



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF A PROJECT MANAGEMENT POLICY FOR THE AFRICA INSTITUTE FOR ENVIRONMENTALLY SOUND MANAGEMENT OF HAZARDOUS AND OTHER WASTES

1. Introduction

The Africa Institute for the Environmentally Sound Management of Hazardous and Other Wastes commonly known as the Africa Institute is both a Basel Convention Regional Centre (BCRC) and a Stockholm Convention Regional Centre (SCRC) for English speaking African countries. It has been established as an Intergovernmental Organization (IGO) based in Pretoria, South Africa. It began operating in October 2009. As an Intergovernmental Organization, its supreme governing body known as Council is composed of the representatives of its member countries.

2. Purpose

The Africa Institute as a regional centre, builds capacity for the sound management of chemicals and wastes including the execution of donor-funded projects across the Africa region. In order to strengthen its operational effectiveness and strategic alignment, the organization seeks to develop a robust project management policy. This policy is required to ensure consistency, transparency, accountability and alignment with broader development outcomes while strengthening donor confidence and institutional credibility. The purpose of this bid is to procure the services of a suitably qualified service provider to assist the Institute to develop a comprehensive **Project Management Policy** with an integrated **Monitoring & Evaluation Framework**, tailored to the Africa Institute's mandate, needs and regional context.

Objectives of the Consultancy

The objective of the consultancy is to:

1. develop a comprehensive **Project Management Policy** with an integrated **Monitoring & Evaluation Framework**, tailored to the Africa Institute's mandate, needs and regional context.
2. Provide expert knowledge, recommendations and a roadmap for Institutional and Policy reforms required for the effective implementation of the policy and projects management.



3. Train Africa Institute Staff on Project Management and Implementation of the Project Management Policy.

Scope

The appointed service provider will be expected to

1. Conduct a desktop study/ review existing policies on project management from partner agencies and like-minded organisations.
2. Review current project management practices at the Institute, including project initiation, planning, implementation, reporting, and evaluation.
3. Develop a Project Management Policy covering:
 - a. Project cycle (initiation, planning, implementation, closure).
 - b. Governance and roles (Executive Director, Project Managers, M&E Unit, stakeholders including project beneficiary countries).
 - c. Risk management and sustainability.
 - d. Partnership modalities (implementing agencies, governments, private sector partners, donors).
4. Design a Monitoring & Evaluation Framework including:
 - a. Indicators (outputs, outcomes, impacts).
 - b. Data collection methods.
 - c. Reporting templates (quarterly monitoring, annual evaluations).
 - d. Learning and knowledge-sharing mechanisms.
5. Facilitate consultations with AI staff, beneficiary countries governments, and implementing partners and compile a report on the stakeholder consultation exercise.
6. Develop and Submit Projects Management first draft, second draft and final draft policy and M&E framework ready for adoption and dissemination
7. Develop and submit a final report on recommendations and a roadmap for the required reforms (Institutional, Policy and other relevant reforms) required for the effective implementation of the policy and improving projects management in general.



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8. Develop training material and conduct training for Africa Institute Staff on Project Management and Implementation of the Projects Management Policy and submit a training report.

5. Deliverables

Deliverable	Description	Due Date
Inception Report	Methodology, work plan, interview schedule, training plan for AI staff	Week 1
Review Report, Consultations Report and First draft Projects Management Policy and M&E Framework	Conduct desk top study and develop a report on existing policies on project management from partner agencies and like minded organisations, review current project management practices at the Institute, including project initiation, planning, implementation, reporting, and evaluation and provide expert recommendations for the development of a robust projects management policy for the Institute. Facilitate consultations with AI staff, beneficiary countries governments, and implementing partners and compile a report on the stakeholder consultation exercise. Develop and submit first draft Projects Management Policy and M&E Framework for feedback Develop and submit second draft Projects Management Policy and M&E Framework for feedback Develop and submit final draft Projects Management Policy and M&E Framework (Incorporating feedback, with relevant annexes (templates, tools, guidelines).	Week 4
Institutional Reform Recommendations Report	Develop and submit a final report on recommendations and a roadmap for the	Week 5



Deliverable	Description	Due Date
	required reforms (Institutional, Policy and other relevant reforms) required for the effective implementation of the policy and improving projects management in general.	
Training for AI Staff	Develop training material and conduct training for Africa Institute Staff on Project Management and Implementation of the Projects Management Policy and submit a training report	Week 5/6

