



**JOZINI MUNICIPALITY
(KZ 272)**

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**TERMS OF REFERENCE FOR ESTABLISHMENT AND FORMALISATION OF
CEMETRIES FOR
JOZINI LOCAL MUNICIPALITY (KZN 272)**

DEPARTMENT OF STRATEGIC AND DEVELOPMENT PLANNING

2017

TERMS OF REFERENCE FOR THE ESTABLISHMENT AND FORMALISATION OF CEMETRIES FOR JOZINI LOCAL MUNICIPALITY

1. INTRODUCTION

This Project is intended to engage highly knowledgeable professionals to undertake all processes in establishment and formalization of Bhambanana, Ingwavuma and Ndumo cemetery.

In terms of the Jozini Municipal Integrated Development Plan and Budget for 2016/2017, the municipality has allocated funds for the establishment and formalization of cemeteries in three different location within the jurisdiction of the Jozini Municipality. The locations include Bhambanana, Ingwavuma and Ndumo towns. The sites for cemeteries has been identified through the assistance of Traditional Council from the above mention areas.

South African municipalities are faced with a number of challenges with regards to cemetery management. These can be grouped into the following categories:

- 1) shortage of land for cemeteries;
- 2) cemeteries located on unsuitable land: planners are generally faced with the challenge of finding suitable land for cemeteries, since land use for residential and commercial areas take pre-eminence over cemeteries; and
- 3) insufficient budgets for cemetery management and purchase of new land.

In fulfilling our local government responsibility regarding cemeteries, the municipality recognizes the need for cemetery planning approach. Evaluated against the levels set by the municipal 2016/2017 IDP. Cemeteries need to meet technical planning criteria in order to contribute to the objectives of a sustainable, competent and caring municipality for its people.

2. PURPOSE

The purpose of this document is to set out the terms of reference on which service provider should base their project proposals for the establishment and formalisation of cemeteries for the Jozini Local Municipality. Project proposals should clearly state the approach to be adopted, the proposed methodology, experience, time frame, program and associated budget and the proposed team members.

3. MUNICIPAL AREA

Jozini Local Municipality is a Category B municipality established in 2000 as one of the four local municipalities that constitute the uMkhanyakude District Municipality. It is located in the Northern Kwa-Zulu Natal and borders of Swaziland and Mozambique. Jozini Local Municipality covers 32% (3057 Square Kilometres) of the total area of 13859 Square Kilometres of uMkhanyakude District Municipality. The municipality consists of twenty wards, previously it consisted of 17 wards then after demarcations before the 2011 Local Government elections three wards were then added and it is also characterized by six towns which are:

- o Ingwavuma town
- o Jozini town
- o uBombo town
- o Bhambanana town
- o uMkuze town and
- o Ndumo town along the north-eastern boundary of the district and is boarded by the following municipalities: UMhlabuyalingana to the east, Big Five Hlabisa to the south and Nongoma and UPhongolo to the west. The large area of Jozini jurisdiction falls under the ownership of Ingonyama Trust Board and some areas are privately owned by individuals and some owned by the State. The current land ownership is one of the reasons why it is very difficult to control development in the jurisdiction of the municipality.

4 OBJECTIVES

The main objectives of this project are the following:

- To develop new cemeteries for the communities within the three identified towns

5 TASK DESCRIPTION

The following six critical milestones/phases (in consultation with the relevant stake holders and Project Steering Committee shall be achieved in preparing the building regulation by-laws:

In this Inception Report, it is emphasises that stakeholder participation is a critical component of this assignment and will occur through all of the phases. This will ensure adequate participation and the creation of a shared learning environment between stakeholder bodies. Project meetings will occur on an on-going basis, ensuring the involvement of all stakeholders and for reporting in terms of specific key milestones achieved (monthly progress meetings).

