

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DQP70/2023LG	CLOSING DATE:	08 SEPTEMBER 2023	CLOSING TIME:	11AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTERGRATED KZN PROVINCIAL DISASTER MANAGEMENT.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Room 8, 13 th Floor, Natalia Building, 330 Langalibalele Street, Pietermaritzburg					
eMail: sandisiwe.ndlovu@kzncogta.gov.za OR helene.ruiters@kzncogta.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Sandisiwe Ndlovu		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
TELEPHONE NUMBER	033 260 8197		CONTACT PERSON	Sibongiseni Ngema	
E-MAIL ADDRESS	Sandisiwe.ndlovu@kzncogta.gov.za		TELEPHONE NUMBER	066 475 2308	
			E-MAIL ADDRESS	Sibongiseni.ngema@kzncogta.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – FIRM PRICES (SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME: 08 September 2023 @ 11am VALIDITY PERIOD: 120 DAYS

QUOTE NO: DQP70/2023LG	PERIOD : 120 DAYS
Description: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTERGRATED KZN PROVINCIAL DISASTER MANAGEMENT.	NAME AND ADDRESS OF BIDDER(FIRM) TEL: FAX:
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO <i>(Delete which is not applicable)</i>
TOTAL BID PRICE (Inclusive of VAT)	<i>R</i>
BID PRICE IN WORDS	
REMARKS (If any):	 (Signature of Bidder) DATE: (Signature of Witness) DATE:

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

****all applicable taxes** includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, name).....
in submitting the accompanying bid, do hereby make the following statements that I
certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature **Date**

.....
Position **Name of bidder**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	State Evidence / Proof provided to substantiate any claim in regard to preferences/ specified goal/s (To be completed by the tenderer)
BLACK OWNERSHIP	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	

SBD 7.1

TERMS OF REFERENCES

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP AN INTEGRATED KWA-ZULU NATAL PROVINCIAL DISASTER MANAGEMENT PLAN

1. Purpose of assignment

To develop an integrated Kwa-Zulu provincial disaster management plan on behalf of the Provincial Disaster Management Centre (PDMC). With this plan, the PDMC aims to achieve the following objectives:

- 1.1.** To establish processes for the development and implementation of a comprehensive provincial disaster risk assessment;
- 1.2.** To improve the understanding of disaster risk, hazards, and vulnerabilities within the jurisdiction of the PDMC;
- 1.3.** To define the roles and responsibilities of all relevant organs of state and stakeholders, including both internal and external, throughout the disaster management cycle;
- 1.4.** To strengthen inclusive disaster management governance in the province through empowerment mechanisms for both local authorities and communities as partners to reduce and manage disaster risks;
- 1.5.** To ensure that climate change adaptation measures and strategies are incorporated in development planning to reduce the impact on human settlements, vulnerable communities, infrastructure as well as ecosystems;
- 1.6.** To ensure the optimization of the province's disaster preparedness for effective response;
- 1.7.** To enhance resilience and prevent the emergence of new disaster risks and reduce the existing risks;
- 1.8.** To promote a culture of disaster risk prevention and mitigation across all organs of state, stakeholders, and communities;
- 1.9.** To identify and establish effective information management and communication systems to enable the collection, processing and smooth flow of information to decision-makers and the affected communities including relevant organs of state and stakeholders
- 1.10.** To develop capacity at all levels to effectively respond to multiple hazards and for community-based disaster management;
- 1.11.** To promote the facilitation of mainstreaming of disaster management into the developmental planning and processes; and
- 1.12.** To establish proper disaster activation and mobilisation as well as incident protocols to be followed when a disaster has occurred.

2. Background

- 2.1.** The Sendai Framework for Disaster Risk Reduction (2015-2030) (SFDRR) places emphasis on the need for a "better understanding of disaster risks" as well as enhancing disaster

preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction. Therefore, it is crucial to develop applicable disaster management plans which provide for the establishment of risk reduction strategies. Furthermore, SFDRR stresses the need to "strengthen disaster risk governance to manage disaster risk"; and "invest in disaster risk reduction for resilience". In this regard, the current provincial DM Plan does not comprehensively provide for the four priorities as outlined by the SFDRR. Hence, the need to review and update the current Plan.

- 2.2.** The Constitution of the Republic of South Africa, 1996, Chapter 3 S40(1) and S41 (b) states that all spheres of government and all organs of state within each sphere must secure the well-being of the people of the Republic. Furthermore, Schedule 4A of the Constitution lists disaster management as a functional area of concurrent national and provincial legislative competence.
- 2.3.** Disaster Management is defined by the Disaster Management Act, 2002 (Act No. 57 of 2002) (henceforth called the Act), as "a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at-
 - (a) preventing or reducing the risk of disasters;
 - (b) mitigating the severity or consequences of disasters;
 - (c) emergency preparedness;
 - (d) rapid and effective response to disasters; and
 - (e) post-disaster recovery and rehabilitation.
- 2.4.** The Disaster Management Act, 2002 (Act No. 57 of 2002) (henceforth called the Act), Section 30 outlines the powers and duties of a provincial disaster management centre which include (b) promoting an integrated and coordinated approach to disaster management in the province, with special emphasis on prevention and mitigation by- (i) provincial organs of state in the province; and (ii) other role-players involved in disaster management in the province. Furthermore, Sections 38 and 39 place explicit responsibility on the province to prepare disaster management plans (DM Plans) setting out the following (amongst others)- its roles and responsibilities in line with the disaster management framework; disaster management strategies; contingency strategies and emergency procedures; mainstreaming of the DM Plan with those of their organs of states; and the provincial DM Plan must be regularly reviewed and updated.
- 2.5.** It is worth noting that the successful implementation of the Act depends on the preparation and alignment of disaster management frameworks and disaster management plans by all spheres of government (sections 25, 38, 39, 52, and 53 of the Act). Disaster management is multi-disciplinary and multi-sectoral hence the importance of integrated and collaborative efforts by all organs of state and other relevant stakeholders. Disaster risk management

