CALL FOR PROPOSALS

Training for Environmentally Sound Management of PCBs in South Africa

(RFP No.: AI/SA/PCB/TRN01)

FOR THE PROJECT

Environmentally Sound Management and Disposal of Polychlorinated biphenyls (PCBs) in the Republic of South Africa

(GEF ID: 9579)
1. Introduction

The Global Environmental Facility (GEF), through the Development Bank of Southern Africa (DBSA), is supporting a project in South Africa titled Environmentally Sound Management (ESM) and disposal of Polychlorinated biphenyls (PCBs) and PCB-contaminated oil, equipment, and wastes in South Africa (SA PCB). The project’s objective is to reduce and eliminate the use and releases of PCBs to the environment through development and implementation of the ESM and disposal of PCBs and PCB-contaminated oil, equipment and wastes in South Africa.

The project consists of the following three components:

(i) Component 1: Institutional capacity building and awareness raising;
(ii) Component 2: Final treatment and disposal of PCBs and PCB-contaminated oil, equipment, and wastes;
(iii) Component 3: Monitoring, evaluation, and replication.

The project advances the operationalisation of South Africa’s National Implementation Plan (SA NIP), which has been formulated and updated through intensive stakeholder consultation. The SA NIP in itself seeks to position South Africa well to meet her obligations with regards to the Stockholm Convention on Persistent Organic Pollutants (POPs) “hereinafter referred to as Stockholm Convention”. As Party to the Stockholm Convention, South Africa has made strides in putting in place and implementing mechanisms to enable its compliance to this treaty. Such initiatives include the development of related policies, regulations, and standards, including the regulations to phase out the use of PCB materials and PCB containing materials (PCB Regulations) and a South African National Standard (SANS 290) on Mineral Insulating Oils: Management of Polychlorinated biphenyls. The SA PCB project is thus part of the country’s ongoing efforts to effect the ESM of PCBs and thence compliance to the Convention. In terms of the Convention’s requirements, all equipment containing concentrations of PCBs above 0.05% (50ppm) must be phased out by 2025, and all resulting wastes containing PCBs must be subject to ESM for final disposal by 2028. This project therefore aims to facilitate the country’s compliance to the provisions of the Convention and to assist the country to eliminate PCBs.

2. Background

Polychlorinated biphenyls (PCBs) are a class of synthetic organic chemicals that have a low electrical conductivity and high resistance to thermal breakdown, oxidants, and other chemicals. They are widely used as dielectric fluids in electrical transformers and capacitors. PCBs are among the most toxic and persistent POPs listed in the Stockholm Convention. They are characterized by toxicity and environmental persistence, which is very similar to that of dioxins. Some of the adverse effects associated with the exposure to PCBs include damage to the immune system, liver, skin, reproductive system, gastrointestinal tract and thyroid gland.
Based on the re-assessment of scientific evidence, PCBs have recently been re-classified as class 1 carcinogens from the International Agency for Research of Cancer (IARC-WHO).

PCBs have been listed as a Group II hazardous substance in South Africa by the Hazardous Substances Act, 1973 (Act No.15 of 1973) and have been allocated a unique code in South Africa’s Tariff Book. This allows for them to be identified specifically in cases of import and/or export. They have also been placed on the Customs and Excise list of “Prohibited and Restricted” imports and exports, therefore any PCBs and PCB-contaminated oil and equipment entering the country are to be retained by the Customs Division, except for the purposes of environmentally sound treatment and disposal.

In ensuring that the PCBs are phased out in the country, on 10 July 2014, the Department of Forestry, Fisheries and the Environment (DFFE) published the “Regulations to phase-out the use of PCB materials and PCB contaminated materials” (hereafter referred to as the “South Africa PCB Regulations”) under section 44(1) (A) and (B) of the National Environmental Management Act, 1998 (Act No. 107 of 1998). The main objective of the regulations is to phase-out the use of PCBs in electrical equipment by 2023 and dispose of the resulting wastes by 2026. Despite the requirement in the South African PCB Regulations that “Any PCB holder must develop a phase-out Plan and submit it to the Director General (DG) within a year (12 months) of the coming into effect of these Regulations” not all PCB holders/owners submitted data on their PCB inventories nor submit phase-out plans.

