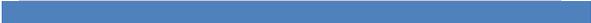


Nongoma Municipal Land Audit TOR's

Planning and Economic
Development



1. INTRODUCTION AND BACKGROUND

There has been an increase in population figures within the Nongoma Municipal Area from 2011 -194,908 to StatSA Community Survey (StatsSA CS) 2016 to 211892.

Nongoma is one of the five local municipalities that make up the Zululand District and is located in the east of the Zululand District Municipality (ZDM). The Nongoma Municipality covers an area of approximately 2,184 km² and is second largest in terms of area in the ZDM. The area is made up of 21 wards and has 42 councilors. Nongoma is popularly known as the seat of the Zulu monarch.

Nongoma is predominantly a rural municipality. There are three Traditional Councils in Nongoma which are Usuthu, Matheni and Mandlakazi Traditional Council and there are 363 settlements, only one of which (Nongoma) has some urban characteristics whilst 98.34% of the population lives in rural areas.

1.2 DEMOGRAPHIC PROFILE

There are more females than males (56: 44) within the Municipal area. This is likely the result of males seeking work elsewhere. Some 60.5% of households in 2011 were headed by women. The Municipality has a very young population, i.e. some 56% of the population is less than 20 years of age. Dependency ratios are still very high, but have declined from 103.8 in 2001 to 88 in 2011.

Lowest household income levels are around the town of Nongoma and in the northern parts of the municipality. Whilst it would appear that there has been a reduction in the unemployment rate from 71.1% in 2001 to 49.3% in 2011, this does not reflect those persons who are employable but are discouraged in their seeking for work. Some 52% of all households within the Nongoma Municipal Area earned less than R1,600 per month in 2011. This means that they qualify as indigents.

2. BACKGROUND OF THE PROJECT

The Nongoma Local Municipality has identified the need to conduct a comprehensive land investigation and audit in order to establish:

- Different land ownership,
- To determine whether those properties that the municipality disposed of have been properly transferred

- The properties that are declared as state land ,lastly
- To resolve issues of dual or triple property owners on one site

A land audit focuses on ownership information that is obtained from two sources, namely the municipal Valuation Roll and Deeds. In any land audit strategy a primary concern and

fundamental prerequisite to any physical planning strategy is land availability. That is its location, its size, its surroundings and its natural and man-made constraints, within, between and without. Given the topographical and urban edge limitations of expansion of the Municipal area, special emphasis is required to seek optimum land utilisation. This is precisely what the municipality seeks to achieve.

3. STUDY AREA

The Nongoma Local Municipality is a categorymunicipality falling under the Zululand District Municipality in KZN province, Nongoma land ownership is predominantly Ingonyama Trust Land about 98% of the land and the rest is between state land ,private and municipality.

The study area is as follow;

- The Nongoma Town
- Dilini area (Ophalule)
- Red hill and
- White City
- ITB Area (Government and non-Government Buildings)

4. PURPOSE

4.1. The purpose of the Land Audit is to determine who owns which piece of land within the above study area of the Nongoma Local Municipality. A comprehensive land audit is requested from the service provider for the identified study area/s.

4.2. The types of cadastral land parcels that need to be audited to determine land ownership includes the following categories:

- Farm portions
- Agricultural land
- Erven
- Sectional Title Schemes (if any)
- Cluster homes and complexes
- Rural villages

4.3. The land ownership categories that are derived from a comprehensive land audit should Include, but not limited to, at least the following;

- Privately ownership land
- State owned enterprises (Telkom, ESKOM, DoT, Cell Vodacom and MTN.)
- Municipal Land (District and Local)
- Provincial Government
- Republic of South Africa (State Land)
- Worship sites (Churches, Mosques, etc)

There may be other categories that exist which are not listed above.