planning involves the development of risk reduction strategies, hazard-specific contingency plans and operational plans, guidelines and disaster response and recovery activities.

- 2.6. Planning for disaster risks should take into consideration the fact that disaster risks are not static, but change seasonally and over time. It is therefore vital to ensure that disaster risk management plans are relevant and are aligned with changes and new developments and that they should integrate climate change and adaptation issues. It is worth noting that failure to plan is planning to fail because planning reduces the chances of risks while avoiding duplication or wasting of resources.
- 2.7. The National guideline on the Development and Structure of a Disaster Management Plan was developed in 2017 in terms of Section 19(a) of the DMA and section 3.6 of the National Disaster Management Framework, 2005 (NDMF). This guideline provides a uniform structure to address the considerable unevenness in disaster risk management planning organs of state. It should be taken into consideration that the provincial DM Plan was last reviewed in the year 2016, before the National guidelines were developed. Moreover, the current Plan is not addressing the current risks since risks are ever-changing. In line with the above-mentioned legislative prescripts, it can be observed that there is a need to review and update the provincial Plan in order to comply with the relevant legislation.

3. Scope of the assignment

The development of the Disaster Management Plan is a phased multi-year project. There will be two phases to the process of the development of the Disaster Management plan for the province. The first phase will focus mainly on the Disaster Risk Assessment of two priority hazards, namely: Floods, and Drought and the second phase will focus on the disaster risk assessment of two priority hazards, namely: Fire, and Lightning as well as drafting and finalising the DMP document.

3.1. Phase 1

The first phase will focus main activities will be conducting the risk assessment for two priority hazards that will inform disaster risk management planning and disaster risk reduction in the province. The Disaster risk assessment during phase 1, will focus on the hazard: **Flooding and Drought**. The following activities will be carried out by the appointed service provider, as well as form an integral part of the plan:

- 3.1.1. Use an appropriate methodology to identify, analyses and the provinces' comprehensive disaster risk assessment focusing on flooding and drought;
- 3.1.2. Determine the affected areas, probability frequency, predictability, magnitude and impact across the province in relation to flooding and drought;
- 3.1.3. Define the integrated institutional capacity to be established within the PDMC and organs of states to enable the effective development and implementation of disaster management in relation to flooding and drought;

- 3.1.4. Outline and define the roles and responsibilities of each organ of state and stakeholders to implement integrated disaster risk management plans and risk reduction programmes in accordance with the approved frameworks in relation to flooding and drought;
- 3.1.5. Outline and define the roles and responsibilities of each organ of state and private sector, in terms of demonstrating the risk reduction measures to be put in place provincially to build resilience and promote risk avoidance;
- 3.1.6. Outline the institutional structures and arrangements to be used to coordinate and implement preparedness planning;
- 3.1.7. Define and outline systems and institutional arrangements to ensure effective and appropriate integrated disaster response when significant events or disasters occur or are threatening to occur;
- 3.1.8. Define and outline systems and institutional arrangements to ensure effective and appropriate integrated disaster recovery;
- 3.1.9. Outline the information management and communication systems to be used during the implementation of the provincial disaster management plan, and the identification of institutional structures, organs of state and stakeholders, in reference to materials relevant to the implementation of the integrated disaster management plan in relation to, but not limited to data collection, reporting, and recording, communication to the public and communication and information dissemination to decision makers;

3.1.10. GIS Portal

- 3.1.11. The service provider will be contracted for a **period of twelve (12) months for Phase 1**, within which he/she will be expected to do the following:
 - a) Submit the methodology and approach in conducting this project, accompanied by the project schedule in a Gantt chart format;
 - b) Submit monthly and quarterly progress reports on the project;
 - c) Submit the full programme on the transfer of skills to identified PDMC staff; and
 - d) Submit a comprehensive integrated disaster management risk assessment as identified in the methodology in Section 4 below.

3.2. Phase 2

The second phase will focus main activities will be conducting the risk assessment for two priority hazards that will inform disaster risk management planning and disaster risk reduction in the province. The Disaster risk assessment during phase 2, will focus on the hazard: **Fire and lightning**. The second phase will also focus on drafting and finalising the disaster management plan of the province. The activities that will be carried out by the appointed service provider during Phase 2 will be similar to those in Phase 1 (3.1.1. – 3.1.10) with the exception of submitting a comprehensive integrated disaster management plan as identified in these ToRs.