The key stakeholders in South Africa that own electricity generating and transmission equipment which could contain PCBs and PCB-contaminated oil are: Eskom (the country’s only utility company, which is responsible for bulk supply of electricity); municipalities (approximately 165) licensed by the National Energy Regulator of South Africa (NERSA) and other energy intensive industries such as mining, cement, steel, aluminium, chemical, and petrochemical manufacturing, and transportation. Eskom generates approximately 95% of electricity used in South Africa, and also oversees the management of electrical equipment for 106 municipalities. Of the 280 municipalities (metro, district, and local) in South Africa, Eskom is responsible for maintenance and repair of equipment, such as transformers and capacitors, in 106 municipalities. The remaining 165 municipalities are directly licensed by NERSA, and ESKOM is only responsible for bulk supply of their electricity. These municipalities oversee their own transmission and distribution including the procurement and maintenance of their equipment.

3. Call for Proposals: PCB training Services

In advancing the implementation of the above mentioned project Environmentally Sound Management (ESM) and disposal of Polychlorinated biphenyls (PCBs) and PCB-contaminated oil, equipment, and wastes in South Africa (SA PCB) the following are among the critical outputs, as outlined in the approved project document:
(i) Training materials developed and workshops for representatives of key stakeholders undertaken on PCB management;
(ii) Sampling, analysis and monitoring capacity evaluated and strengthened;
(iii) PCB owner phase-out plans and national PCB management plan developed;
(iv) Occupational safety and health issues incorporated into the ESM of PCBs and complied with

To pave way to the realisation of these outputs the services of a competent, experienced and world-class service provider are, through this call, sought. The services are mainly in preparing for and providing training in various aspects of the project.

4. Purpose of the Consultancy

The Stockholm Convention on persistent organic pollutants calls upon Parties to the Convention to, among others,

(i) Manage stockpiles consisting of or containing chemicals listed either in Annex A or Annex B of the Convention, in a safe, efficient and environmentally sound manner;
(ii) Take appropriate measures so that wastes (emanating from stockpiles consisting of or containing chemicals listed either in Annex A or Annex B), including products and articles upon becoming wastes are, among others, handled, collected, transported and stored in an environmentally sound manner;
(iii) Make determined efforts designed to lead to environmentally sound waste management of liquids containing polychlorinated biphenyls and equipment contaminated with polychlorinated biphenyls having a polychlorinated biphenyls content above 0.005 per cent, in accordance with paragraph 1 of Article 6, as soon as possible but no later than 2028,
(iv) Promote and facilitate:
   (a) Development and implementation, especially for women, children and the least educated, of educational and public awareness programmes on persistent organic pollutants, as well as on their health and environmental effects and on their alternatives
   (b) Training of workers, scientists, educators and technical and managerial personnel
   (c) Development and exchange of educational and public awareness materials at the national and international levels;
   (d) Development and implementation of education and training programmes at the national and international levels

Efforts are being put in place, in South Africa, to advance compliance to the Convention including these obligations. It is against this background that this consultancy is required. Its purpose is to provide different trainings that contribute to the betterment of the ESM of PCBs...
in South Africa and further advance the above mentioned obligations. This is done to ensure that South Africa is in a position to (a) prevent undesired consequences of unsound management of PCBs during the implementation of the PCB elimination project and (b) manage, in an environmentally sound manner, PCBs in the country during their phase out stages. In particular, the consultancy is required to:

(i) Deliver a workshop on Multilateral Environmental Agreements on chemical and waste management
(ii) Develop training materials for each of the training areas prescribed herein;
(iii) Deliver hands-on training to municipality officials, appointed national PCBs inventory project consultants and other key stakeholders on prescribed aspects of handling and management of PCBs to enable seamless implementation of the PCBs elimination project in South Africa;
(iv) Provide practical training that will build the technical capacity of those that will be physically engaged in PCB management, such as handling PCB-contaminated transformers, sampling and testing techniques of the dielectric oil to ensure that proper methodologies are adopted, risks are minimised, and environmentally sound management is applied;
(v) Provide PCBs inventory verification training to municipality officials, appointed national PCBs inventory project consultants and other key stakeholders to be identified;
(vi) Provide training to Customs officials and other relevant stakeholders on national and international regulations concerning PCBs and related safe inspection practices to ensure that appropriate actions, in line with ESM of PCBs, are enforced at borders;
(vii) Develop, in accordance with the Convention’s requirements, South Africa’s PCB phase-out plan;
(viii) Provide training to DFFE officials, including Environmental Management Inspectors, on monitoring of the PCB phase-out plans, through spot sampling and analysis;
(ix) Provide training on occupational health and safety related to the handling and transportation of PCBs.

Trainings will also be complemented by practical work activities, in coordination with project partners, covering the various aspects of PCB management.

The identification of (a) training venues and their procurement, and (b) stakeholders to be trained and their invitation shall be the responsibility of the Africa Institute.
5. **Scope of Consultancy**

The consultancy work is to be performed in each of the following training areas, which will be facilitated at a national level. Bidders are required to provide details for each of the training areas, including timing for each, and where appropriate/applicable how the trainings will be integrated. Due consideration will be given to the weighting of the training intervention.

For each of the training areas, a training manual/materials must be developed and submitted to the Africa Institute prior to the delivery of training. Training materials may be newly developed or those available internationally and adapted to suit the local conditions.
<table>
<thead>
<tr>
<th>Training Area</th>
<th>Focus of training</th>
<th>Target audience</th>
<th>Training intervention weight (%)</th>
<th>Expected No. of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multilateral Environmental Agreements on chemical and waste management</td>
<td>Detailed background and reporting requirements for Stockholm, Basel and Rotterdam conventions.</td>
<td>PCB owners and other relevant stakeholders</td>
<td>10</td>
<td>500</td>
</tr>
</tbody>
</table>
| PCB Inventory Verification, Sampling for Laboratory Analysis and Identification of PCBs Contaminated sites.* | - Undertake inventory training (including identifying, labelling, marking and recording of PCB containing electrical equipment)  
  - PCBs sampling for testing at identified laboratory for oil from all equipment classified as “suspect”  
  - Identification and reporting on the PCBs contaminated sites and suspected equipment | Identified municipalities officials, SOE officials, officials from private sector PCB owners, appointed national PCBs inventory project consultants (and their teams) and other key stakeholders | 20                               | 200                          |
| General ESM of PCBs                                | - Technical and safety procedures for purposes of temporary storage, collection, transport and final disposal/decontamination of PCB oils and contaminated equipment  
  - Development of reports for all activities towards collection, transportation, storage and disposal of PCB contaminated equipment and oils.  
  - Training to also incorporate The South African National Standard on “Mineral insulating oils, Management of polychlorinated biphenyls (PCBs)” (SANS 290). | Identified municipalities officials, SOE officials, officials from private sector PCB owners, appointed national PCBs inventory project consultants (and their teams) and other key stakeholders | 40                               | 200                          |
| Transboundary movement of PCBs | Custom officials on transboundary movement of PCBs  
Development of standard operating manual on the ESM and control of trans-boundary movement of PCBs and other related POPs listed under Stockholm Convention  
The training manual and training delivery shall cover but not limited to the following:  
- Introduction to chemicals and waste MEAs, their requirements in terms of the transboundary movements  
- Principles and practice of Inspection and transboundary movement controls.  
- Roles and responsibilities of key stakeholders | Custom officials and SAPS and other relevant officials working on the border posts | 20 200 |
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</thead>
<tbody>
<tr>
<td>Development and Monitoring of the national PCB Phase-out Plan</td>
<td>Monitoring of the PCBs phase-out plans, through spot sampling and analysis</td>
<td>Relevant DFFE officials including Environmental Management Inspectors</td>
<td>5 30</td>
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</tr>
<tr>
<td>Occupational Health and Safety*</td>
<td>Occupational health and safety with respect to the handling of PCBs</td>
<td>Identified technical personnel (from municipalities, SOEs, private sector PCB owners, appointed national PCBs inventory project consultants) that will be involved in inventory collection, storage, transportation and disposal of PCB oils and contaminated equipment</td>
<td>5 200</td>
<td></td>
</tr>
</tbody>
</table>

