



**environmental affairs**

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA



**Request for Proposals  
UNE-GEF PROJECTS  
[GEF Project ID: 9494]**

**TERMS OF REFERENCE FOR THE STRATEGY FOR AWARENESS  
RAISING ON MERCURY AND MERCURY COMPOUNDS AIMED AT  
NATIONAL STAKEHOLDERS.**

**1. INTRODUCTION AND BACKGROUND**

South Africa, through Department of Environmental Affairs (DEA) is a signatory to the Minamata Convention on Mercury. The Convention was adopted at the Diplomatic Conference for the Minamata Convention on Mercury, held in October 2013, in Japan. The objective of this Convention is to protect the human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds. The Convention provides for controls and reductions across a range of products, processes and industries where mercury is used, released or emitted.

Article 18 of the Minamata Convention requires Parties, within their capabilities, to:

(a) Promote and facilitate provision to the public of available information on:

(i) The health and environmental effects of mercury and mercury compounds;

(ii) Alternatives to mercury and mercury compounds;

(b) Educate, train and undertake public awareness related to the effects of exposure to mercury and mercury compounds on human health and the environment in collaboration with relevant intergovernmental and non-governmental organizations and vulnerable populations including women and children, as appropriate.

## **2. THE PROPOSED AWARENESS STRATEGY**

The Africa Institute, together with DEA, has been undertaking a project known as the Minamata Initial Assessment for South Africa, under which there is a component called “Strategy for awareness raising on mercury and mercury compounds aimed at national stakeholders”. Under the Minamata Initial Assessment (MIA). This follows exercises of the inventory of mercury; the review and assessment of the national capacities (technical, administrative, infrastructure and regulatory; and strengths and opportunities assessment.

## **3. AIM OF THE STRATEGY**

The objective of the strategy is to develop, design and implement a communication and public awareness raising strategy in order to enhance awareness around the environmentally sound management of mercury, as well as the harmful effects of mercury.

## **4. OBJECTIVES OF THE STRATEGY**

3.1 To raise awareness on the negative effects of mercury on populations.

3.2 Raise awareness on the Minamata Convention on Mercury to all stakeholders

3.3 To mount a campaign strategy that will, through various communication channels, educate users of mercury and mercury compounds and the public about the sources of mercury, the environmental and health effects of mercury and alternatives to mercury in various sectors.

3.4 To facilitate the integration of mercury into the national environmental agenda in South Africa, and facilitate the transition to sustainable development designs and processes

3.5 To ensure that populations make informed choices about the handling and exposure to mercury, and mercury-containing products.

3.6 To positively highlight project achievements, good practices and lessons learned under the Minamata Initial Assessment project for South Africa.

## **4. SPECIFIC OBJECTIVES (MAIN OUTPUTS)**

4.1 A national MIA dissemination and outreach strategy, clearly indicating target groups, messages to be delivered and vehicles for the delivery of those messages. (This may include messages in more than one official language)

## **5. SCOPE OF THE ASSIGNMENT**

5.1. Develop an innovative strategy and its implementation plan across South Africa that will be implemented by various stakeholders led by DEA.

5.2 Identify constraints that could impede the achievement of the strategy objectives, with a special emphasis on education/communication, information constraints and public awareness of mercury, and recommend means of addressing the identified constraints.

5.3 Work closely with key stakeholders to develop a consensus on sections of the strategy to be elaborated and implemented thereof;

5.4 Present the draft strategy at the national stakeholders' workshop for adoption;

5.5 Incorporate into the respective sections of the strategy the feedback from the workshop with stakeholders and other written review comments;

## **6. MAIN OUTPUTS AND DELIVERABLES**

6.1 Inception Report within two weeks after the signing of the Contract by both Parties. The inception report shall include (but not necessarily limited to the following issues):

- A work plan and timeframes
- Structure and outline of the Strategy to be produced by the consultant.
- Envisaged target groups
- Suggested message frameworks and
- Suggested means of delivery

6.2 Draft Mercury Awareness Raising Strategy to be presented to stakeholders (end on month 2)

6.2 Final Mercury Awareness Raising Strategy Document (end of month 3)

## **7. DURATION OF THE PROJECT / ASSIGNMENT**

Project must be completed within three (3) calendar months after the signing of the SLA by both parties, including the delivery of the final report. The Africa Institute and DEA are not bound to select any of the companies or individuals submitting proposals.

## **8. COMPETENCIES OF THE CONSULTANT**

The consultant must:

- Possess a Degree in Environmental Education or related field.
- Have a proven experience in the undertaking of awareness campaigns, especially in the areas of chemicals and waste management issues;
- Experience in communication, public relations, journalism, marketing, teaching or a related field, is recommended
- Show ability to produce quality reports, meet deadlines and work under pressure;
- Have Experience in Multilateral Environmental Agreements (MEAs) will be an added advantage
- Show excellent written, oral and interpersonal skills

## **9. SUBMISSION OF PROPOSALS**

9.1 Each signed proposal shall contain two parts: technical and financial information, submitted in two (2) separate sealed envelopes marked “Technical” and “Financial”.

9.2 The Technical part shall contain but not limited to:

- Suitability of the Consultant - Company experience and past track records on successful similar assignments
- Proposed methodology
- Curricula vitae (CVs) of all the experts designated for the project.

9.3 The financial proposal should contain a breakdown of activities, together with the associated costs, and the total amount for the tender, VAT included.

## **10. PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT**

- 10.1 Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA or SWORN Affidavit certified by Commissioner of Oath together with their bids.
- 10.2 A tenderer must submit proof of its B-BBEE status level of contributor. A tenderer failing to submit proof of B-BBEE status level of contribution will be disqualified
- 10.3 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, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.
- 10.4 In order to advance transformation, the following pre-qualifying criteria to advance certain designated groups shall apply:
- 10.5 Only Exempted Micro Enterprises (EME) and Qualifying Small Enterprise (QSE) shall be considered.

## **11 EVALUATION**

11.1 Please take note that DEA-Africa Institute is not bound to select any of the firms submitting proposals. DEA-Africa Institute reserve the right not to award any of the bids.

11.2 Bidders must score a minimum of 70% to open the financial bids. (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further)

11.3 Evaluation shall follow the points allocated in the table below:

No.	Category	SCORE
	<b>FUNCTIONALITY</b>	100
1.	Proposed methodology indicating how the project is going to be undertaken with time lines/schedule.	20

2.	Company experience and past track records on successful similar assignments	20
3.	Relevant experience in the field of Multilateral Environmental Agreements (MEAs)	20
4.	Relevant qualifications in the field of chemistry or related fields	20
5.	<b>B-BBEE Status Level Contributor Level</b>	<b>Score</b>
	1	20
	2	18
	3	16
	4	12
	5	8
	6	6
	7	4
	8	2
	Non –compliant contributor	0

## 12 TECHNICAL ENQUIRIES

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

Name: Ms Noluzuko Gwayi (Senior Policy Advisor: International Chemicals and Waste Cooperation)

Office Telephone No. 012 399 9854

E-Mail: [ngwayi@environment.gov.za](mailto:ngwayi@environment.gov.za)

All interested qualifying consultants must submit their proposals not later than **16.00 hours local time on the 20<sup>th</sup> of August 2018.**

All proposals must be submitted in a sealed envelope, marked ‘SA MIA – Awareness Strategy Consultancy’ to:

**Attention:** Ms Janet Nemurangoni  
Office Administrator  
Department of Environmental Affairs  
473 Steve Biko Road  
Arcadia  
Private Bag x447  
Pretoria, **0001**