4. Detailed methodology for the assignment

4.1. Legal aspects

In the disaster risk assessment for the Province of KwaZulu-Natal, the Service Provider must ensure that the study is conducted and developed within the legislative framework for disaster risk management in South Africa and is consistent with the provisions of the Constitution of the Republic of South Africa Act No.108 of 1996, the Disaster Management Act (2002), the National Disaster Management Framework (2005), the disaster risk management policy framework of the province concerned, the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems Act), and any other relevant legislation.

a) Implications of flawed assessments

The Service Provider must take cognisance of the legal and other implications of producing a flawed assessment that contains incorrect or unverified risk assessment findings on which planning decisions will be made. The Service Provider must therefore ensure that the assessment is robust and that it can reliably inform risk reduction planning.

b) Data provision

In order to avoid duplication, the Province of KwaZulu-Natal PMDC will make available to the service provider its own data as well as any other data at its disposal that may be of relevance to the disaster risk assessment or any aspect of it. Ownership and copyright of such data rests with COGTA and, where relevant, other government departments.

The copyright of the data shall not be infringed for the purposes of:

- correcting errors in the data set;
- derivative works in which the derived work(s) results in original work(s);
- research, private study, or personal or private use; and
- creating a backup copy.

c) Data ownership and data custodianship

The custodian of the data will be the Chief Director: Disaster management.

d) Data exchange

Data related to this project may not be shared by the Service Provider with any third party for the duration of the project or thereafter.

e) Data management

The Service Provider will be responsible for:

- quality control and assurances of newly created datasets;
- the content and formats of such data;

- validation of such data;
- storage and security for the duration of the project, until the final delivery of the project data; and
- maintenance and updates of metadata, until final delivery of the project data.

With reference to the set spatial resolution, as described in **section 6** below on GIS requirements and specifications, the Service Provider must take into consideration the implications of including or excluding communities in terms of risks and vulnerabilities.

4.2. Project management and reporting

In compliance with section 2.4.2.1 of the National Disaster Management Framework, the Province of KwaZulu-Natal PDMC will appoint a technical advisory committee (TAC) comprising nationally recognised specialists in hazard, risk and vulnerability assessments to assist with the monitoring of progress with the project and the validation and/or interpretation of the methods and findings generated.

The Service Provider must provide documented evidence that external validation has taken place. The external validation process must be completed before any reports or maps for planning purposes are generated.

a) Disputes

Any dispute arising between the technical advisory committee, or the PDMC and the Service Provider will be dealt with in terms of a dispute resolution/arbitration clause included in the contract agreement to be concluded between the Province of KwaZulu-Natal PDMC and the Service Provider before the commencement of the project.

b) Reporting

The Service Provider must include in the project proposal a detailed account of the envisaged disaster risk assessment process, which should include exhaustive project management schedules reflecting specific deliverables linked to time frames, payment intervals, and reporting intervals.

The Service Provider must note that the due date for the first deliverable must be no later than **1 December 2023** and that this must be clearly reflected in the project management schedules.

c) Distribution of findings

The distribution of findings, outcomes, reports, minutes and other information or data created by the Service Provider may only be released or distributed in accordance with the instructions of the technical advisory committee and/or KZN PDMC. No information may be released to any stakeholder or role player without such prior approval.

The methods adopted for the approved distribution of information, findings and/or outcomes must take into account the capacity of relevant role players in respect of access to electronic media and must make provisions accordingly.

d) User guides

The Service Provider must supply user guides for databases, the geographic information system (GIS), and any other components relating to the disaster risk assessment. User guides must be unambiguous and written in plain language. Where necessary, they must include instructions for making amendments and methods for updating databases, the GIS and other relevant components.

The Province of KwaZulu-Natal PDMC reserves the right at any stage during the project and up to six months after the completion of the project to request (written) additional explanation on a particular deliverable. Such information must be supplied by the Service Provider within a reasonable period after the request.

The Service Provider must indicate how certain data should be interpreted. Wherever databases are incomplete or not statistically 'certain', this should be clearly stated, and the limitations of use should be clearly indicated.

The Service Provider must provide metadata as well as a data matrix of the origin of the data and who the custodians of the data are.

e) Review of the process and monitoring of results

The Service Provider must undertake to fully cooperate with the external validation process and the technical advisory committee.

The Service Provider must also include internal monitoring and validation mechanisms that are scientifically sound and consistent with generally accepted project management review methodologies. The Service Provider must indicate and fully explain the methods used in this regard.

Methods and conditions for conducting follow-up research must be included in the report. The Service Provider must be available for a reasonable period after the completion of the project for questions relating to the data management system, the GIS, and associated research or assessments.

4.3. Consultation and stakeholder sensitisation

This section establishes the parameters for ensuring that the provisions in section 7(2)(f)(i–iii) of the Disaster Management Act are complied with.

a) Stakeholder consultation and interviews

The purpose of stakeholder consultations is firstly to ensure ground-truthing of the study through field consultations with communities at risk of the threats being assessed and secondly, to consult with appropriate end-users in respect of the design of the study.

