

 Cynthia Nong
 071 878 7457
 cynthia.nong@dedea.gov.za
Ref: EC Environmental Implementation Plan – 4th Edition



**TERMS OF REFERENCE FOR THE DEVELOPMENT AND GAZETTING OF THE
EASTERN CAPE ENVIRONMENTAL IMPLEMENTATION PLAN – 4TH EDITION IN
TERMS OF CHAPTER 3 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT
(ACT NO. 107 OF 1998) AS AMENDED**

1 CONTENTS

1.	INTRODUCTION AND BACKGROUND INFORMATION	3
2.	OBJECTIVES, SCOPE OF WORK AND DELIVERABLES	4
2.1.	OBJECTIVE 1: INCEPTION MEETING & PROJECT STEERING COMMITTEE	4
2.2.	OBJECTIVE 2: GAP ANALYSIS & SITUATIONAL ASSESSMENT	4
2.3.	OBJECTIVE 3: DEVELOPMENT OF THE ENVIRONMENTAL IMPLEMENTATION PLAN (EIP)	7
2.4.	OBJECTIVE 4: PUBLIC PARTICIPATION PROCESS	8
2.5.	OVERALL PROJECT DELIVERABLES, TIME FRAMES AND PAYMENT	10
2.6.	FINALISATION OF SCOPE OF WORK AND PROJECT MANAGEMENT	11
3.	PROPOSED APPROACH, BUDGET AND PROGRAMME	11
4.	REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD	12
6.	MANDATORY REQUIREMENTS FOR ALL BIDS	18
7.	BID PROCESS: POST-QUALIFICATION	18
8.	PERFORMANCE MANAGEMENT	18
9.	CONDITIONS OF THE BID	19
10.	VALIDITY PERIOD	20
11.	CONTRACT PERIOD	20
12.	SUBMISSION OF PROPOSALS	20
13.	RETURNABLE DOCUMENTS	20
14.	APPROVAL OF TERMS OF REFERENCE	22

1. INTRODUCTION AND BACKGROUND INFORMATION

The Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) is mandated to promote sustainable development and ensure that environmental considerations are integrated into provincial planning and decision-making processes. In fulfilling this mandate, the Department is required to coordinate environmental planning across provincial departments and municipalities in line with the principles of cooperative governance.

Environmental Implementation Plans (EIPs) are a legislated requirement in terms of Chapter 3 of the National Environmental Management Act (NEMA), as amended. Section 11 of NEMA requires organs of state listed in Schedules 1 and 2 to prepare Environmental Implementation and Management Plans. Section 13 outlines the minimum content requirements for these plans, while Section 16 requires annual reporting on the implementation of the adopted EIPs.

The purpose of Environmental Implementation Plans is to:

- Identify policies, plans and programmes that may significantly affect the environment
- Promote cooperative governance across spheres of government
- Ensure integration of environmental considerations into sector planning
- Align sector policies with NEMA environmental management principles
- Provide mechanisms for monitoring and reporting environmental performance
- Promote sustainable development and sustainable resource use

The Eastern Cape Environmental Implementation Plan (3rd Edition) was developed and gazetted on 8 March 2021 (Provincial Gazette Notice No. 4519) with a five-year implementation period from 2021 to 2026. The plan lapsed on 31 March 2026. The Province is therefore required to develop the 4th Edition Environmental Implementation Plan (2027–2032) to ensure continued compliance with Chapter 3 of NEMA and to strengthen cooperative environmental governance across the Province.

The purpose of the EIP is to identify policies, plans and programmes that have the potential to significantly affect the environment, and to monitor their compliance with NEMA principles and cooperative governance requirements. The implementation of the EIP must be reviewed annually and reported to the Committee for Environmental Coordination (CEC) Subcommittee on EIPs/EMPs. To date, the Department has prepared annual compliance reports for the past four years and has therefore complied with Section 16(1)(b) of NEMA, which requires organs of state to report annually on implementation of the adopted EIP.

Since the gazetting of the 3rd Edition EIP, several policy and planning developments have emerged which must be incorporated into the 4th Edition. These include:

- Updated National Strategy for Sustainable Development and Action Plan
- Medium Term Strategic Framework priorities
- National Climate Change Response and adaptation priorities
- District Development Model
- Green Economy Strategy
- Biodiversity Economy initiatives
- Environmental Compliance and Enforcement priorities
- Provincial Climate Change Response Strategy

-
- Sustainable infrastructure and just transition priorities

It is therefore necessary to review the existing Environmental Implementation Plan, assess implementation progress, identify gaps, and develop an updated plan aligned to current legislative and policy requirements. The development of the 4th Edition EIP will ensure continued compliance with Chapter 3 of NEMA and strengthen environmental governance, coordination and planning across provincial departments and municipalities.

In view of the above, the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) seeks to appoint a suitably qualified and experienced Service Provider to prepare, develop and support the gazetting of the Eastern Cape Environmental Implementation Plan (EIP) – 4th Edition (2027–2032). The appointment will be for a period of twelve (12) months upon appointment, during which the Service Provider will assist the Department with the development of the 4th Edition EIP, stakeholder consultations, and preparation of the Gazette-ready final document. The appointed Service Provider will be expected to fulfil the deliverables outlined in this document.

2. OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

The objective of this document is to present the Terms of Reference for the appointment of a suitable independent Service Provider that will develop the Eastern Cape Provincial Environmental Implementation Plan (EIP) – 4th Edition in accordance with the requirements of the National Environmental Management Act. The successful service provider will be expected to fulfil the following scope of work.

2.1. OBJECTIVE 1: INCEPTION MEETING & PROJECT STEERING COMMITTEE

- The appointed service provider will be required to organise and attend a Project Inception Meeting (PIM) with the project team of the Department. The purpose of the PIM is to clarify the project outcomes, finalise the scope of work and the project plan. The Service Provider will be expected to produce an Inception Report, following the attendance of PIM, which report will also serve as the first Project Progress Report. Thereafter, project progress reports must be submitted every two months.
- A Project Steering Committee (PSC) will be established, where the appointed Service Provider will be expected to organise and participate in bi-monthly (every 2 months) meetings. The Service Provider will be expected to provide secretariat services to the PSC, and the DEDEAT project manager will chair the PSC meetings.

2.2. OBJECTIVE 2: GAP ANALYSIS & SITUATIONAL ASSESSMENT

The appointed Service Provider will be expected to undertake a comprehensive review of the existing Eastern Cape Environmental Implementation Plan (3rd Edition) in order to assess the effectiveness of its implementation and to identify gaps that must be addressed in the development of the 4th Edition Environmental Implementation Plan. This process will include, amongst others, the review of departmental reports, annual implementation reports, and relevant planning instruments, as well as engagements with officials from the Department, Provincial Sector Departments, Public Entities and Municipalities.

The appointed Service Provider will also be required to undertake a review of applicable environmental legislation, policies, strategies, and planning frameworks that influence environmental management at the National, Provincial, and Municipal levels. This will include alignment with Chapter 3 requirements of the National Environmental Management Act, national environmental priorities, and provincial development frameworks.

The situational assessment must also include a review of the environmental, institutional and governance context within the Eastern Cape Province. This will involve assessing current environmental priorities, emerging risks, and opportunities for strengthening cooperative governance and environmental planning. The review should also consider cross-cutting priorities, including climate change, biodiversity conservation, sustainable development, green economy initiatives, environmental compliance and enforcement, and natural resource management.

A significant portion of the information required for the situational assessment is available in the form of policies, strategies, plans, programmes, and reports within the National, Provincial, and Local organs of state. The appointed Service Provider will therefore be expected to consult with relevant organs of state in order to obtain such information and supporting data. In this regard, a government stakeholder engagement meeting must be convened to introduce the project to public sector stakeholders and to facilitate the contribution of relevant information for the review process.

The Gap Analysis and Situational Assessment Report must, as a minimum, include the following:

- Review of the implementation of the Eastern Cape Environmental Implementation Plan (3rd Edition)
- Assessment of compliance with Chapter 3 of NEMA requirements
- Review of applicable environmental legislation and regulatory frameworks
- Review of national, provincial and municipal policies, plans and programmes affecting the environment
- Identification of policies, plans and programmes that may significantly affect the environment
- Overview of environmental priorities within the Eastern Cape Province
- Climate change mitigation and adaptation priorities
- Biodiversity conservation and protected area planning
- Air quality and waste management priorities
- Environmental compliance and enforcement priorities
- Sustainable development and green economy initiatives
- Socio-economic context and environmental pressures affecting the Province
- Institutional arrangements for environmental governance
- Cooperative governance structures across spheres of government

-
- Roles and responsibilities of Provincial Departments and Municipalities
 - Identification of data gaps and information constraints
 - Analysis of opportunities, risks and constraints affecting environmental management
 - Identification of gaps in the current Environmental Implementation Plan
 - Recommendations to inform the development of the 4th Edition EIP

2.2.1. BELOW IS A SUMMARY OF DELIVERABLES THAT MUST BE COMPLETED FOR THE SCOPING PHASE

The appointed service provider will be required to complete the following deliverables during the Scoping Phase of the project:

- Consultations with key organs of state, including Provincial Departments, Metropolitan Municipalities, District Municipalities, Local Municipalities and relevant National Departments, regarding the implementation of the current Environmental Implementation Plan (3rd Edition) and identification of gaps.
- Conduct a government stakeholder consultative workshop with relevant organs of state for the purpose of introducing the project, confirming the scope, and obtaining necessary information and data to inform the situational assessment.
- Undertake targeted engagements with sector departments whose policies, plans and programmes may significantly affect the environment, to obtain relevant planning and implementation information.
- Review existing reports, strategies, policies, and planning frameworks affecting environmental management at national, provincial and municipal levels.
- Publish or broadcast a notice informing stakeholders of the review and development of the Eastern Cape Environmental Implementation Plan (4th Edition) in at least two newspapers and/or radio platforms with provincial coverage, where applicable.
- Prepare and submit a Draft Gap Analysis and Situational Assessment (Scoping) Report to the Project Steering Committee (PSC) for review and approval.
- Convene stakeholder consultation workshops (minimum of three), comprising one virtual and two physical workshops, to present the findings of the draft Scoping Report and obtain stakeholder inputs.
- Facilitate stakeholder inputs on environmental priorities, implementation gaps, and institutional coordination mechanisms to inform the development of the 4th Edition EIP.
- Incorporate comments received from stakeholders and the Project Steering Committee into the revised Scoping Report.
- Submit a Final Gap Analysis and Situational Assessment (Scoping) Report to the Project Steering Committee for final approval.