*These trainings need to be prioritised and completed by the end of September 2022
6. Deliverables and Reporting

The following are expected deliverables:

(a) Training materials developed and approved by the Africa Institute, prior to the delivery of the training, for each training areas;
(b) Training delivered, with detailed records of this delivery, for each of the training areas;
(c) Detailed report on each training delivered;
(d) Evidence of trainees’ competency levels for each of the trainings offered.

The Consultant shall report in writing about the progress of the implementation of their activities to the Africa Institute on a monthly basis.

7. Qualification and Experience

The following are the key attributes required for the consultancy for each of the training areas. The criteria should apply to the project leader or individuals responsible for the task implementation.

7.1. General requirements

The following are general requirements for each of the training areas:

(i) A minimum bachelor degree in either engineering, chemistry, environmental management or any other relevant field. Higher qualifications will be an added advantage;
(ii) Fluent in English with strong oral and written communication skills;
(iii) Proficient in commonly used computer programmes and especially in MS Office suite;
(iv) Must have sufficient and adequate resources (such as training materials, and other necessary equipment) or a plan to acquire these to perform the assignment seamlessly, timely and in full;
(v) The team leader and team members should have experience and demonstrable capacity to develop training materials and facilitate trainings related to inventory verification, sampling for laboratory analysis and identification of contaminated sites;
(vi) Demonstrated good interpersonal skills.
7.2. Specific requirements

<table>
<thead>
<tr>
<th>Training Area</th>
<th>Qualifications and other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multilateral Environmental Agreements (MEAs) on chemical and waste management</td>
<td>• Experience, of no less than 5 years, of involvement in MEAs.</td>
</tr>
<tr>
<td>PCB Inventory Verification, Sampling for Laboratory Analysis and Identification of PCBs Contaminated sites.</td>
<td>• Experience in training on MEAs.</td>
</tr>
<tr>
<td>General ESM of PCBs</td>
<td>• Demonstrable experience of no less than 5 years in conducting training, at international level, on PCBs (or other POPs) inventory (or related training);</td>
</tr>
<tr>
<td>Monitoring of the PCB phase out plans.</td>
<td>• Demonstrable experience of no less than 5 years in ESM of PCBs (or POPs in general). Evidence of experience in providing training on same shall be an added advantage.</td>
</tr>
<tr>
<td>Transboundary movement of PCBs</td>
<td>• Minimum of 5 years’ experience in conducting training on transboundary movement of hazardous chemicals/goods (please provide details, including references);</td>
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<td></td>
<td>• Have a knowledge of legal instruments on enforcement of hazardous chemicals in South Africa.</td>
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<td></td>
<td>• The team leader and team members should have experience and demonstrable capacity to develop training materials and facilitate trainings related to national and international regulations concerning PCBs and related safe inspection practices related to PCBs and other related dangerous goods.</td>
</tr>
<tr>
<td>Occupational health and safety</td>
<td>• Minimum of 5 years’ experience in conducting training on Occupational health and safety in general and in particular as it relates to PCBs.</td>
</tr>
</tbody>
</table>

8. Required Documentation

To accompany the proposal shall be the following:

(i) A detailed proposal, responding to and covering all aspects of the call as contained herein. The proposal, which should provide all the necessary details in all the areas of the scope, must include a detailed work plan with clear timelines for each training area.