The study must include field consultations with the following role players:

- Members of the PDMAF
- Disaster Management Practitioners (All 10 Districts and 1 Metro)
- Traditional Leadership
- Academic Institutions in the Province
- Organised business in the Province
- The insurance industry in the province
- Other relevant Non-Government Organisations

Where appropriate, such consultations can take place through existing representative forums such as Integrated Development Planning structures and the Provincial and Municipal Disaster Management Advisory Forum.

The Service Provider must conduct interviews with relevant key stakeholders during each stage of the assessment. The purpose of such interviews is to gather information on the formulation of questionnaires and/or the implementation of the assessment as well as on the interpretation of the findings for the functional area of a particular stakeholder.

Interviews must be conducted with, but not confined to, the following stakeholders:

- Members of the PDMAF
- Disaster Management Practitioners (All 10 Districts and 1 Metro)
- Traditional Leadership
- Academic Institutions in the Province
- Organised business in the Province
- The insurance industry in the province
- Other relevant Non-Government Organisations
- Community leaders

Assessment reports submitted by the Service Provider must show evidence of all consultations and interviews conducted.

b) Involving the Municipalities in the disaster risk assessment process

To ensure the engagement of municipalities and stakeholders, to promote understanding of disaster risk management and to transfer skills, the Service Provider must employ the services of the relevant community, community development workers, volunteers and, where relevant, students from local institutions of higher learning in the data collection process.

The Service Provider must ensure that project-specific training and the transfer of skills take place. Every effort must be made to ensure that data collectors are exposed to the continuum of data acquisition, capturing and visual representation.

The Service Provider can liaise with the head of the disaster risk management centre to establish contact with appropriate local groups for this purpose.

The Service Provider must make provision in the tender price for the costs associated with training, remuneration, travelling, subsistence and any other incidental expenses for the engagement of local data collectors.

c) Assessment of existing capacity in other departments and among other role players

The Service Provider must establish contact with all role players to sensitise them to the process and to obtain their cooperation. The Service Provider must conduct an exhaustive audit to ensure the identification of all relevant role players in accordance with the Disaster Management Act.

This part of the assessment should provide a clear overview of existing resources and the capacity of role players (in relation to their functional areas) to contribute to disaster risk management in the Province of KwaZulu-Natal. Any gaps or lack of capacity to meet role expectations and responsibilities must be identified and appropriate alternate options must be recommended.

Furthermore, the Service Provider must present an overview of all existing (departmental, district municipalities and other) disaster management plans and their relevance and/or shortcomings in this section of the assessment report. The report must indicate which aspects of existing plans can be incorporated into the new disaster management plan(s) and structures.

d) Establishing contacts and building capacity

The Service Provider must ensure that the entire disaster risk assessment process is based on the principles of stakeholder participation and capacity building. As indicated in the next section (section 5), methods of investigation must include interviews and workshops with role players and contact sessions with other stakeholders, including traditional leaders and local communities. These contact sessions must be used as an opportunity to build capacity among the people of the Province of KwaZulu-Natal.

At every opportunity, the Service Provider must incorporate an introduction to the concepts of disaster risk management with particular emphasis on the shift in focus to disaster risk reduction. In cases where more than one meeting is being held with the same group or individual, the Service Provider must aim to build a further understanding of disaster risk management concepts.

The goal of consultations must therefore be twofold: to collect data for the research, and simultaneously to build capacity among the people of the Province of KwaZulu-Natal. The Service Provider must apply the principle of capacity building throughout the process of the assessment.

4.4. Methods of investigation

The methodology adopted in conducting the disaster risk assessment for the Province of KwaZulu-Natal must be consistent with that described in the National Disaster Management Framework (Key Performance Area 2: Disaster risk assessment, pages 25–38) and with the specifications provided in this document. The findings must provide the necessary direction to enable the Province of KwaZulu-Natal and the district municipalities to develop and implement disaster risk management plans in accordance with the provisions of the Disaster Management Act and the National Disaster Management Framework (Key Performance Area 3: Disaster risk reduction, pages 39–53).

a) Scope of the assessment

In order to enable the Province of KwaZulu-Natal. to initiate and fast-track the development and implementation of disaster risk reduction and contingency planning, the disaster risk assessment process shall be conducted in two phases.

As indicated in section 1.1 above, the outcomes of this first phase of the assessment process must inform the first phase of the development of a Level 1 Disaster Risk Management Plan. Therefore, the assessment must show evidence of the following, which must be detailed in the assessment report.

- the development of contingency plans for known priority risks;
- the development of operational plans for all response and recovery activities associated with the priority risks identified;
- strategic developmental planning focused on vulnerability reduction and increasing capacity;
- the identification of developments, areas and communities that are at high risk due to their multiple vulnerabilities and accordingly will require strategic interventions in the next level of planning;
- the development of hazard and risk maps;
- the provision of information to populate the disaster risk management information system database and the resource database in particular. The information provided must include

baseline data which will assist with determining the sub categories and variables to be taken into account when conducting rapid assessments of the impact of disasters on the following key categories:

- human
 - social
 - physical (infrastructure)
 - economic
 - natural/environmental; and
- Contribute towards the development and establishment of an early warning and emergency communication system for the province and municipalities at risk.