2.3. OBJECTIVE 3: DEVELOPMENT OF THE ENVIRONMENTAL IMPLEMENTATION PLAN (EIP)

Following the compilation and approval of the Gap Analysis and Situational Assessment (Scoping) Report by the Project Steering Committee (PSC), the appointed Service Provider will be expected to develop the 4th Edition of the Eastern Cape Environmental Implementation Plan (EIP). The development of the EIP must comply with the requirements of Chapter 3 of the National Environmental Management Act and must incorporate findings and recommendations emanating from the scoping phase and stakeholder consultations.

The Environmental Implementation Plan must, as a minimum, include the following:

- A provincial vision for environmental management and sustainable development aligned with national environmental priorities and the principles of cooperative governance.
- Strategic objectives for environmental management within the Province, developed through a consultative and participatory process involving relevant stakeholders.
- Identification of policies, plans and programmes of provincial departments and municipalities that may significantly affect the environment.
- Priorities and strategies:
 - To achieve the environmental management objectives of the Province;
 - To strengthen cooperative governance across spheres of government;
 - To promote integration of environmental considerations into sector planning;
 - To support sustainable use and protection of natural resources;
 - To improve environmental compliance and enforcement;
 - To address climate change mitigation and adaptation priorities;
 - To support biodiversity conservation and ecosystem management;
 - To promote green economy and sustainable development initiatives.
- Institutional roles and responsibilities of provincial departments, municipalities and relevant public entities in implementing the EIP.
- A cooperative governance framework outlining coordination mechanisms between national, provincial and local government.
- Performance indicators to measure progress towards achievement of environmental management objectives.
- An implementation plan outlining priority actions, responsible institutions and timeframes.
- Monitoring and reporting framework aligned to NEMA reporting requirements.
- A programme of projected activities and implementation priorities over the five-year period of the EIP.
- Mechanisms for integration of the EIP into provincial and municipal planning processes.

Upon finalisation of the project, the appointed Service Provider must submit to the Department two (2) electronic copies (memory sticks) containing the following:

- Full version of the Eastern Cape Environmental Implementation Plan (4th Edition) in MS Word and PDF formats
- Executive Summary of the EIP in MS Word and PDF formats
- Implementation Framework and Monitoring Matrix
- All progress reports generated during the course of the project
- All Project Steering Committee meeting minutes and attendance registers
- Full Stakeholder Consultation Report

-
- All tables, diagrams and supporting materials generated during the project
 - Database of policies, plans and programmes reviewed
 - All data produced as part of this assignment, over which the Department will retain ownership

2.3.1. BELOW IS A SUMMARY OF DELIVERABLES THAT MUST BE COMPLETED FOR THE EIP DEVELOPMENT PHASE

The appointed Service Provider will be required to complete the following deliverables during the Environmental Implementation Plan (EIP) Development Phase:

- A Vision and Strategic Objectives for environmental management in the Eastern Cape Province to be incorporated into the 4th Edition Environmental Implementation Plan.
- Identification of policies, plans and programmes from Provincial Departments and Municipalities that may significantly affect the environment.
- Development of environmental management priorities and strategic interventions for inclusion in the EIP.
- Development of an Institutional and Cooperative Governance Framework outlining roles and responsibilities of relevant organs of state.
- Development of an Implementation Framework including priority actions, responsible institutions and timeframes.
- Development of Performance Indicators and Monitoring Framework to track implementation of the EIP.
- Preparation of a Draft Eastern Cape Environmental Implementation Plan (4th Edition) for submission to the Project Steering Committee (PSC) for review and endorsement for stakeholder consultation.
- Convening of three (3) stakeholder consultation workshops (one virtual and two physical) to present the Draft EIP and obtain inputs from stakeholders.
- Incorporation of stakeholder inputs and comments received during the consultation process into the revised Draft EIP.
- Submission of the Final Draft Eastern Cape Environmental Implementation Plan (4th Edition) to the PSC for endorsement and submission to DEDEAT for approval.
- Preparation of a Gazette-ready version of the Eastern Cape Environmental Implementation Plan (4th Edition).

2.4. OBJECTIVE 4: PUBLIC PARTICIPATION PROCESS

The appointed Service Provider will be required to facilitate a comprehensive public participation process for the development of the 4th Edition of the Eastern Cape Environmental Implementation Plan (EIP). The public participation process must be undertaken in line with the cooperative governance principles of Chapter 3 of the National Environmental Management Act and must ensure meaningful engagement with all relevant stakeholders whose policies, plans and programmes may significantly affect the environment.

