



TERMS OF REFERENCE (TOR)

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH DRAFTING ENVIRONMENTAL ORGANISATIONAL SUSTAINABILITY FRAMEWORKS POLICY

1. BACKGROUND

The QCTO was established through the Skills Development Act, no 97 of 1998 and came into operation on 01 April 2010. QCTO aspires to be a sustainable, economically prosperous and self-reliant organization that safeguards its environment by meeting the fundamental human needs of its people, by managing its limited ecological resources responsibly for current and future generations, the environmental policy will provide a framework for action and setting of environmental objectives, practice and environmental targets, aiming to minimize negative effects.

2. OBJECTIVE

The objectives of an organizational environmental sustainability framework policy are to guide the organization in minimizing its environmental impact by systematically managing resource use, reducing waste, mitigating emissions, and promoting environmentally responsible practices across all operations, ultimately aiming to achieve long-term sustainability while maintaining economic viability and social responsibility.



2.1. The primary objective of this project is:-

- a) To develop a comprehensive Sustainability Framework and Policy for QCTO.
- b) To integrate sustainability principles into QCTO's strategic and operational activities.
- c) To ensure compliance with national and international sustainability standards.
- d) To promote environmentally and socially responsible governance within QCTO

3. THE SCOPE OF WORK

- a) Conduct a situational analysis of existing sustainability policies and frameworks within
- b) QCTO and relevant regulatory bodies.
- c) Identify key sustainability principles relevant to QCTO's mandate and sector.
- d) Develop a Sustainability Framework aligned with best practices and regulatory.
- e) requirements.
- f) Draft a Sustainability Policy that includes clear guidelines for implementation within
- g) QCTO.
- h) Develop sustainability criteria for decision-making processes and policy evaluation.
- i) Provide training and capacity building for QCTO personnel on implementing the
- j) framework.
- k) Establish monitoring and reporting mechanisms for sustainability compliance.
- l) Develop an implementation roadmap with clear milestones and deliverables.
- m) The Supplier must meet with the End user to discuss the overview background of the policy.
- n) The Supplier must present the first draft of the policy first to the End user (Admin Unit)
- o) The Supplier must present the second draft of the policy to Management and EXCO for comments and approval.

4. EXPECTED OUTPUTS

The service provider is expected to provide the following outputs:

- Final draft of the policy that emphasizes the integrated and sustainable management of the environment.
- A final draft of the winning bidder will be presented to the management (possible editing after the presentation)
- An inception report detailing the methodology and work plan.
- A draft Sustainability Framework for review and feedback.
- A final Sustainability Framework incorporating stakeholder input.
- A Sustainability Policy document tailored to QCTO's operational context.
- A set of sustainability evaluation criteria for policy decision-making.



- Training materials and a workshop for QCTO stakeholders.
- A monitoring and reporting template.
- A stakeholder engagement report summarizing feedback and consultations.
- A final implementation roadmap with timelines and responsibilities
- The Supplier must present the first draft of the policy first to the End user (Admin Unit)
- The second draft of the policy must be submitted to Management and EXCO

5. QUALIFICATION AND EXPERIENCE

The services provider should demonstrate adequate experience through the number of completed projects, Services provider must be suitably qualified and skilled to deliver on this service.

Roles*	Qualifications	Experience
1 Lead expert(s)	• Bachelor's degree in law / public policy / public administration / environmental Science / Development Studies or a relevant field	Minimum: At least 2 years of related experience in drafting policies, legislation or related documents is analytical skills, and report writing.

6. BIDDING REQUIREMENTS

The following must be submitted as part of the technical proposal:

- a) Covering letter on company letterhead.
- b) Experience on similar and related services specific to policy drafting in terms of providing similar professional services executed (completed / in progress).
- c) Reference letters for work completed from previous clients. (Reference letters must be written by the clients where the work was done.
- d) CV's indicating the experience of the drafter/ expert in policy drafting.



7. MANDATORY REQUIREMENTS

Failure to adhere to these requirements may result in disqualification and the quote may be deemed as non-responsive.

Mandatory Requirements	
a) Experience of the service provider in Environmental Framework Policy Development, Review, and/ or Monitoring.	
The service provider is expected to provide the following: • Reference letters must be aligned to similar services, which must have been successfully concluded in the last five years. • These reference letters must be signed and dated by the company for which the work was done; they must clearly specify the date that the scope of work was conducted; and it must be on an official letterhead of the company for which the work was done. • 3 Reference letters in Environmental Policy Development, Review, and Implementation monitoring. • N.B Each project must be accompanied by one letter.	
b) Qualification of Lead Expect	
Certificates must be certified by the commissioner of oaths not more than 3 months old: • Bachelor's degree in law / public policy / public administration / environmental science / Development Studies. • A certificate or knowledge in Research.	
c) Experience of the Lead Expect in the following fields	
The bidder must submit the CV indicating the experience of the Lead Expect. • 2 Years in drafting policies, legislation or related documents is analytical skills, and report writing.	



- Policy analysis, research skills, excellent written communication

8. FINANCIAL PROPOSAL

The following must be submitted as part of the financial proposal:

- a) Cover letter.
- b) Feasibility breakdown and total pricing.
- c) The pricing must be firm for 30 days and inclusive of all costs to render the required services.
- d) Duly Completed Standard Bidding Documents (SBD 4, SBD 6,1)
- e) Copy of valid B-BBEE certificate or valid Affidavit.
- f) CSD registration report (RSA suppliers only).

9. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the Preference points, total scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
Total	100

ENQUIRIES

Contact person for technical enquiries regarding the terms of reference shall be directed in writing to: **Itumeleng Mpe**

Email: Mpe.I@qcto.org.za

Tel: 012-003 1800