PHASE 1: PROJECT INCEPTION		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To ensure that an appropriate process and a modus operandi is set-up. To obtain agreement from all role players relating to the process and their involvement. To discuss the most appropriate manner to roll out the formalization process.	• Development of an implementation project plan • Project Steering Committee set up • Present Project Inception and Sign Project Plan • Identify capacity / resources available (i.e. GIS tools, personnel, etc.) • Develop basic assumptions for municipality	• Service Provider –
		DELIVERABLES: • Signed project plan • Capacity/ resources audit • Set-up institutional /management arrangements
PHASE 2: STATUS QUO ANALYSIS		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To ensure that all background information is gathered and a report is prepared.	• Conduct Land Investigations (Land Survey) which includes a thorough search of the Surveyor Generals’ and Deeds Office to define the number, details and description of all cadastre. • Determine land ownership, land tenure rights and arrangements. • Mapping of all servitudes • Preliminary Geotechnical Investigations excluding excavation of test pits. • Preliminary Environmental Analysis to include wetland and floodline assessments. • Traffic and Transportation Analysis Preliminary Infrastructure Analysis (to cover electricity, water, road network and linkages and stormwater management etc) • Determine Land Legal issues and requirements	• Service Provider.
		DELIVERABLES: • Status Quo Report which includes: - Land Survey Analysis - Geotechnical Analysis - Environmental Analysis - Traffic and Transportation Analysis - Infrastructure Analysis - Land Legal Analysis

PHASE 3: LAND SURVEY AND LAYOUT PLAN		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To produce an accurate layout plan	- Based on the status quo analysis, conduct a survey of the properties that are affected by the formalisation process. - Prepare Layout for the cemeteries. - Stakeholder consultation.	Service Provider.
		DELIVERABLES:
		- The following deliverables are expected: - Land Survey - Layout Plans
PHASE 4: INFRASTRUCTURE MASTER PLAN		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To prepare a thorough Infrastructure Plan	- Prepare a thorough Infrastructure Master Plan based on the Layout Plan prepared. - Costing of infrastructure upgrading.	Service Provider
		DELIVERABLES:
		Environmental Authorization
PHASE 5: ENVIRONMENTAL APPLICATION		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To prepare an Environmental Application to for authorization purposes to enable development.	- Prepare environmental application in terms of the relevant type of consent or authorization required. - Stakeholder consultation - Circulation of application to relevant departments - Obtain environmental authorization.	Service Provider
		DELIVERABLES:
		Environmental Authorization
PHASE 6: DEVELOPMENT APPLICATION		
OBJECTIVES:	TASKS:	RESPONSIBILITY:
To prepare a Development Application	- Upon receipt of Environmental Authorisation prepare Development Application in terms of the SPLUMA - Stakeholder consultation - Circulation of application - Obtain approval of Development Approval	Service Provider
		DELIVERABLES:
		- Approved Layout - Environmental Authorisation - Approved Development Application - Registration of layout plans with surveyor general

6 METHODOLOGY

The service provider must provide a clear indication of the methodology proposed with respect to the above phases.

7 TIME FRAME

The service provider has to indicate the intended timeframe for each phase of the project and the envisaged milestones by a way of a detailed Gantt chart. However, the project completion should not exceed six (6) months.

8. PAYMENT PROCEDURES

Payment will be effected upon satisfactory delivery of achieved milestone(s).

9. PROJECT REQUIREMENTS

9.1 Tenderers may be allowed to form a consortium of professionals with different expertise in order to cover all required aspects of this study. The professionals or sub-consultants shall be the responsibility of the lead consultant.

9.2 Tenderers are requested to submit their proposals for this study in a “two envelope” principle. The first envelope must include the technical proposals in which the following information must be provided:

- Background and experience of the firm;
- Detailed CV's of professional teams
- Track records in relevant aspects of urban development and spatial planning, service infrastructure provision, and transportation planning in order to achieve the required skills base;
- Ability and experience in local government or other relevant public service procedures and requirements;
- Any vested interest in the study area;
- Technical approach and methodology;
- Details of how the consultant would organize the work;
- Knowledge of the area and community; and
- Involvement and/or ownership by the previously disadvantaged persons
- Capacity to undertake the work within stipulated time frame;
- Names of consulting staff to be assigned to the work together with individuals responsibilities and experience;

9.3 The second envelope shall include the financial proposals and the following information must be provided:

- Work schedule and detailed breakdown of fees; and
- Total estimated budget including VAT.
- No hidden cost will be considered.