The purpose of the Public Participation Process is to:

- Introduce the project to stakeholders
- Obtain relevant information and data to inform the 4th Edition EIP
- Identify environmental priorities and implementation challenges
- Facilitate cooperative governance across spheres of government
- Obtain inputs on the draft Environmental Implementation Plan
- Ensure transparency and stakeholder ownership of the EIP

The minimum Public Participation Process for the development of the EIP is summarized as follows:

- One (1) Government Stakeholder Workshop to introduce the project and facilitate sharing of relevant information and data from Provincial Departments, Municipalities and relevant National Departments.
- Facilitation of six (6) stakeholder consultation workshops as follows:

Scoping and Gap Analysis Phase

- Two (2) Physical Workshops (one covering the eastern region and one covering the western region of the Province)
- One (1) Virtual Workshop open to all stakeholders

EIP Development Phase

- Two (2) Physical Workshops covering the same geographical areas as the Scoping Phase
- One (1) Virtual Workshop open to all stakeholders
- Targeted consultations with Provincial Departments, District Municipalities, Local Municipalities and Public Entities whose policies, plans and programmes may significantly affect the environment.
- Broadcasting and/or publication of the project in at least two (2) newspapers and/or radio platforms with coverage across the Eastern Cape Province, informing stakeholders of the development of the Environmental Implementation Plan.
- Circulation of the Draft Environmental Implementation Plan (4th Edition) to stakeholders for review and written comments.
- Incorporation of stakeholder inputs into the revised Draft Environmental Implementation Plan.
- A comprehensive Public Participation Report, including proof of consultations undertaken, attendance registers, presentations, comments received and responses thereto, must be submitted to the Department upon completion of the public participation process and completion of the project.
- Publication of a notice in the Provincial Gazette to notify and invite members of the public to make representations, comments or objections on the proposed review and updating of the Eastern Cape's Provincial EIP

- All submissions and presentations at stakeholder meetings and public workshops must be on DEDEAT's corporate branding templates. The templates will be provided to the Service Provider by the Project Manager immediately after the appointment thereof.

2.5. OVERALL PROJECT DELIVERABLES, TIME FRAMES AND PAYMENT

The table below presents a summary of the output the appointed service provider is expected to deliver, together with a schedule of tranche payments for the duration of the project. It must be noted that the deliverables may change slightly based on the outcome of the inception meeting with the appointed service provider.

DELIVERABLES	KEY ACTIVITIES	TIME FRAMES
Inception Meeting and Inception Report	<ul style="list-style-type: none"> • Convene inception meeting with DEDEAT and Project Steering Committee (PSC) • Confirm scope of work, methodology and timelines • Develop a detailed project implementation plan • Develop stakeholder engagement plan • Develop a communication plan • Confirm reporting requirements • Submit Inception Report for approval 	Within 2 weeks of the appointment
	<ul style="list-style-type: none"> • Approval of written report on agreed scope of work, implementation approach, budget breakdown and timelines as agreed in the inception meeting. 	Within 4 weeks of the inception meeting
Scoping Report endorsement by the PSC	<ul style="list-style-type: none"> • Conduct gap analysis and situational assessment • Consult relevant organs of state • Review policies, plans and programmes affecting the environment • Prepare Draft Scoping Report • Present Draft Scoping Report to PSC • Incorporate PSC comments • Submit Final Scoping Report for endorsement by PSC 	3 months from the date of appointment
Public Participation Process	<ul style="list-style-type: none"> • Conduct Government Stakeholder Workshop • Facilitate Scoping Phase consultation workshops (2 physical and 1 virtual) • Facilitate EIP Development Phase workshops (2 physical and 1 virtual) 	Scoping Phase: Months 2 – 4

	<ul style="list-style-type: none"> • Circulate draft reports for stakeholder comments • Publish a notice in the Provincial Gazette to invite members of the public to make representations, comments and/or objections on the draft EIP • Document stakeholder inputs • Prepare Public Participation Report 	EIP Development Phase: Months 6 – 9
Final Draft EIP Incorporating Comments Received from the 2nd Public Participation Process	<ul style="list-style-type: none"> • Prepare Draft Environmental Implementation Plan (4th Edition) • Present Draft EIP during the second public participation phase • Receive stakeholder comments • Incorporate comments and inputs • Submit Final Draft EIP to PSC • Prepare Gazette-ready EIP document 	Within 10 – 11 months of appointment
Reporting and Project Management Meetings	<ul style="list-style-type: none"> • Bi-Monthly progress reporting to DEDEAT • Provide technical updates • Submit progress reports • Organise and attend project management meetings • Address comments and review inputs • Track deliverables against timelines 	Bi-monthly (once every two months)
Bi-monthly PSC Meetings	<ul style="list-style-type: none"> • Prepare PSC meeting agendas • Prepare presentations for PSC • Present project progress • Record minutes and attendance registers • Incorporate PSC comments into deliverables • Provide technical support to PSC 	Bi-monthly throughout project duration

2.6. FINALISATION OF SCOPE OF WORK AND PROJECT MANAGEMENT

The final scope of work will be formalised in a Project Implementation and Management Plan, which will be an outcome of the inception meeting (within the first 6 weeks of the service provider's appointment) between the DEDEAT project task team and the service provider.

