CALL FOR SERVICE PROVIDERS

TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY

- AFRICA SECRETARIAT

ICLEI Africa seeks to appoint a service provider who will identify and synthesise information and knowledge on existing waste treatment and disposal technologies applicable to Johannesburg, South Africa. The service provider will also undertake cost-benefit analyses of the options and develop a risk matrix for each option.

Proposals Due: 9 December 2020

Email proposals to Paul Currie at paul.currie@iclei.org
1. BACKGROUND

The City of Johannesburg (CoJ) is rapidly running out of municipal waste disposal capacity, due to the imminent closing of a number of key landfill sites, with current landfill airspace capacity estimated as 7 years. In the 2011 Integrated Waste Management Policy and Plan (IWMP) the City set goals to implement sustainable waste minimization, reuse, recycling and recovery programmes through strategic interventions including the promotion of composting, waste to energy and other reuse and recycling initiatives supported by the introduction of waste separation at source programmes. The IWMP sets a number of policy objectives, which were aimed at addressing the challenges of the waste management. Waste categorisation and waste flow studies conducted in 2016 provide insight into the type, quantity and movement of waste through the city.

The City requires a Waste Treatment, Disposal Strategy and Infrastructure Plan that can make use of these and other available data to give guidance or direction to the future plans for waste treatment and disposal. The strategy is expected to identify current and potential landfill or disposal opportunities, both public and private, as well as possible technologies that could be utilized for waste treatment. The strategy will present procurement and management options as well as their associated risks. It will also identify timeframes related to different technology options and present scenario options for consideration by the City.

2. SCOPE OF WORK & KEY DELIVERABLES

ICLEI Africa is supporting CoJ to develop their Waste Treatment and Disposal Strategy, and Infrastructure Plan. In order to do so, we require a service provider who can develop a comprehensive and detailed catalogue of available waste treatment and disposal technologies, with particular deference to sustainability. The service provider should also present the technology options’ appropriateness for uptake in the context of CoJ.

Responses to this ToR are welcomed from individuals or organisations who will hereafter be referred to as the service provider.

In order to meet the requirements of this ToR, the appointed service provider is expected to undertake the following activities:

- Investigate options available to treat and/or dispose waste and costing associated with options identified. This investigation should be based on available academic and grey literatures, published reports and the service provider’s expertise. The options must include recycling options and transfer facilities.
- Undertake a cost-benefit analysis of identified disposal and treatment options, including supporting waste infrastructure, in relation to implementation in City of Joburg
• Do a SWOT and Matrix analysis that will assist to compare different options identified
• Conduct Risk Matrix associated with implementing the different options in the City of Joburg: these include political, technical, financial (note a 3 year capex cycle), tendering/procurement process, cost-associated risks
• Outline the legislative requirements for implementing identified options in Johannesburg
• Provide co-learning opportunities for ICLEI Africa officer through regular meetings
• Validate scenario models that ICLEI Africa will develop based on the outcomes of this ToR

The expected deliverables include:
1. An inception meeting with ICLEI Africa to clarify scope and deliverables, and determine ways of working.
2. A comprehensive (electronic) report which provides:
   a. An annotated list that describes technology options for waste transfer, treatment and disposal. The list should include key considerations for cost, sustainability, timeline for construction/building, lifespan, potential co-benefits or co-impacts for other sectors.
   b. A cost benefit analysis of each option
   c. A SWOT analysis for using this technology in the context of Johannesburg
   d. A risk matrix that notes the financial, social and environmental risks of using each of the identified technology options in Johannesburg
   e. A summary of legislative requirements needed for uptake of each technology option in CoJ
   f. Recommendations for undertaking choices of the proposed technologies
3. A scenario validation meeting with ICLEI Africa (±3 hours)
4. A close-out meeting with ICLEI Africa to present the findings of the report

3. KEY REQUIREMENTS

The service provider should demonstrate conceptual knowledge and technical skills in addressing sector-specific challenges in an equitable and sustainable manner, and an ability to apply cross-cutting expertise that speaks to wider orientations such as systems thinking, and/or methodological and practical tools

Solid Waste Management Specialist

The service provider should have experience in sustainable waste management planning and challenges within South African contexts. The service provider should showcase expertise in:

• Integrated sustainable waste management systems
• Financing sustainable waste management programmes; or improving revenue through waste minimisation and/or beneficiation.
• Approaches for collecting, treating and disposing of different waste types such as through recycling or composting with optimized benefits for various technical options and waste flow tracking methodologies;
• Specification, operation, and maintenance of refuse collection and disposal equipment/facilities, and related infrastructure such as mobile equipment, transfer stations and landfill sites;
• Understanding policy and economic landscapes, as well as legislative requirements of solid waste management and infrastructures.

