ALFRED NZO DISTRICT MUNICIPALITY

TERMS OF REFERENCE FOR
NATIONAL CERTIFICATE WATER AND
WASTEWATER TREATMENT OPERATIONS
TERMS OF REFERENCE

NAME OF THE PROJECT: NATIONAL CERTIFICATE WATER AND WASTEWATER TREATMENT PROCESS OPERATIONS

1. INTRODUCTION OF THE PROJECT

To obtain service of an accredited training provider to conduct learnership water and wastewater treatment operations at NQF level 2, for 8 unemployed learners a period of 12 months.

2. AIMS OF THE PROJECT

The Objectives of the project is to equip water and wastewater leaners with basic knowledge and understanding of water and wastewater treatment works.

3. SPECIFICATIONS

1. Deliver water and wastewater treatment operations learnership for the period of 12 months.
2. Learning must take place in class and at water and wastewater plants
3. Assess learners ability to perform theoretical, practical knowledge
4. Leaners must obtain 136 credits (71 credits Core unit standards, 36 credits fundamental unit standards, 29 credits elective unit standards)
5. Uploading of learners on National Learner Record Database (NLRD) and issuing of EWSETA statement of results
6. Leaners certificate issued by EWSETA
7. Competency certificates to be issued

4. SCOPE OF WORK

1. Deliver water and wastewater treatment operations for the period 12 months
2. Clearly specify the specific outcomes of the training.
3. Engagement of all participants during the contact session, in class and onsite/plant
4. Assess learners ability to perform theoretical, practical
5. Competency certificates to be issued.

5. KEY DELIVERABLES

1. Training will be conducted at appropriate venue as arranged by the Municipality as well as on identified water and wastewater plants. The Training Provider must:
2. Act as implementation agent for the programme
3. Ensure that each learner is trained, assessed, and certified competent against all unit standards and/or modules within the programme
4. Submit a project implementation plan, clearly indicating all project activities to be completed with target completion dates
5. Submit a programme implementation plan, clearly indicating all programme activities, unit standards, assignments, and workplace training activities to be completed with target completion dates
6. Implement, coordinate and manage the entire programme in terms of the full scope of the certified programme, qualification and/or learnership programme and project implementation deliverables
7. Coordinate, schedule and conduct regular briefing and orientation sessions with learners, management, and other relevant stakeholders
8. Coordinate and administer the completion and registration of the programme
9. Coordinate and administer the registration of learners with EWSETA ETQA body
10. Schedule and conduct baseline assessments of all learners, if applicable
11. Schedule, co-ordinate and facilitate/conduct all training, learning and practical workplace training sessions
12. Schedule, coordinate, conduct and attend regular programme committee meetings
13. provide Learner guides /manuals for all learners
14. specify unit standards ID for the learnership
15. specify Specific outcomes of all units standards
16. specify Assessment criteria
17. The credits for the plumbing learnership
18. Training methods to be used
19. Attendance registers must be provided during the sessions.
20. Evaluation forms at the end of the learning programme
21. Provide updated training schedules as and when requested
22. provide monthly progress reports
23. Provide regular reporting on the progress made by each individual learner and/or as required by the Municipality
24. Provide registered, qualified assessors and moderators to assess and moderate learners against the full programme qualification
25. Offer learner(s) remedial training and assessment opportunities as and when required in order to facilitate competence of each learner against all unit standards or modules of the programme
26. Facilitate the building of a portfolio of evidence for each learner to demonstrate competence against the full programme qualification
27. Facilitate the assessment and moderation of learner portfolios
28. Facilitate the registration of learners with EWSETA on the National Learner Record Database (NLRD)
29. Issue learners with a recognized competence certificate for the learning area(s) successfully completed
30. 10% will be retained to be paid once the Close out report has been received
6. EXPECTED OUTCOMES

The learners must be assessed against the following unit standards:
Core unit standards: 71 credits

- Handle and dispose of water and wastewater sludge
- Interpret material safety data sheets (MSDS) in order to address chemical safety in the workplace
- Operate a sand filter
- Apply personal safety practices in the water sector
- Conduct sampling for water and wastewater treatment processes
- Conduct water treatment process control tests
- Demonstrate an understanding of HIV/AIDS and its implication
- Demonstrate knowledge and understanding of plant equipment
- Demonstrate knowledge of elementary biology in the water wastewater environment
- Demonstrate knowledge of water cycle, water and wastewater systems and processes
- Keep the work area safe and productive
- Operate pumps
- Operate the chlorine dosing process
- Operate water and wastewater chemical dosage systems

Fundamental unit standards: 36 credits

- Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- Demonstrate understanding of rational and irrational numbers and number systems
- Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts
- Respond to selected literary texts
- Use language and communication in occupational learning programmes
- Use mathematics to investigate and monitor the financial aspects of personal and community life
- Work with a range of patterns and functions and solve problems
- Write/present for a defined context

Elective unit standards: 29 credits

- Demonstrate basic knowledge of the wastewater treatment process
- Operate a biological trickling filter
- Operate water recovery unit
- Carry out basic first aid treatment in the workplace
- Demonstrate knowledge of activated sludge processes in wastewater treatment
- Operate a rapid gravity filtration process
### 7. EVALUATION CRITERIA

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<th>Criteria</th>
<th>Rating</th>
<th>Scoring</th>
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| Experience                | Number of water and wastewater treatment operations learnership implemented in Municipalities and/or Public Institutions. | <3 Municipalities and/or Public Institutions=5  
< 5 Municipalities and/or Public Institutions= 10  
6 and above = 20 |
| Validity of Service Provider Accreditation | Service provider accredited with EWSETA to do NC: water and wastewater treatment operations | No accreditation =0  
Other SETAs=0  
EWSETA=20 |
|                           | Nature of accreditation/accreditation status                           | No accreditation =0  
Provisionally accredited =5  
Full accreditation=20 |
| Tenure of accreditation   |                                                                         | Expired accreditation =0  
Accreditation that expires during the learning programme=5  
Recent current accreditation =10 |
| Scope of accreditation : the accreditation letter /certificates outlines the unit standards /qualification for NC water and wastewater treatment operations |                                                 | Not outlined / not relevant =0  
Relevant =20 |
| Project Plan              | Project planning, understanding of Terms of Reference and clear Methodology | 1 to 10 |

The service provider that obtains scores less than 70 will not be considered for price.

### 8. REQUIREMENTS

A service provider must:
1. be registered in the municipal data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate
4. submit a valid accreditation letter/ certificate
5. Undertake to provide the required service from the date of appointment to the end date.
6. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverables
7. The payment of the Service Provider is subject to LGSETA transferring Discretionary grant fund for Further Education Training Certificate: plumbing to Alfred Nzo District Municipality which is paid in trenches.
8. The Service Provider will enter into Service Level Agreement with Alfred Nzo District Municipality,
9. The service provider must have previous experience with regards to conducting of FETC: plumbing and registered, qualified facilitators, assessors and moderators to assess and moderate learners against the full programme qualification.
10. Service provider must demonstrate capacity to deliver on the project and share their methodology in details
11. The Service Provider must comply with EWSETA ETQA

9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality and Acting Senior Manager Corporate Services is the designated Project Manager. The Municipality reserves the right to make direct bookings for any service with the service provider of its choice without utilizing the services of the appointed agency.

10. PROJECT TIMEFRAME

The contract is for a period 12 months.

11. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the “scope of work”. The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Submitted by: MR. N. R. XOLO  
ACTING/SNR MANAGER: CPS

Date: 27 JANUARY 2016