3. PROPOSED APPROACH, BUDGET AND PROGRAMME

All bidders are required to develop a table outlining a proposed approach, a proposed budget allocation including VAT for professional fees, and the number of person-hours respectively for the list of items in section 2. Note, however, that the scope of the project is not limited to these line items. The proposed approach should be translated into a proposed project management plan/timeline linked to deliverables.

The travelling costs and all other disbursements be added as items to be included in the proposed budget.

DEDEAT reserves the right not to accept the lowest proposal in part or in whole or any proposal submitted in response to this request.

Payments to the Service Provider will be disbursed in tranches (X4) on a percentage basis of the total amount on the basis of delivery as stipulated below.

EXPECTED DELIVERY	% TRANCHE PAYMENT
Acceptance of the Inception Report by the Department	15%
Acceptance of the Scoping Report together with the required progress reports by the Department	25%
Acceptance of the draft EC EIP by the Department for Public Participation together with the required progress reports	30%
Submission and acceptance of the final draft EC EIP and related reports by the Department	30%

4. REQUIRED CAPACITY, QUALIFICATIONS, EXPERIENCE & TRACK RECORD

It is important that all bidders demonstrate that they have the required capacity, qualifications, experience and track record to undertake the development of the Eastern Cape Environmental Implementation Plan (EIP) – 4th Edition. The project team must demonstrate capacity and expertise in environmental planning, policy development, cooperative governance, and stakeholder facilitation.

4.1. Required Capacity

1. Bidders must demonstrate that they have the requisite capacity to undertake the project for the full duration of the assignment. Specifically:
2. Bidders must demonstrate the availability of a dedicated project team for the duration of the project.
3. Bidders must assign a Project Manager/Team Leader responsible for overall coordination and delivery of the project.
4. Bidders must have a minimum of three (3) personnel dedicated to the project, including:
 - Environmental Planning Specialist / Team Leader
 - Policy and Governance Specialist
 - Stakeholder Engagement / Social Facilitation Specialist
5. Bidders must demonstrate administrative and project management support capacity.
6. Bidders must demonstrate the capacity to facilitate stakeholder workshops and intergovernmental engagements.
7. Bidders must demonstrate capacity to undertake research, policy review and technical analysis.

4.2. Qualifications and Professional Experience

Bidders must demonstrate that their team members and managers assigned to this project have appropriate qualifications and experience in environmental planning and governance. The team must collectively demonstrate expertise in:

- Environmental management and sustainability planning
- Environmental policy and strategy development
- Cooperative governance and intergovernmental coordination
- Environmental legislation and regulatory frameworks
- Climate change mitigation and adaptation planning
- Biodiversity conservation and sustainable resource management
- Environmental compliance and enforcement frameworks
- Socio-economic analysis and sustainable development planning
- Stakeholder facilitation and public participation processes
- Research, analysis and report writing
- Project management and coordination
- GIS and spatial planning (added advantage)

4.3. Minimum qualifications required:

1. Project Team Leader must possess a Master's Degree qualification in Environmental Management, Environmental Sciences, Development Planning or related field.
2. Team members must possess relevant tertiary qualifications in environmental management, planning, governance, or related disciplines.
3. Demonstrated experience in developing Environmental Implementation Plans, Environmental Management Plans, sector environmental strategies, or similar policy planning instruments.
4. Curriculum Vitae (CVs) of all team members must be submitted as part of the proposal and must clearly indicate:
 - Relevant qualifications
 - Relevant project experience
 - Roles and responsibilities in previous projects
 - Proposed role in this project

4.4. Experience and Track Record

Bidders must demonstrate that they have a proven track record in undertaking similar environmental planning and policy development assignments. Specifically:

- Demonstrated experience in environmental planning projects at the national, provincial or municipal level.
- Experience in the development of Environmental Implementation Plans, Environmental Management Plans, sustainability strategies or equivalent planning instruments.
- Experience in facilitating intergovernmental coordination processes.
- Experience in conducting stakeholder engagement and public participation processes.

- Experience in policy review, gap analysis and situational assessments.
- Experience in the development, implementation, and monitoring of frameworks.
- Bidders must demonstrate a minimum of three (3) years' relevant experience in similar projects. Experience of individual team members may also be considered.

4.5. Company Track Record

Bidders must demonstrate that they have successfully implemented similar environmental planning or policy development projects within the Republic of South Africa. The company must provide:

- List of similar projects undertaken
- Description of project scope
- Client name
- Duration of project
- Role of bidder in project
- Contactable references

Bidders must use the table template below when listing company project experience:

Relevant previous project/activity	Project budget	Date of project/activity inception	Date of Completion of project/activity	Names of project team members in this bid who participated in the activity	Name and position of reference person	Contact details of reference person
Project 1 etc.						

4.6. Team Member Experience

Bidders must provide individual team member experience using the template below:

Team Member	Qualification(s)	Role in Project	Relevant Experience	Years of Experience

4.7. Additional Requirements

- CVs of all persons assigned to the project must be submitted.
- The Project Leader must be clearly identified.
- Roles and responsibilities of each team member must be clearly indicated.
- Estimated time allocation per deliverable per team member must be provided.
- Bidders must indicate administrative and technical support available for the project.
- All data, reports and outputs generated during the project will remain the property of the Department.

