will be required from service providers submitting proposals:
  - ✚ Should be well conversant with the accreditation process at HPCSA
  - ✚ Should be in good standing with HPCSA so as to get the necessary accreditation
  - ✚ Should be an EHP by profession
  - ✚ Should have a legal background

### 5. Evaluation criteria of the tenders

The bids will be evaluated in two stages, namely:

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

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
<b>Functionality</b>	<b>100</b>
<ul style="list-style-type: none"> <li>• <b>Previous Experience</b></li> </ul>	<b>50</b>
<ul style="list-style-type: none"> <li>• <b>Capacity and Expertise</b></li> </ul>	<b>50</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>


Functionality	Weight
<b>Previous Company relevant experience</b>	<b>50</b>
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of 04 or more projects of similar nature (attach proof; i.e. 4 assessment of bidder forms).</li> </ul>	50
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of 03 or more projects of similar nature (attach proof; i.e. 3 assessment of bidder forms).</li> </ul>	40
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of 02 or more projects of similar nature (attach proof; i.e. 2 assessment of bidder forms).</li> </ul>	30
<ul style="list-style-type: none"> <li>• Traceable record for successful completion of 01 or more projects of similar nature (attach proof; i.e. 01 assessment of bidder forms).</li> </ul>	20
<ul style="list-style-type: none"> <li>• Zero completed projects</li> </ul>	0

<p>Proof of work done will only be verified through completion of a ANDM “assessment of bidder” form. The form must be stamped by the institution work was completed for. The form is obtainable from the ANDM website.</p>	
<p><b>Capacity and expertise to undertake the project</b></p>	<p><b>50</b></p>
<p><b>Availability of a team with the following expertise:</b></p> <ul style="list-style-type: none"> <li>✚ Should be well conversant with the accreditation process at HPCSA</li> <li>✚ Should be in good standing with HPCSA so as to get the necessary accreditation</li> <li>✚ Should have a legal background</li> </ul>	<p>25</p> <p>15</p> <p>10</p>

## 6. TIMEFRAMES

This training will be conducted for maximum of 5 days at Alfred Nzo District Municipality offices.

**AUTHORISED BY:**

 07/06/2018

**MRS D.N.NGXENGE**

**SENIOR MANAGER: COMMUNITY DEVELOPMENT SERVICES**