4. BUDGET
The budget submitted should be organised first by Staff Time & Disbursements, which shows budget breakdown by activity. ICLEI Africa will not pay for any unbudgeted items.

5. SUBMISSION REQUIREMENTS
Proposals may be submitted by individuals, organisations or by a consortium of two to three (2-3) individuals. Only complete proposals, written in English, will be considered. Proposals must include the following sections:

1. Clear description of each of the proposed activities and anticipated outputs, as well as a short explanation of how each activity will be done (methods) and by whom.
2. A detailed work plan and time schedule of activities should be submitted
3. Company profile
4. Short bios of the people who will work on this project, indicating their respective roles and responsibilities.
5. CVs of relevant persons who will work on this project, detailing qualifications, skills, experience and past track record, particularly in relation to the main requirements and skills and competencies requirements for service providers as outlined above.
6. Location of your office(s).
7. The company’s BBB-EE Certificate
8. Demonstrated experience: A table or list of relevant projects, including the name, project description, client, monetary value, your role in the overall project and contact details of project reference(s).
9. Detailed budget denominated in Rands (ZAR) and excluding VAT, broken down into:
   • Daily charge out rate for all members of the team for 2020, and structured according to the deliverables as shown in the above table;
10. SUBMISSION PROCESS AND TIMELINE

Please indicate interest for submitting a bid by 27 November 2019, so any responses to queries may be shared with all bidders. Bidders will not be excluded from submitting bids if notice of interest is not indicated, but these bidders will not receive responses to any queries and clarifications raised. Kindly submit your proposal to Paul Currie at paul.currie@iclei.org by 16:00 (SAST) on 9 December 2019. At all times, please use the subject line, Service Provider: Waste Technologies. See the timelines for submission process and first meetings below:

TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>18 November 2019</td>
<td>Terms of Reference released</td>
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<tr>
<td>27 November 2019</td>
<td>Deadline for sending requests for clarification or queries regarding the ToR to ICLEI Africa, if any</td>
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<tr>
<td>29 November 2019</td>
<td>Response to queries from ICLEI Africa</td>
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<td><strong>9 December 2019</strong></td>
<td><strong>Proposal submission closing date</strong></td>
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<td>11 December 2019</td>
<td>Service provider appointed</td>
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<tr>
<td>12 or 13 December 2019</td>
<td>Inception meeting/call with appointed service provider</td>
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<tr>
<td>31 January 2020</td>
<td>Clarification and Questions to pose to CoJ</td>
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<tr>
<td>27 February 2020</td>
<td>Draft Report Due</td>
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<td><strong>12 March 2019</strong></td>
<td><strong>Final Report Due</strong></td>
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<tr>
<td>Week of 16 March</td>
<td>Scenario Validation Meeting (±3 hours)</td>
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<tr>
<td>20 April 2020</td>
<td>Close of Project</td>
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11. PROPOSAL EVALUATION PROCESS

Functionality is of utmost importance in the evaluation. Budget considerations will include a balance between a clear understanding of the scope and complexity of the task, and affordability. Refer to the list below for an indication of technical evaluation criteria. The overall evaluation scoring will be as follows: technical score – out of 70; budget score – out of 20; BEEE score – out of 10.

List of technical evaluation criteria

- Service provider qualifications. Indicator: CVs indicating skills, expertise and qualifications
- Relevant experience in the appropriate field/s of study. Indicator: track record / completed projects
• Interpretation of the scope and complexity of the task. Indicator: description of the approach to the tasks and associated methodologies
• Locality of service provider offices

12. ADDITIONAL INFORMATION

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. For more information on ICLEI Africa’s work, please see http://africa.iclei.org/ and http://cbc.iclei.org/.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE

ANNEX

South African – preferential procurement: Sworn Affidavit of Supplier