5. BID PROCESS: PRE-QUALIFICATION

The bid process will include a pre-qualification stage where the functionality/quality of bids will be assessed. All bidders or service providers will provide a list of three (3) references who can be contacted to provide an assessment of the Service Provider's ability and/or performance on similar previous assignments. References cited must have knowledge of the Service Provider's work in all the elements for meaningful comparisons to be made.

The elements that will be considered for determining quality/functionality are:

QUALITY / FUNCTIONALITY	Score out of 5	WEIG HT/ 100
Proposal document of the bidder's understanding of the brief: <ul style="list-style-type: none"> • The proposal is comprehensive (includes a sufficiently detailed coverage of the scope of work) • Identifies the requested results and deliverables 		20
No understanding of the brief, proposal is unclear, results and deliverables are not identified	0	
Full and clear understanding of the brief, proposal is descriptive, and results and deliverables are detailed and well communicated	5	
The bidder must provide a clear and detailed methodology and approach for undertaking the development of the Eastern Cape Environmental Implementation Plan (EIP) – 4th Edition. The proposed methodology must: <ul style="list-style-type: none"> • Propose the correct application of the National Environmental Management Act (NEMA) requirements for Environmental Implementation Plans and alignment with national and provincial environmental priorities. • Logically incorporate the review and integration of relevant legislation, policies, plans and programmes, including provincial planning frameworks and sector environmental strategies. • Propose a clear methodology for reviewing the 3rd Edition EIP, conducting situational analysis, identifying gaps and developing the 4th Edition EIP. • Propose a clear method statement for undertaking the project, including a structured Public Participation Process and stakeholder consultation approach. • Propose additional value-adding features, including strengthening cooperative governance, implementation monitoring, and reporting mechanisms. 		25

The proposed methodology and approach are not relevant to the Terms of Reference. The bidder demonstrates little or no understanding of the NEMA requirements for Environmental Implementation Plans. The methodology is unclear, incomplete and does not adequately address legislative requirements, stakeholder consultation, or development of the EIP	0	
The proposed methodology and approach meet all the requirements of the Terms of Reference. A detailed and structured methodology is provided, clearly aligned to NEMA requirements for Environmental Implementation Plans. The legislative context is comprehensively addressed, stakeholder engagement is clearly defined, and innovative and value-adding features are proposed. The bidder demonstrates an advanced understanding of the Terms of Reference	5	
<p>The qualifications of Company Personnel to be utilised for this project:</p> <ul style="list-style-type: none"> • The Project Leader should have a minimum of a Master’s degree in Environmental Management, Environmental Sciences, Development Planning or Public Policy. • At least one member of the project team must have a minimum of an Honours Degree in Social Sciences, Public Administration, Development Studies, Governance, or Social Facilitation, with experience in stakeholder engagement and public participation processes. • At least one member of the project team must demonstrate experience in environmental policy, planning, or cooperative governance processes related to national, provincial, or municipal planning frameworks. • Other project team members must have a minimum of a Bachelor’s Degree or NQF Level 7 qualification in Environmental Sciences, Environmental Management, Natural Sciences, Development Planning, or related fields. • The team must collectively demonstrate expertise in environmental planning, legislative review, stakeholder facilitation, research, and report writing relevant to the development of Environmental Implementation Plans. • Certified proof of qualifications for the proposed project team must be attached. Should proof of qualifications not be attached, the bidder will not receive points for this part of the evaluation. 		15
None of the project team members, including the Project Leader have post graduate degree in any of the fields specified above.	0	
Project Leader has a Master’s degree or above in any of the disciplines listed above, at least one project team members has an Honours Degree/Qualifications at an NQF7 or above in social sciences, social facilitation or psychology and the rest of the project team members have Bachelor’s Degree or above in any of the disciplines listed above.	5	
<p>The project experience of the Company Personnel to be utilised for this project:</p> <ul style="list-style-type: none"> • The Project Leader must demonstrate a proven track record of managing at least three (3) projects related to environmental planning, Environmental Implementation Plans, environmental policy development, environmental management strategies, or similar provincial or national planning processes. • At least one member of the project team must demonstrate a proven track record of facilitating at least three (3) stakeholder engagement sessions, public participation 		

<p>processes, or intergovernmental coordination meetings relevant to environmental planning or policy development.</p> <ul style="list-style-type: none"> • Project team members must demonstrate participation in at least three (3) environmental planning, policy development, sustainability planning, biodiversity, climate change, or related environmental management projects. • Bidders must clearly detail the roles and responsibilities of Company Personnel in each of the listed relevant projects. • Curriculum Vitae (CVs) of all Company Personnel proposed for the project must be submitted, including contactable references for relevant projects undertaken. 		25
The team leader and the project team do not have the required project experience.	0	
The team leader has some experience in managing projects as outlined above but has 2 projects under his/her management, and the project members have less than the required amount of project participation.	3	
The team leader and other project members each demonstrate sufficient and or exceed 3 project experiences as outlined above.	5	
<p>Company experience in managing similar projects</p> <ul style="list-style-type: none"> • The bidder must demonstrate a proven track record in successfully managing at least three (3) similar projects related to Environmental Implementation Plans, environmental planning, environmental policy development, environmental management strategies, or equivalent provincial or national environmental planning assignments. These projects must demonstrate the application of similar methodology, stakeholder engagement processes, and intergovernmental coordination. • Projects must be listed using the required table template provided in Section 4.5, clearly indicating project name, client, scope of work, duration, and role of the bidder. • Signed 3 contactable reference letters for the listed projects must be attached, confirming the bidder's involvement and satisfactory completion of the work. • Should 3 reference letters not be attached, the bidder will receive no points for this part of the evaluation. 		15
The company demonstrates no experience and no proof of having conducted any environmental-related projects or projects of a similar nature as listed above	0	
The company demonstrates 2 projects of a similar nature as listed above	3	
The company demonstrates proof for 3 or more successful similar projects and signed letters with contactable references attached for all the projects listed.	5	

