

# Manual

(Guidelines)

for the planning + reporting of

SHORT-TERM TECHNICAL ASSISTANCE

under the

URBAN ENVIRONMENTAL MANAGEMENT  
PROGRAMME

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## 1. Presentation of the STTA – facility.

The **Short Term Technical Assistance facility** under the Urban Environment Management Programme is a short cut to procure technical expertise: **You can request technical experts from SA or from all over the World< procured and paid by the programme**

This document aims to assist you to do this short cut and help you access experts through the facility.

The document consists of three sections:

1. Introduction
2. Answers to frequently asked questions
3. Guidelines for completion reporting.

**A guideline to the writing of Terms of Reference** is also available from the PSC Secretariat. You are invited to use this guideline, or to use formats for ToRs of your own institution.

### 1.1 What you can get

The PSC Secretariat of the programme will do this for you:

- √ *Search out a suitable expert for the job to be done*
- √ *Provide the technicalities of procurement, contract, logistics and bookkeeping .*
- √ *Pay your consultant – out of a special budget-line in the programme.*

As a UEM-partner, you can contact the PSC-Secretariat at any time for a discussion of the opportunities.

If the perspective is there we need a ToR to define the project.

### 1.2 What you need to do

**You can always contact the Secretariat** for info about the facility, available funds etc.

The guidelines in this manual are set up to support this dialogue. The management principle is **flexibility** and the following intends to indicate the line of thinking, which should lead to rewarding the funds and managing the expert.

Basically a STTA project in the UEM-Programme **has three steps**:

#### 1. You write a draft Terms of Reference

Basically ONE document – the Terms of Reference - is needed to inform the PSCs decision. The document will later be an integrated part of the contract with the consultant. The ToR is of course also the steering document, which assists you (and the consultant) in directing the work.

When writing a draft ToR you may use formats of your own institution or the guideline made for this by the Secretariat. You are also welcome to consult with the Secretariat about this.

You may also consider submitting a set (1-5) of consultants, which you have in mind for the job, either from your own experience or picked from the UEM-database of CVs. The Secretariat will also review the possibilities and we will agree on a list of priorities.

## **2. PSC decides on the fund allocation + Secretariats does the paper work.**

When the PSC Secretariat and you have agreed on a ToR it will be circulated with the PSC. Expect three – four weeks for this procedure. (you are always welcome to make enquiries, and we will keep you informed as the process rolls.)

If successful in the PSC, the ToR will be sent to procurement by us. This can take about 1 month – depending on the availability of consultants, negotiations on terms and logistics, etc. When done, you will receive the contract and will manage the consultant on this basis.

## **3. You manage your consultant + report to the PSC Secretariat**

You receive and manage the consultants: Your administration is responsible for helping the consultants to help you, i. e. for further instruction and dialogue, access to persons and info, as needed for the consultant to do the assignments.

You are also responsible for submitting a completion note and a press statement when the project is completed. Please use the template 6 at the end of this document and wrap up with the PSC Secretariat.

Details about this in the next chapter.

## 2. Answers to frequently asked questions

In this chapter we summarize the answers

### 2.1. ***When can the funds be accessed?***

***Any time, in principle. You may contact the PSC Secretariat at any time, and if the perspective is there and there is still money on the budget line, we will jointly promote your idea.***

One partner may ask for several projects each year.

Over the programme period of 5 years it will be pursued that all partners will benefit from the facility, as informed by their needs and their applications. However this will not apply to the individual budget year.

### 2.2. ***How fast can the funds be accessed?***

The following time frames are pursued

- From agreement on ToR (between partner and Sec) to PSC-decision: 1 month
- From decision to signature of contract: 1 month.

The PSC secretariat will be continuously available for dialogue, discussion, advice on applications, including comments to drafts.

The Secretariat works under guidance from and with reference to the PSC.

### 2.3. ***Who can benefit ?***

*Partners of the UEM-programme* can benefit from this facility.

There is an annual budget of max. 2 mill ZAR for national and provincial partners:

1. National Department Environment and Tourism
2. National Department of Health
3. Gauteng Province, Department of Agriculture, Conservation and Environment,
4. Kwa-Zulu-Natal Province, Dep. of Agriculture, Conservation and Environmental Affairs,
5. Western Cape Province, Dep. of Environmental Affairs and Development Planning

There is an annual budget of max. 2 mill ZAR for municipal partners:

1. Cape Town City
2. Erkuhuleni Municipality
3. eTekwini City
4. Sedibeng District Municipality
5. Johannesburg City

### 2.4. ***What can the funds be used for ?***

For *technical assistance of a South African or an international expert, which is*

- √ Needed and sufficient to solve a particular problem, take a particular development one step further or in some other way provide a lasting benefit to the work of your administration.
- √ In line with the (politically approved) priorities of your government

- √ In line with the UEM programme's development objective and immediate objectives, and desired outputs.