The research and assessments should at all stages conform to the requirements set out below in sections 5.2 to 5.7.4.

b) Methodology

In conducting the research, the Service Provider must utilise various methods of investigation, including questionnaires, (general and in-depth) interviews, consultations with experts, workshops, transect walks, and so forth. Other methods can be randomly chosen (e.g. direct observation, children's drawings, historical profiling, etc.) according to the required outcomes. Specific attention must be given to the engagement of indigenous knowledge. The methodology for qualitative and/or quantitative research designs should be in accordance with scientific research principles that ensure trustworthiness and validity.

c) Ground-truthing

In order to correctly interpret and integrate historical facts, traditional knowledge and capacities, and past experience(s), the investigation must be ground-truthed to ensure that the assessment accurately reflects the situation 'on the ground'.

All data must be cross-checked according to scientifically sound methods.

d) Mechanisms for updating data

The report must include recommended methods and time intervals for the updating of all data gathered as well as an indication of the minimum level of skills required to conduct future updates or additions to the data.

e) Data gathering and integration

All data gathered by the Service Provider must be made available to all relevant role players who, in terms of the Disaster Management Act, have disaster risk management responsibilities. The making available of information should be in accordance with the requirements for the distribution of findings set out in section 3.3 above.

Any data gathered must be presented in a logical and clear manner. Databases must be consistent, easily understandable and user-friendly. The design of the databases must be documented for future reference and maintenance purposes. Databases must be easily updateable.

To facilitate the development of the disaster risk management information system, simultaneous geo-referencing should take place wherever possible.

The role of GIS must be specified in the methodology, as proposed by the Service Provider. Specific attention must be given to:

- the use of existing data;
- creating new datasets;
- applying formulae;
- filling out of questionnaires; and
- spatial analysis.

A data-flow diagram must be compiled and updated as the project progresses, in accordance with the research methodology. Any deviation and adjustment to the methodology must be motivated and indicated in the data-flow diagram.

f) Adaptation of methods of investigation according to outcomes

Although the original tender must be in line with the current reality in the Province of KwaZulu-Natal, it is possible that in the process new data could emerge that may have an influence on the further development of the disaster risk assessment and on project planning. In this regard, the Service Provider must indicate any adjustments of or adaptations to project plans necessitated by the emerging data. This should however not have any financial implications or influence on the timing of the project.

g) Elements of the study

The disaster risk assessment must contain an exhaustive description of the Province of KwaZulu-Natal. It must determine the levels of risk by analysing and describing the potential hazards prevalent in the area and must assess the conditions of vulnerability that increase the chance of loss for particular elements at risk, including environmental, social, infrastructural, agricultural, economic and other elements that are exposed to a hazard and are at risk of loss. It must determine the levels of risk for different situations and conditions and must help to set priorities for action. It must also include a description of the available capacities to cope with those risks.

Disaster risk must be represented as a function of the following three aspects:

Disaster risk = hazard x vulnerability

capacity

The Service Provider must utilise a variety of methods of investigation to achieve a realistic and robust disaster risk assessment for the Province of KwaZulu-Natal.

As stated in section 1.1 above, the disaster risk assessment is a process which must produce several outcomes. Sections 5.7.1 to 5.7.4 below give an overview of the outcomes expected from the Service Provider for each of the factors in the equation above.

In accordance with section 2.1.2 of the National Disaster Management Framework, the disaster risk assessment for a specific threat must answer the following questions:

- How frequently can one expect an incident or disaster to happen?
- Which areas, communities or households are most at risk?
- What are the likely impacts?
- What are the vulnerability or environmental and socio-economic risk factors that increase the severity of the threat?
- What capabilities or resources exist to manage the risk?
- Is the risk becoming more serious?
- Is the risk undermining development progress in the areas, communities and households it affects?
- If so, is the management of the risk a development priority?
- In the areas and communities affected by the risk, are there any other significant risks?

i) Hazard analysis

The findings of the hazard analysis must contain the following aspects:

- The findings must include the identification of all potential hazards to which the area of the Province of KwaZulu-Natal could be exposed.
- The identified hazards must be classified in accordance with the uniform classification method described in Table 2.3 of the National Disaster Management Framework. This table is included as Annexure C in this document.
- Where possible, a quantified assessment of all the potential hazards identified in the study must be included to establish a prioritised list of specific known hazards, which will serve to inform contingency planning for the Province of KwaZulu-Natal. The assessment must take into account probability of occurrence in a specified future time period, the intensity and area of impact, and any other relevant factors
- The hazard analysis must include an exhaustive description of each specific known priority hazard for the area as a whole, in respect of frequency, magnitude, speed of onset, geographical location of areas affected, and duration. In order to ensure uniformity, use

should as far as possible be made of known hazard scales such as the Fujita/Beauford/Palmer Drought Index for the analysis of hazard probability/intensity/frequency.

- The results of the hazard analysis must include the presentation of hazard maps in GIS format.

ii) Vulnerability assessment

The vulnerability assessment must describe and, where possible, quantify the vulnerability of people, infrastructure, services, economic activities and natural resources exposed to the hazard.

The vulnerability assessment must cover the following categories:

- Human/social;
- physical (infrastructure)
- economic; and
- environmental.