6. Proposals Submission Requirements

Interested and eligible service providers are invited to submit proposals the on how best to meet the needs of the Africa Institute with regards to the afore-mentioned services. The proposals should include the following:

- (i) The service provider's capacity to render the service, detailing available resources including qualifications and experience of team members or individual
- (ii) Detailed approach and methodology to be followed, tools and frameworks to be used and timelines for the delivery of the reports
- (iii) Project phases with milestones preferably not exceeding 5 weeks
- (iv) Detailed financial proposal including pricing structure, with all the necessary details. This should be transparent and inclusive.
- (v) The service provider's track record, with evidence of such and contactable referees.
- (vi) The contract duration shall be for a period of 6 weeks.

7. Qualifications

Advanced degree in Project Management, Environmental Policy, International Development, or related field.

Minimum 10 years of experience in project management and M&E, preferably in chemicals/waste management or environmental conventions.

Proven track record of developing policies/frameworks for UN agencies, regional centres, or international organisations.

Strong knowledge of Results-Based Management (RBM)



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Africa Institute shall not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the proposal and reserves the right to cancel this RFQ without attracting any liability.

8.Required Documentation

To accompany the proposal shall be the following:

- (a) Valid Tax Clearance Certificate;
- (b) In proposals where Consortia/Joint Ventures/Sub-contractors are involved, such shall be clearly indicated and each party shall submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
- (c) If submitted through hand delivery or postal methods, bidders should submit two identical proposals clearly marked “original” and “copy”.
- (d) The evaluation of proposals can only be done on the basis of information required by the Africa Institute and supplied by the bidder;
- (e) Bidders failing to meet all the mandatory requirements shall automatically be disqualified.
- (f) This tender is open to all members states of the Africa Institute in good financial standing with the Institute.

9.B-BBEE Considerations for South African Bidders only / National Requirements for other Member States Bidders

8.1 Service Providers are requested to submit the original and valid BBEE / National requirement Status Level Verification Certificate or certified copies thereof failing which the B-BBEE / National requirement preference points claimed will be forfeited.

8.2 Bidders who do not submit B-BBEE Status Level Verification Certificates / National requirement or are non-compliant contributors to B-BBEE / National requirement do not qualify for preference points for BBEE / National requirement but will not be disqualified from the bidding process. They will score zero points.



8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate / National requirement .

8.4 A bidder shall not be awarded the points claimed for B-BBEE status level / National requirement of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

9.A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level / National requirement , unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

10. Details of where Proposals are to be submitted

The proposal should be marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and submitted using either of the following methods:

By e-mail
NMasha@dffe.gov.za

11. Service Level Agreement

11.1 A successful service provider shall enter into a contract with the Africa Institute for the provision of the service.

11.2 Before any service can be rendered the service level agreement shall be signed by both Parties (Africa Institute and the successful bidder). Should there be any issue regarding the finalisation of the agreement, the Africa



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Institute reserves the right to cancel the contract with no cost implications to the Institute.

12. Payment Terms

The Africa Institute undertakes to pay out in full within 14 days all valid claims for services rendered to its satisfaction upon presentation of a substantiated invoice. Payment schedule shall be outlined in the contract. No payment shall be made where there is outstanding information not submitted by the Service Provider until that outstanding information is submitted.

13. Closing date

The closing date for applications is _____31/03/2026_____at _16:00 hrs. Late submissions will not be considered.

14. Bids Evaluation

a. Rating Scale

In evaluating the proposals, the following rating scale shall be used for each of the evaluation criterion.

Outcome	Non-compliant	Poor	Fair	Average	Good	Excellent
Rating/score	0	1	2	3	4	5

b. Evaluation Criteria and Weighting

The following is the weighting awarded for each element, and the threshold scores for each:

	Evaluation Criteria	Weight
Functionality	Capacity to provide the required service	45%
	Track Record	10%
	Timeline for service delivery	5%
Price	Pricing structure	30%
B-BBEE	B-BBEE / National Requirement in	10%



The proposal must score a minimum of 1.8 weighted average in functionality to be evaluated further on price and B-BBEE. Bids that do not meet this minimum threshold will not be evaluated further on other criteria

15. Enquiries

Should you require further information in this regard, please do not hesitate to contact the following:

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