(ii) A cover letter indicating the bidder’s suitability for the job, supported by comprehensive curriculum vitae/company profile, certified copies of qualifications, proposed approach and work plan.

(iii) The pricing structure, with all the necessary details. This should be transparent and inclusive and submitted in a separate envelope and properly marked.
(iv) The service provider’s track record, with evidence of such, and contactable referees.

9. Bids Evaluation

The evaluation of Bids can only be done on the basis of information required by the Africa Institute and that provided by the bidder. Bidders failing to meet all the mandatory requirements shall automatically be disqualified.

9.1. Rating Scale

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

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Non-compliant</th>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating/score</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
### 9.2. Evaluation Criteria and Weighting

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Sub-criteria evaluated</th>
<th>Weight (%)</th>
<th>Aggregate weight (%) for the evaluation criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functionality</strong></td>
<td>Capacity to provide required trainings (for each of the training areas).</td>
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<td></td>
<td>Outline of content of training materials (whether it exists or yet to be developed): Comprehensiveness of coverage</td>
<td>25</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>Demonstrable capacity to develop training materials</td>
<td>10</td>
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</tr>
<tr>
<td></td>
<td>Proposed methodology/Approach to training</td>
<td>10</td>
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<tr>
<td></td>
<td>Work plan: Clarity, comprehensiveness and practicality</td>
<td>7</td>
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<td></td>
<td>Resourcing plan: Feasibility and fit-for-purpose, including a demonstration of:</td>
<td>10</td>
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<td></td>
<td>• Adequacy for the development of training material;</td>
<td></td>
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<tr>
<td></td>
<td>• Adequacy for the provision/delivery of trainings;</td>
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<td></td>
<td>Proficiency in commonly used computer programmes and especially in MS Office suite</td>
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<td></td>
<td>Track Record/experience.</td>
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<td></td>
<td>Demonstrated relevant track record/experience, including the provision of a list of contactable references</td>
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<td>20</td>
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<td></td>
<td>Relevant international experience</td>
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<tr>
<td></td>
<td>Qualifications.</td>
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<tr>
<td></td>
<td>Meeting all required minimum qualifications</td>
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<td>5</td>
</tr>
<tr>
<td><strong>Functionality total</strong></td>
<td></td>
<td></td>
<td>90</td>
</tr>
<tr>
<td><strong>Pricing Structure</strong></td>
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<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>Pricing Structure total</strong></td>
<td></td>
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</table>

The Bid must score a minimum of 2.7 weighted average in functionality to be evaluated further on price. Bids that do not meet this minimum threshold will not be evaluated further on other criteria.
10. Enquiries and details of where proposals are to be submitted

The Bids (with correct Bid No.) should be packaged in two envelopes (marked functionality and Pricing) and marked for the attention of the Executive Director: Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes; and should be submitted using either of the following

<table>
<thead>
<tr>
<th>Physical delivery</th>
<th>By post</th>
<th>By e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment House</td>
<td>Environment House Private Bag X447, Pretoria 0001, South Africa</td>
<td>Functionality proposal and pricing proposal should be sent separately, with e-mail subject giving indication of what the proposal is for. Email address: <a href="mailto:NMasha@environment.gov.za">NMasha@environment.gov.za</a></td>
</tr>
</tbody>
</table>

Enquiries should be sent by e-mail to Ms Neo Masha on: NMasha@environment.gov.za or by post to Environment House, Private Bag X447, Pretoria, Office GF A3 East, for attention of Ms Neo Masha. We endeavour to respond to all e-mail enquiries within 48 hours. Enquiries submitted by post may take longer.

11. Closing Date

The closing date for applications is 29 July 2022 at 13:00. Late submissions will not be considered.