To provide indicators for the prioritisation of developmental planning for the district municipality, the vulnerability assessment for this phase of the disaster risk assessment must include:

- the identification of vulnerabilities commonly prevalent throughout the municipal area as a whole;
- an exhaustive description of these vulnerabilities;
- where possible, the quantification of these vulnerabilities; and
- GIS-format maps showing the identified vulnerabilities

The findings of the vulnerability assessment must include the identification of highly vulnerable groups or categories such as the elderly, children and child-headed households.

The assessment must also identify, quantify and map, in GIS format, high-risk developments, including areas and communities with multiple vulnerabilities, which will be the subject of more detailed risk investigations in the next phase of the disaster risk assessment for the Province of KwaZulu-Natal.

Common vulnerabilities

Common vulnerabilities refer to indicators that specify the vulnerability of a certain population in terms of its economic, social, environmental and physical vulnerability (sub-categories).

The Service Provider must identify and assess indicators that describe common vulnerabilities in relation to (a particular) hazard(s). Those indicators should be a valid, ground-truthed and scientifically sound description of a factor contributing to the vulnerability of areas, communities and households.

Common vulnerability indicators must be presented for the smallest demarcated geographical area, i.e. a municipal ward. Every ward must be awarded values according to the indicators, and a function of all the indicators should describe their 'total vulnerability' in relation to (a particular) disaster(s).

The resulting database (wards, indicators and resulting 'total vulnerability') must be represented on the GIS.

Multiple vulnerabilities

In preparation for the next stage of the disaster risk assessment, the report must identify areas and communities that are specifically at high risk. The assessment must indicate such areas and communities, their location, the specific hazard(s), and indicate which vulnerabilities contribute to the risk. The report must make recommendations on the type of expertise necessary to participate in conducting more detailed and specific risk investigations, the results of which will inform the development and implementation of holistic disaster risk reduction programmes and projects to address the problem. The outcomes of the assessment must be represented in GIS format and must describe and fully motivate the methodology adopted.

In order to avoid future high-risk developments, the report must identify and propose methodologies for the assessment of future developments, and set minimum criteria for the identification of developments requiring assessment.

iii) Assessing capacity

This element of the assessment embraces the following three aspects:

- institutional capacity;
- individual capacity; and
- societal capacity.

Assessment of institutional capacity

In conducting the assessment of existing infrastructure, the Service Provider must ensure that the assessment includes, but is not confined to, the gathering of information that will enable the Province of KwaZulu-Natal to comply with the provisions of sections 16(1)(2), 17(2) and 46(1)(a–b) of the Disaster Management Act.

In addition, the assessment must include information gathered on the status of all other relevant infrastructure such as:

- key installations and other critical lifeline infrastructure;

- electricity supply and communications systems, including alternate sources in the event of a breakdown;
- information technology;
- water supplies, including distribution, dams, rivers and reservoirs;
- major roads and access routes, including bridges;
- the availability of stocks of emergency supplies such as water, food and blankets; and
- emergency and essential services and their capacity to contribute to disaster response and recovery activities such as other disaster risk management centres, policing and security services, fire services, private business institutions, non-governmental organisations and community-based organisations.

The information must be represented on (a) map(s) using GIS.

Assessment of Individual and societal capacity

A livelihoods assessment using a variety of known techniques should be used to allow the Service Provider to identify and assess indicators that describe the capacity of areas, communities and households to use existing resources to withstand, cope and recover from unusual and adverse conditions as a result of significant events and/or disasters. Indicators should be a valid, ground-truthed and scientifically sound description of coping capacities.

Individual and societal capacity indicators should at least be presented on a ward level. Every ward should receive values according to those indicators, and a function of all the indicators should describe their 'total capacity' in relation to significant events and/or disasters.

The resulting database (wards, indicators and resulting 'total capacity') must be represented on the GIS.

iv) Determining levels of risk

Levels of risk must be determined through a mathematical formula consistent with the scales and variables used to determine hazard, vulnerability and capacity. This formula must be scientifically sound and robust and must take into account the changing environment.

The risk must be represented on the GIS, at least at a local municipality level.

4.5. GIS requirements and specifications

The purpose of using GIS in the context of this project is firstly to support the Service Provider in conducting the assessment. This implies that GIS functions will be required in all tasks, where appropriate. The second reason is that it serves as a management and decision-making tool for disaster risk management in the Province of KwaZulu-Natal.

It must be emphasised that GIS technology should not be used as a 'map-making tool' only and that the Service Provider must be able to carry out at least the following functions:

- data sourcing;
- data capturing;
- data evaluation and validation;
- spatial analysis;
- map composition; and
- data management

a) Data requirements

The Province of KwaZulu-Natal PDMC will provide all GIS data that it has at its disposal. The legal implications with regard to data provision discussed in section 2 above must be noted. Before commencing any GIS work, the data provided by the KZN PDMC must be assessed and evaluated in terms of the goals and objectives, as proposed by the Service Provider.

The following requirements apply:

- All data capturing must be conducted on a ward level.
- The input data for all maps generated during the course of the project must be specified.
- All changes to existing datasets must be specified and reflected in the meta database.
- All datasets must conform to sound database principles, e.g. datasets must be free of duplicate features or records.

b) Technical requirements

The following data formats are specified:

Spatial data

File format Portable GIS format across different platforms.

Projection Transverse Mercator.

