



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. Lwana

Date: 05 MARCH 2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO CONDUCT TRAINING ON 25 DISASTER MANAGEMENT ADVISORY FORUM MEMBERS AS PER TERMS OF REFERENCE AND CONSTITUTION AND ESTABLISHMENT OF ADVISORY FORUM FOR ONE DAY.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:

PRICE : 80

BBB-EE : 20

Closing Date for submissions is 13/03/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tell: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



DRAFT TERMS OF REFERENCE:

UMZIMVUBU LOCAL MUNICIPALITY DISASTER MANAGEMENT ADVISORY
FORUM



UMZIMVUBU
— LOCAL MUNICIPALITY —

CITIZEN & COMMUNITY SERVICES

-18 November 2013-

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1. NAME

The name of the forum shall be the Umzimvubu Disaster Management Advisory Forum

2. WHAT IS DISASTER MANAGEMENT ADVISORY FORUM (DMAF)?

An institutional arrangement in which the Municipality and relevant disaster management role players/stakeholders consult one another and coordinate their disaster management actions/interventions in order to create a disaster resilient Municipality.

3. DEFINITIONS

“Disaster”

Means a disruption in the normal function of a community and to such a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources and causes damage to property, infrastructure or the environment

“Disaster Management”

Means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at:

- Preventing or reducing the risk of disasters;
- Mitigating the severity or consequences of disasters; emergency preparedness;
- Rapid and effective response to disasters &
- Post-disaster recovery and rehabilitation

“Municipal Disaster Management Centre”

Means a centre established in the administration of a municipality in terms of section 43 of the Disaster Management Act.

4. PURPOSE

- Section 51 of the Disaster Management Act No. 57 of 2002 makes provision for the establishment of such a forum.
- The forum give effect to the principles of co-operative governance and make provision for all relevant role players and stakeholders in disaster risk management in the municipality to integrate and co-ordinate their actions on matters relating to disaster risk management as prescribed for in Section 30(1)(b)/44(1)(b) of the Act

5. OBJECTIVES

- To build partnership and create network opportunities between external stakeholders and the Municipality
- Establish a database of all organisations/stakeholders in Umzimvubu.
- Develop a communication strategy to share information on resources and services

6. LEGAL MANDATE

The local government is mandated by the Constitution of the Republic of South Africa, (Act 108 of 1996) to provide a democratic and accountable government that recognises and promotes the involvement of the community organisational formations in the matters of local government. The Disaster Management Act (57 of 2002) calls for an integrated and coordinated approach to disaster management in municipal areas. To make provision for the integration and coordination of disaster management activities and to give effect to the principle of co-operative governance.

Furthermore, The Disaster Management Act (Act 57 of 2002) calls for a holistic approach to disaster management, emphasising proactive planning, mitigation and development, in line with international trends. The Act calls for the active participation of all stakeholders, including the private sector, NGOs, technical experts, communities, traditional leaders and volunteers, in disaster risk management planning and operations. Section 51 of the Act makes provision for the establishment of the forum. To this effect, all municipal departments and external role players involved in disaster management in the Municipality must engage in a holistic approach to disaster management.

7. MEMBERSHIP

Membership of the forum will be open to organisations in disaster management related fields and other role players. The number of members shall be in accordance with the Act. Membership shall cease on resignation or dissolution.

8. MANAGEMENT AND ADMINISTRATION

The Citizen & Community services Portfolio Head/Manager: Citizen & Community Services shall be vested with the responsibility for the governance of the forum. Each institution shall nominate at least one member who will represent it. The forum shall meet on a quarterly basis. The Chairperson (Portfolio Head) shall have power to convene and chair meetings of the forum. The quorum shall be 50% of members. Notice of meetings shall be given 7 day's written notice distributed to all members.

A member representing an organisation shall cease to hold such office upon:

- ✓ Resignation in writing
- ✓ Suspension as a member of the forum
- ✓ Death
- ✓ Withdrawal of membership of representative organisation

Membership will be on a voluntary basis.

The Umzimvubu Municipality shall provide the secretarial services to the advisory forum and must ensure that accurate records of the activities of the forum are maintained. The secretary shall ensure that notice of meetings is given. Documents will be distributed together with the agenda to forum members before meetings. Minutes shall be made of all resolutions passed at meetings of the forum.

9. FREQUENCY OF MEETINGS

The DMAF shall meet at least four times a year. Circumstances prevailing at the time may determine whether the Head of the Disaster Management Centre:

- ✓ convenes a full meeting of the advisory forum;
- ✓ convenes a meeting of only those members directly involved or affected by the business in hand;
- ✓ refers the matter to a relevant or ad hoc technical task team; or
- ✓ opens the advisory forum meeting to additional role players such as technical experts, visiting dignitaries and the like.

10. COMPOSITION

Section 51 of the Act recommends the following persons as members of a DMAF:

- (a) The head of the municipal disaster management centre in the municipality;
- (b) A senior or other competent representative of each department in the administration of the municipality, designated by the Executive Mayor;
- (c) If it is a district municipality, representatives of the local municipalities within the area of jurisdiction of the district municipality;
- (d) Representatives of other disaster management role players designated by the Executive Mayor or Mayor, as the case may be, which may include –
 - (i) organised business in the municipality;
 - (ii) organised labour in the municipality;
 - (iii) relevant community-based organisations;
 - (iv) traditional leaders;
 - (v) the insurance industry in the municipality;
 - (vi) representatives of the agricultural sector in the municipality;
 - (vii) religious and welfare organisations in the City;
 - (viii) medical, paramedical and hospital organisations in the municipality;

- (ix) institutions of higher learning;
- (x) institutions that can provide scientific and technological advice or support to disaster management;
- (xi) other relevant non-government organisations and relief agencies in the municipality;
- (e) Experts in disaster management, designated by the Executive Mayor or Mayor, as the case may be; and
- (f) Persons co-opted by the DMAF in question for a specific period or specific discussion.

In addition to the representatives listed above, the advisory forum may at any time co-opt additional members and individuals required for a specific task or for a specific period of time.

The advisory forum may also appoint technical and other relevant ad hoc task teams with appropriate expertise to perform specific tasks.

11. ROLES AND RESPONSIBILITIES

- Give advice and make recommendations on disaster-related issues and disaster risk management;
- Contribute to disaster risk management planning and coordination;
- Establish joint standards of practice;
- Implement response management systems;
- Gather critical information about the Municipality's capacity to assist in disasters and to access resources; and
- Assist with public awareness, training and capacity building.

12. REVIEW OF TERMS OF REFERENCE

The Terms of reference shall be reviewed annually to ensure applicability and relevance.

13. APPROVAL

RECOMMENDED/NOT RECOMMENDED

G.P.T. Nota

Municipal Manager

DISASTER MANAGEMENT IS EVERYBODY'S BUSINESS"