5. PROJECT DESCRIPTION

5.1 The Nongoma Local Municipality seeks to appoint a service provider that will conduct a brief\

technical investigation that will;

- Spatially identify land and give ownership information of land within the identified study area of the municipality.
- Conduct a comprehensive land audit of all properties within the study area.
- Create a user friendly GIS database with ownership categories as specified in section 2 above with useful fields that will assist in the planning and packaging of interventions.
- Lastly, create a land audit report (maps, tables and graphs, not limited to the list above) for Nongoma Local Municipality that will be presented to the department.

5.2 It is the responsibility of the Service Provider to source relevant Deeds information for the land audit. The cost of such Deeds information must be carried by the Service Provider and included in the project proposal.

5.3 This project will entail fieldwork which will assist in identifying communally worked, traditional council areas within the study area, and recording some other important data. The land audit results should be spatially located by linking the Deeds information to the cadastral information for Nongoma Local Municipality and compared with the Deeds information for verification purposes.

6. SCOPE OF WORK

6.1 Verify through physical inspection of each property and indicate its use thereof e.g. Vacant land or improved (buildings or structures)

6.2 Record and report on the status of planning and zoning,

6.3 Record and report on the current status of the land for e.g. Township Establishment (Settlement Formalisation)/ Land Development applications proclaimed or pending .

6.4 Flag, record and report any illegal occupation/ invasion of each improved or vacant land

6.5 Make proposal on the optimal use and development potential of each property [2 pages max].

The proposed investigation will cover the comprehensive land audit that should cover area located within Nongoma Local Municipality as stated above in no. 3.

7. RESEARCH AND INFORMATION GATHERING

The Nongoma Municipality Deeds information will have to be directly sourced from Deeds Office in Pretoria or Pietermaritzburg. A bulk Deeds records will have to be made for all settlements in the Municipality. The cost of the Deeds records will have to be determined by the Service provider. It remains the responsibility of the Service provider to source all relevant information, including but not limited to the following;

- Municipal Evaluation Roll
- Deeds information from National Deeds database including section title schemes
- Cadastral information (Erven, traditional areas) from Surveyor General

8. CONTENTS OF THE PROJECT PROPOSAL

A clear and concise project proposal covering the aspect listed below is required;

- i) An executive summary

- ii) A project Plan
- iii) Previous experience with contact person
- iv) The proposed methodology should indicate a detailed list of data to be gathered and how it will be processed. The methodology should also indicate the project milestones that will be used to measure the project progress.
- v) The methodology should also have a community consultative component that will involve tribal leaders/ community leadership physically identifying active/ fallow land to be captured in the agricultural land database.
- vi) The approach should be costs saving yet achieve the highest value for money
- vii) The names and Cv's containing detailed information on relevant experiences of all the persons who will be directly contributing to the project, and their roles thereof
- viii) Any shortcomings in the study specifications, how these ought to be addressed and the cost implications thereof
- ix) All-inclusive costing model

9. DELIVERABLES

- I. A detailed report of the project methodology, the findings and their analysis.
- II. Point and polygon shapefiles with comprehensive attribute information of every identified fallow/ areas within the identified study area (As per above).
- III. Land Audit database with Deeds and Valuation Roll information for, cluster homes and complexes, and erven within the study area.
- IV. Land Audit report containing methodology and land audit findings and recommendations
- V. An A0 map size with an overlay of these land parcels.
- VI. 2x copies of DVDs/ CDs with GIS spatial datasets (WGS84 ESRI shapefiles/) of the above.
- VII.

10. TIME FRAME

This project should be completed over a period of four months. If the service provider fails to meet the required timeframe without valid reasons put forward in writing, they will be penalized.

11. BUDGET

The successful service provider shall compile a detailed breakdown of costs and submit it together with the proposal. Comprehensive pricing and functional competence of the Service Provider will be major considerations in the evaluation of proposals.

12. PROJECT MANAGEMENT WITHIN THE MUNICIPALITY

This project will be facilitated by a steering committee that will be established once the appointed service provider has been appointed.