Datum Hartbeeshoek Lo 27 (WGS84).

Metadata

XML file, selected metadata fields requiring population to be agreed upon during project start-up.

4.6. Deliverables

The final project deliverables must include the provision of the items outlined below.

a) Database for the disaster risk management information management system

A comprehensive database must be designed and populated in accordance with sections 16, 17, 46, 47 and 48 of the Disaster Management Act and the National Disaster Management Framework.

In order to facilitate the development of the disaster risk management information management system required by the sections of the Act referred to above, simultaneous geo-referencing should wherever possible routinely take place during the data collection process.

Spatial data

Spatial data must be provided for at least the following:

- all newly created data used as input for the assessment;
- all newly created data resulting from the assessment; and
- base data provided by the Province of KwaZulu-Natal PDMC and which has been updated.

Alpha-numeric data

Alpha-numeric data must be provided for at least the following:

- all attribute data associated with geographic features; and
- all attribute data used as input for applying formulae.

Metadata

Metadata must be provided for at least the following:

existing data obtained from the Province of KwaZulu-Natal PDMC

- all newly created spatial data;
- all newly created alpha-numeric data; and
- all changes and updates to existing data.

b) Maps

An electronic version of each final map must be provided in either PDF or JPG format.

c) Media

3 copies of all final electronic deliverables must be provided on USB, clearly marked for content, date and version together with two hard copies.

d) Roles and responsibilities

In terms of the definition of a data custodian, the Province of KwaZulu-Natal PDMC will be responsible for data maintenance and upgrading.

The Service Provider is required to prepare a strategic implementation document, which must:

- fully describe the product as delivered to the Province of KwaZulu-Natal PDMC;

- describe and recommend actions that need to be carried out in terms of the updating of data; and
- state the possibilities and restrictions with regard to data changes and updates.

4.7. The interface between disaster risk assessment findings and the disaster risk management planning process

The Service Provider must at all times maintain close cooperation with the Provincial Disaster Risk Management Advisory Forum of the Province of KwaZulu-Natal and the technical advisory committee. Progress reports and findings of this project must be presented to the advisory forum for consultation and comment. The comments and recommendations of the advisory forum must be taken into consideration, and relevant amendments and/or adaptations must take place accordingly.

a) Contingency plans for priority risks

The Service Provider must ensure that the findings of the assessment will facilitate the development of risk-based contingency plans for the priority risks identified in the study by the relevant role players in municipal departments and other municipal entities of the district municipality and in local municipalities (including municipal departments) and other municipal entities of local municipalities in the district.

b) Integration of findings into the IDP to address vulnerabilities

The report must include recommendations in respect of priorities for developmental projects and programmes to address the most prevalent common vulnerabilities for inclusion in the IDP.

4.8. Special financial provisions

Provision must be made by the Service Provider in the tender amount to cover all logistical costs associated with stakeholder consultation, data collection and capacity building.

5. Deliverables

5.1. Phase 1 and Phase 2

On commencement, during the execution and upon completion of the assignment, the following deliverables are expected from the preferred bidder:

- 5.1.1. A proposal with details on the methodology and approach of the implementation of the project (A project plan and implementation plan);
- 5.1.2. A Gantt chart outlining the project schedule;
- 5.1.3. Printed maps in high-resolution format and in electronic format;
- 5.1.4. Proposed programme for the transfer of skills and knowledge to PDMC assigned officials;
- 5.1.5. Monthly and quarterly progress reports on the project;

- 5.1.6. A comprehensive provincial disaster risk assessment for the identified hazards (Flooding, Drought, Fire and Lightning);
- 5.1.7. A comprehensive integrated provincial disaster management plan (Phase 2) and
- 5.1.8. A detailed close-out report upon completion of the project.

6. Time Frame

6.1. Phase 1

- a) The contract with the successful service provider will be for a period of 12 months to complete.
- b) The project will commence upon the date of signing of the Service Level Agreement (SLA) between the COGTA - PDMC and the Successful bidder/ service provider.
- c) The contract with the successful service provider will be during the 2023/24 Financial year.

6.2. Phase 2

- a) The contract with the successful service provider will be for a period of 12 months to complete.
- b) The project will commence upon the date of signing of the Service Level Agreement (SLA) between the COGTA - PDMC and the Successful bidder/ service provider.
- c) The contract with the successful service provider will be during the 2024/25 Financial year.

7. Budget Breakdown

Phase 1 (2023/24)
Flood Risk Assessment
Drought Risk Assessment
Total
Phase 2 (2024/25)
Fire Risk Assessment
Lightning Risk Assessment
Drafting and Consolidating the Disaster Management Plan
Total

8. Performance Measurement/ Reporting

To facilitate the performance of Service Provider and monitor their scope of work, the COGTA will:

- 8.1. Enter into a Service Level Agreement (SLA) that will govern the relationship between CoGTA and the Service Provider.
- 8.2. The SLA will include project assignments that will address each of the project deliverables.
- 8.3. Establish a Project Steering Committee to manage, monitor and oversee the project. The Chief Director (PDMC) will chair this Project Steering Committee. The Steering Committee will appoint the Project Manager who will manage and monitor the implementation of activities of the project. This committee will ensure that:
 - Services are rendered timeously;

- Timeframes as far as possible are not extended;
 - Will render a quality assurance function; and
 - Will ensure that additional costs are not incurred unnecessarily.
- 8.4.** The Service Provider will be expected to table progress reports for each deliverable contained in the implementation plan as agreed and in terms of the SLA.
- 8.5.** Ensure that all legal process is undertaken to process payments and monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed on the basis of the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 8.6.** These deliverables and related payments will be recommended by the Project Manager and approved by the Project Steering Committee.