9.4 It is therefore recommended that the service provider ensures that people with Relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play. A company / team profile containing, among other things, names, qualifications and experience of persons who will be **directly** involved in the project must be included.

All team members that will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the project steering committee

EVALUATION CRITERIA

10.1 ELIGIBILITY CRITERIA

The following table provides organisational eligibility criteria and service providers will be assessed in relation to these eligibility criteria, provided that any service providers that do not meet any of the criteria.

Eligibility criteria		Method of verification (By Municipality)
Organisational Requirements	Service Provider must provide a valid Tax Clearance Certificate from SARS	Tax Clearance Certificate provided
	Company profile and CVs of individuals allocated to this contract	CV and reference checks
Programme management experience	The project manager must have a tertiary degree related to the built environment	CV
	The project manager must be a professional registered with SA Council for Planners	CV and Certified Proof of Qualification. Proof of registration with SACPLAN

10. DOCUMENTS AND EVIDENCE

Duly completed quotation documents must be submitted together with the following:

- i. a Company résumé;
- ii. a schedule of proposed personnel; and
- iii. an original valid Tax Clearance Certificate.

11. THRESHOLD FOR QUALIFICATION

The criteria for scoring of technical requirements are as set out below.

MINIMUM REQUIREMENT	YES/NO	COMMENT/ PROOF TO BE PROVIDED
Organisational Capacity		
1. Experience in Development Planning		Company Profile (Must demonstrate Directors/Members cumulative 5 years experience)
2. GIS Experience and Land Surveying.		
3. Sound Participatory Planning, and innovative planning approaches		
Project Manager capability – qualifications, expertise and experience		
4. Tertiary qualification in Town and Regional Planning		Certified Copy of Qualification
5. Registration with SA Council for Planners as a Professional Planner		Certified Proof of Registration with
6. Land use management experience with a focus on strategic planning in developing, documenting and implementing public sector management systems.		Certified Copy of Qualification and CV
PRINCIPAL ANALYST: capability – qualifications, expertise and experience		
9. Consultant experience in urban and regional planning or urban design (Minimum 5 years experience)		CV and Reference Checks
10. Experience in analysis of plans or policies		CV and Reference Checks
11. Methodology and Approach		Submitted Proposal

12. SUBMISSION OF QUOTATIONS

Quotations must be delivered to the address indicated thereon, on or before the time and date stipulated, in accordance with the advertised stipulations.

Late quotations will not be considered.

No qualifications of quotations will be allowed, and service providers are hereby warned that any quotations containing special quotation conditions that differ or deviate from the

official quotation form will be disqualified.

The Municipality is not compelled to accept the lowest or any quotation.

Quotations must be submitted in sealed envelopes and only one quotation may be submitted per envelope, which must be endorsed with the quotation name and number as well as the closing date and time, as indicated below, with the name and address of the service provider reflected on the reverse side of the envelope:

QUOTATION NUMBER: JMC004/03/17

- (1) Quotations are to be deposited in the tender box, located at:
Jozini Local Municipality
Circle Street, Bottom Town
Jozini
3969
- (2) Quotations must be deposited in the tender box by no later than **12:00 on 13 April 2017**. Only those quotations deposited by the closing time will be considered.

BRIEFING SESSION

- (3) A briefing session will not be held.

PRICING OF QUOTATIONS

- (4) The Municipality reserves the right to contact those who have submitted quotations to –
 - i. obtain clarity where information is incomplete or where a lack of clarity exists about technical aspects of the quotation;
 - ii. obtain confirmation of prices in cases where it is obvious that a written, typed or transcription error, or an error in the unit price has been made.

ENQUIRIES

Supply Chain Management

ATTENTION: Mr. S Duma

Supply Chain Manager

TEL: 035 572 1292

Email: sduma@jozini.gov.za

- (5) All enquiries relating to the scope of work must be addressed to:
Mr. SN Myeni
Manager Town Planning
Tel: 035 572 12392 or 082 892 7682
Email: smyeni@jozini.gov.za