Bidders will be evaluated on a 5-point scale where 0 = Weak, 3 = Average, 5 = Good. Bidders will be required to obtain at least **70% (70/100)** in order to qualify for the final evaluation stage. A bidder that scores less than 70 points out of 100 points in respect of functionality will be regarded as submitting a non-responsive proposal and will not be considered further.

6. MANDATORY REQUIREMENTS FOR ALL BIDS

- Complete and signed SBD 4 (declaration of interest)
- Resolution authorising a particular person to sign the bid documents.

7. BID PROCESS: POST-QUALIFICATION

In terms of the revised Preferential Procurement Regulations 2022, the Department will utilize the following specific goals as required by section 2(1) (d) of the Preferential Procurement Policy Framework Act:

(a) Historical Disadvantaged Individuals (HDI): see details below:

To enforce the implementation of RDP goals and to ensure local economic development for procurement above, the Department of Economic Development, Environmental affairs and Tourism shall allocate preference points to any of the following categories:

- HDI black people
- HDI youth
- HDI women
- HDI with disabilities
- HDI living in rural underdeveloped areas or township
- HDI living in Eastern Cape province
- A co-operative or non-profit organization which is at least 51% owned by black people.
- HDI who are Military veterans
-

Bids shall be evaluated on 80/20 principle. Preference points will be allocated as per below table

Specific Goals	Allocation of points
HDI black people	5
HDI women	5
HDI youth	5
HDI living in the Eastern Cape Province	5

8. PERFORMANCE MANAGEMENT

Performance against the deliverables will be closely monitored by DEDEAT as follows.

TOOL	FREQUENCY	EXPECTATION
Project Steering Committee Meetings (Task Team)	Bi-Monthly	Written Progress Reports and Presentations in person or virtually at the PSC meetings

Special Sessions	Ad hoc	Detailing of any burning issues that need immediate intervention or decision
Review of all reports by the PSC	As per the delivery of milestones outlined in paragraph 2.2	Written project reports and implementation progress reports

9. CONDITIONS OF THE BID

The service provider should provide, as far as possible, the following:

- a. A comprehensive budget including VAT, clearly indicating the cost per deliverable, charge-out rates of personnel, and all associated costs such as travel, accommodation, venue hire, and facilitation costs. Travelling costs and all other disbursements between the service provider's offices and DEDEAT offices will not automatically be covered unless agreed to in writing.
- b. Services rendered outside the approved scope of work without prior written approval from the DEDEAT Project Manager will not be reimbursed.
- c. Should a prospective service provider/consortium choose to work in a consortium, DEDEAT will enter into a contract with the lead service provider only, who will assume full responsibility for the delivery of the project.
- d. All Project Team Members must provide contactable references for similar projects undertaken. A minimum of three (3) references must be provided for the company.
- e. References cited must have knowledge of the Service Provider's work on similar environmental planning or policy development assignments. If references are unable to provide meaningful assessments, the scoring will reflect this.
- f. Curriculum Vitae (CVs) of all Project Team Members must be attached to the proposal document.
- g. Bidders must clearly indicate roles and responsibilities of each team member and the time allocation per deliverable.
- h. Bidders' rates should be aligned to those prescribed by the Office of the Auditor-General of South Africa (AGSA), Department of Public Service and Administration (DPSA), or other applicable government cost norms.
- i. DEDEAT reserves the right to invite shortlisted bidders to present their proposals as part of the final evaluation process.
- j. The tender will be awarded subject to a legally enforceable contract being entered into between the preferred bidder and DEDEAT.
- k. DEDEAT is not bound to select any of the bidders submitting proposals. The Department reserves the right not to award the contract to the lowest bidder and may negotiate with the preferred bidder.
- l. DEDEAT will not be held responsible for any costs incurred by bidders in the preparation and submission of proposals.

- m. Bidders must comply with all National Treasury and departmental supply chain management requirements, including submission of a valid tax clearance status.
- n. Preferential Procurement Policy Framework Act (PPPFA) principles shall apply and submissions will be evaluated accordingly.
- o. The successful bidder may be subjected to vetting and verification processes prior to appointment.
- p. The service provider will be required to comply with all applicable legislation, policies, and departmental requirements related to the development of the Environmental Implementation Plan.

10. VALIDITY PERIOD

Proposals are expected to remain valid for 90 days from submission.

11. CONTRACT PERIOD

The contract period will be a maximum of 12 months.