9. Skills and knowledge requirements:

9.1. Expected expertise and skills

The successful service provider should display the ability and capacity to deliver within the time frames specified by the PDMC to develop the plan that caters for all the specified requirements/activities in sections 3 and 4 of this ToR respectively. Accordingly, the service provider should have the following skills and experience:

- 9.1.1. A PhD (Doctor of Philosophy) in disaster management or related fields with specific research in disaster risk assessment or related fields;
- 9.1.2. A broader understanding of government legislation, more particularly the Disaster Management Act, 2002 (Act No. 57 of 2002), the National Disaster Management Framework (2005); and other relevant sector legislation and disaster management programmes;
- 9.1.3. A proven track record in the field of disaster risk management;
- 9.1.4. A proven track record in conducting disaster risk assessments at a Provincial level;
- 9.1.5. An understanding of the local government system, the conditions and context in relation to disaster management;
- 9.1.6. A proven track record in developing disaster management plans, with clear and convincing methodologies and producing a high-quality product;
- 9.1.7. A proven track record in conducting disaster risk management-related research, with specific reference to conducting a risk assessment as per the methodology outlined in the Framework;
- 9.1.8. A proven record in developing detailed research and writing compositions and reports, and written and oral communication skills including analytical skills;

- 9.1.9. Coordination and leadership skills to guide the PDMC in its efforts to manage disaster risks and enhance adaptation to climate change;
- 9.1.10. Clear understanding and knowledge of institutional, technical and financing framework for disaster risk management;
- 9.1.11. Budgeting and resource mobilization skills;
- 9.1.12. Human resource management skills, communication skills, as well as the skill to forge partnerships within a range of stakeholders affected by and involved in disaster risk management;
- 9.1.13. Organizing and planning skills;
- 9.1.14. Project Cycle Management skills; and
- 9.1.15. Skills to deal with and manage political pressure.

10. Form of proposal

10.1. Bidders are required to complete the official bidding documents in all respects and to attach a valid tax clearance certificate as issued by the South African Revenue Services. In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

- i. Proposal:
- ii. Previous, current contracts, and (or similar to what the proposal requires) awarded to the bidder as well as client references.
- iii. A written brief on the understanding of the terms of reference, particularly the scope of the assignment, deliverables, and methodology.
- iv. The team proposed by the bidder and the *curriculum vitae* of each team member. The CVs must highlight the team's expertise.
- v. Proposed programme for the transfer of skills and knowledge to **COGTA** officials; and

8.2. Costing of the Proposal

- (i) Rates per team member (in line with the National Treasury).
- (ii) Rates for the disbursement (Subsistence and travelling).
- (iii) All rates must be in line with Treasury or DPSA Regulations.

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

9. EVALUATION

The following evaluation criteria is applicable to the evaluation of this tender and only tenders received from entities who meet all the requirements in the criteria will be considered.

PERSONNEL	QUALIFICATIONS AND EXPERIENCE	PROOF TO BE SUBMITTED
1. 1 x Professional Natural Scientist	A Doctor of Philosophy (PhD) in Natural Sciences	Submit certified copies of qualification
	10-15 years relevant Disaster Risk Assessment and Disaster Management Planning	Submit CV and at least THREE (3) reference letters
2. 1 x Scientist	- A master's degree in Disaster Management 2 years' relevant experience - Disaster Management knowledge	Submit certified copies of qualification. Submit CV
3. 1 x Project Manager	- Advanced diploma (Hons) in Project Management - Computer literacy (emails, MS excel, MS Word) - Report writing - Data capturing - Secretarial duties	Submit CV

10. Qualification Criteria

10.1. Eligibility

Eligibility criteria		Method of verification (By Department)	YES / NO
Requirements & experience	Company profile and CV of individuals allocated to this contract	Company Profile	
	<i>Qualification of Project Manager</i> Minimum Qualification of the Project Manager: PHD in disaster Management or environmental sciences field.	Submit certified copy of qualification	
	<i>Company experience</i> 6 years minimum years of experience in conducting disaster risk assessments for the company and 3 projects minimum experience in conducting disaster risk assessments.	Submit minimum of 3 reference letters of previous clients	
	<i>Capacity</i> A company with a national and international network of experts with expertise in disaster risk and impact assessment, environmental impact assessment, modeling, incident management, and the development of disaster management planning.	Submit company organogram	
	<i>Project plan</i> The project plan must entail the following: - Hazard assessment - Vulnerability assessment - Capacity assessment - Determining levels of risk - GIS/Online portal for the risk assessment	Submit a detailed project plan	

11. Enquiries: Enquiries Regarding Terms of Reference should be directed to:

Contact persons: Ms. TT Ntuli

Tel: 078 193 5251