13. SKILLS & EXPERIENCE REQUIREMENTS

The service provider is expected to have the following skills among its staff:

- I. Good GIS experience (database development) and imagery processing;
- II. Proven experience in conducting of land audits
- III. Thorough understanding of cadastral data and Deeds information;
- IV. Research, analytical, writing and communication skills; and
- V. Previous experience in capturing and analysis of agricultural development data

14. REQUIRED INFORMATION ON HUMAN RESOURCES

The service provider is expected to provide information on available human resource capacity that will be directly involved in the project, including but not limited to: short CV, indicating relevant qualifications and experience as required by this Terms of Reference; full contact details (office, fax and cell phone, and email) Staffing requirements identified on the onset of the project shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Municipality.

15. REPORTING AND ACCOUNTABILITY

During the execution of the project, the service provider must submit regular progress reports and attend meetings at intervals as determined by the project team managing the service provider.

16. FUNCTIONALITY POINTS AS PART OF THE ASSESSMENT CRITERIA

Table 2: The Key Competencies

Criteria	Weighting	Scoring measurement
Qualification of Project Leader in Geographic Information Systems, Town Planning	20	Degree /B.Tech = 3 Honours Degree = 5 Master’s degree =12
Good GIS, Town Planning and Surveying experience (Total score divided by Number of team members with experience)	10	Less 1 year= 0 1-3 years = 3 4-9 years = 5 10+ years= 10
Experience in rural and urban land audit, regulation and processing of all team members including project manager (Total score divided by Number of team members with experience)	10	Less 1 year= 0 1-3 years = 3 4-9 years = 5 10+ years= 10
Registered Professional all team members including Town Planning Project Management, and land surveyor (Total score divided by Number of team members with experience)	10	2 points per required profession equalling to 10 pnts

Experience in land use audits all team members including project manager (Total score divided by Number of team members with experience)	10	Less 1 year= 0 1-3 years = 3 4-9 years = 5 10+ years= 10
Experience in land rights audits and land rights register development of all team members including project manager (Total score divided by Number of team members with experience)	10	Less 1 year= 0 1-3 years = 3 4-9 years = 5 10+ years= 10
Experience in skills transfer of all team members including project manager (Total score divided by Number of team members with experience)	10	Less 1 year= 0 1-3 years = 3 4-9 years = 5 10+ years=10
GIS Specialist and Town Planning Experience of all team members including project manager (Total score divided by Number of team members with experience)	10	Less 6 year= 0 6 – 9 years = 3 10+ years = 7
Understanding of Method and approach which is required by the Municipality. All direct repetition of TOR without demonstrated core understanding will be limited to a score of Poor = 1	10	Poor = 1 Acceptable = 2 Good = 3 Very good = 4, Excellent = 5
Total scores	100	

Only the companies 70 % and above in functionality will be considered for preferential point system

17. Briefing Session

There will be no briefing session.

18. Terms and Conditions

Nongoma Local Municipality undertakes to pay in three equal payments within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

No payment will be made where there is an outstanding information/work by the service provider/s.

19. Submission of proposals

19.1 Proposals should be submitted in a sealed envelope clearly marked “**Nongoma land audit**” and deposited in a tender box on or before the 01 August 2018, not later than 12H00 to the following address:

- a) Further information regarding technical matters may be sent via email to: nomthembaz@nongoma.org.za or telephone 0358317547.
- b) Further information regarding supply chain matters and queries may be sent via email to: leratomaema1@gmail.com or telephone 0358317500.
- c) Proposals must be accompanied by:
 - i) A company profile
 - ii) Curriculum vitae of proposed members of the team, illustrating qualifications and experience (maximum four pages)
 - iii) CSD registration report (registration with the National Treasury Central Supplier Database – The Municipality will verify the tax compliance status of a bidder on
- d) Valid and Original or Certified B-BBEE Status Level Verification
- e) Certificates issued by the following agencies SANAS, IRBA or CCA

19.2 Failure to submit all required documents will lead to disqualification of the tender.

19.3 The selection of the qualifying proposal will be at the Nongoma Local Municipality’s sole discretion. The Nongoma Local Municipality does not bind itself to accept any particular bid/proposal, and the Municipality reserves the right not to appoint the consultant.