12. SUBMISSION OF PROPOSALS

Only bids by those entities that are registered on the CSD Supplier database will be considered. You are requested to submit a costed proposal for delivering the specified services on behalf of the DEDEAT. One original of the completed proposal shall be placed in a sealed envelope clearly marked: **“APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR DEVELOPMENT AND GAZETTING OF THE EASTERN CAPE ENVIRONMENTAL IMPLEMENTATION PLAN – 4TH EDITION IN TERMS OF CHAPTER 3 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT (ACT NO. 107 OF 1998) AS AMENDED”** and deposited in the Bid Box located at Department of Economic Development, Environmental Affairs and Tourism, Cnr of Independence Avenue and Siwane Avenue; Second Floor, Chungwa Building, Bisho. The closing date for the submission of completed proposals as advertised in the call for proposals is the _____ of _____ 2026 at 11h00. Late proposals will not be considered. Telegraphic, telexed, facsimiled or e-mailed submissions will not be considered.

13. RETURNABLE DOCUMENTS

DOCUMENTS	CONDITIONS
A company registration certificate	Copy must be certified by a commissioner of oaths
A Company Intellectual Property Commission (CIPC)	Copy must be certified by a commissioner of oaths

Resolution authorizing a particular person to sign the bid documents	
SBD 1 (invitation to bid)	
SBD3.3 (pricing schedule)	
SBD4 (declaration of interest)	
SBD6.1 (preference points claim form in terms of Preferential Procurement regulations 2022)	

<p>For bid enquiries, contact:</p> <p>Ms. Hlokoma Mtshotshisa</p> <p>Assistant Director: SCM Supply Chain Management Cell: 043 605 7153 e-mail: hlokoma.mtshotshisa@dedea.gov.za</p>	<p>For technical information, contact:</p> <p>Ms. Cynthia Nong Chief Director: Environmental Affairs Cell: 071 878 7457 Email: Cynthia.nong@dedea.gov.za</p>
--	---

14. APPROVAL OF TERMS OF REFERENCE

Name	Mrs. C. Nong	Mr. D. Kentane	Ms: K. Mayile	Mrs: Sibongile Jongile	Ms. Mickey Mama
Position	Chief Director: Environmental Affairs	Bid Specifications Committee Chairperson	Director: SCM	Chief Financial Officer	Head of Department
Action	Compiled by	Recommended / not recommended	Recommended / not recommended	Recommended / not recommended	Approved / Not approved
Comments	Presented to the BSC on the 28 April 2026: Accepted & Approved	Document went through	Review notes sent	recommended as per §	Approved
Signature				 <small>Sibongile Jongile (May 19, 2026 12:26:38 GMT+2)</small>	
Date	28 April 2026	05/05/2026	15/05/2026	19/05/2026	19/05/2026

Terms of Reference for the review of the EC EIP 4th Edition


Final Audit Report

2026-05-19


Created:	2026-05-14
By:	Mmanare Cynthia Nong (cynthia.nong@dedea.gov.za)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfwDn84OPFxyiThx_dUAqZUilzKOugG6t

"Terms of Reference for the review of the EC EIP 4th Edition" History

-  Document created by Mmanare Cynthia Nong (cynthia.nong@dedea.gov.za)
2026-05-14 - 0:07:17 AM GMT
-  Document emailed to Dumani Kentane (Dumani.Kentane@dedea.gov.za) for signature
2026-05-14 - 0:07:25 AM GMT
-  Email viewed by Dumani Kentane (Dumani.Kentane@dedea.gov.za)
2026-05-15 - 8:06:09 AM GMT
-  Document e-signed by Dumani Kentane (Dumani.Kentane@dedea.gov.za)
Signature Date: 2026-05-15 - 8:08:50 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to Khonaye Mayile (Khonaye.Mayile@dedea.gov.za) for signature
2026-05-15 - 8:08:52 AM GMT
-  Email viewed by Khonaye Mayile (Khonaye.Mayile@dedea.gov.za)
2026-05-15 - 9:01:01 AM GMT
-  Document e-signed by Khonaye Mayile (Khonaye.Mayile@dedea.gov.za)
Signature Date: 2026-05-15 - 9:04:56 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to Sibongile Jongile (sibongile.jongile@dedea.gov.za) for signature
2026-05-15 - 9:04:58 AM GMT
-  Email viewed by Sibongile Jongile (sibongile.jongile@dedea.gov.za)
2026-05-19 - 10:04:54 AM GMT
-  Document e-signed by Sibongile Jongile (sibongile.jongile@dedea.gov.za)
Signature Date: 2026-05-19 - 10:26:38 AM GMT - Time Source: server - Signature Appearance Selected: DRAW

 Document emailed to Mickey Mama (Mickey.Mama@dedea.gov.za) for signature


2026-05-19 - 10:26:40 AM GMT

 Email viewed by Mickey Mama (Mickey.Mama@dedea.gov.za)

2026-05-19 - 6:11:01 PM GMT

 Document e-signed by Mickey Mama (Mickey.Mama@dedea.gov.za)

Signature Date: 2026-05-19 - 6:11:35 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-05-19 - 6:11:35 PM GMT