**National and provincial projects** should be in line with

- √ The development objective of the programme: *Sustainable and poverty oriented environmental management of urban areas in South Africa.*
- √ The immediate objective for Component 1: *National and provincial framework for pro-poor integrated urban environmental management operational*
- √ One or more of pursued outputs for the programme's Component 1:
  1. *DEAT capacity for implementation of the Waste Management Act enhanced*
  2. *DEAT capacity for implementation of the Air Quality Management Act enhanced*
  3. *Capacity for Section 20 waste facility permitting developed*
  4. *Joint DEAT and DoH mandate on environmental health strengthened*
  5. *Urban Environmental Management capacity in the Western Cape Provincial Government enhanced*
  6. *Urban Environmental Management capacity in Gauteng Provincial Government enhanced*
  7. *Urban Environmental Management capacity in KwaZulu Natal Provincial Government enhanced*

**Municipal projects** should, likewise, be in line with

- √ The development objective of the programme: *Sustainable and poverty oriented environmental management of urban areas in South Africa.*
- √ The immediate objective of Component 3 of the programme: *Improved local urban environmental management and planning for poor communities*
- √ One or more of pursued outputs for the programme's Component 3:
  1. *UEM integrated in city planning cycle and city management*
  2. *Environmental Health capacity and implementation*
  3. *Local air quality monitored and managed*
  4. *Local sustainable energy solutions developed and implemented*
  5. *UEM Capacity development and coordination*

The facility is mostly for procuring single experts for a short term – but if relevant, company contracts may also be set up.

## **2.5. What the funds can not be used for**

It follows from the above that the facility can not support

- Projects which are not within the scopes as stated
- Projects which do not provide any new development. Ongoing running costs are not objects for this facility.

## 2.6. Criteria

As demand may exceed the supply of funds, *the following criteria will serve as guidelines* to the PSC to decide, which Projects are to receive preference:

1. **Clarity and precision** in content and wording of the ToR: “This specific problem - this particular solution!”
2. **Impact to the poor** of urban communities and their quality of life
3. **Impact to the 5 environment** themes (air, energy, env. Health, planning or waste)
4. **Links to mainstream priorities** in the partner institution (strategies, work plans, etc.)
5. **Co-operation** between governments. (A proposal from several partners is better from one partner.)
6. **Applicability** across governments and spheres
7. **Knowledge transfer** from the project to your own staff.
8. **International expertise** rather than South African. (As international expertise is generally more difficult to achieve than SA expertise, thus in order to make the most of this opportunity in the facility)

### 3. Completion reporting

As Project Manager you are responsible for this reporting, which goes to the PSC and to the Secretariat as a basis for payment. Further the reporting will serve in knowledge sharing.

Two documents are due, as soon as possible after the completion:

1. **A technical completion note** that the assignment has been successfully delivered and the Secretariat *can initiate payments etc.* The note will also inform the PSC.
2. **A press release statement** to support dissemination of UEM-results and lessons learnt to the other partners, partners and the public.

In addition documents produced by the assignment are annexed to the completion note.

#### 3.1 Completion note

The PSC (and the Secretariat) need a formal report. Please follow the outline below.

1-9 is cut-paste-edit from the TOR, etc.

In item A please state a list of the original outputs and the delivered outputs, add your comments of general accomplishment and shortcomings, if any. In B-E state your assessment of how the project will impact in these contexts. 2-10 lines for each.

##### Basic info

1. Name of Project:
2. UEM Partner(s) (Applicant institution):
3. Name, tel., mail of the person responsible of institution:
4. Name, tel., mail of Consultant, of Consultant's company:
5. Contract signed:
6. Assignment started:
7. Project completed and this report signed:
8. Title and dates for earlier reports to PSC Secretariat
9. List of annexes (= reports produced by the assignment)

##### Report

- A. Original problem(s), Outputs aimed for and accomplished solutions (outputs)
- B. Assessment of the applicability in your own context
- C. Assessment of the applicability in the context of other partners (or SAfrica as a whole).
- D. Lessons learnt about the subject matter
- E. Lessons learnt about the implementation of a STTA-project
- F. Overall declaration:

Make the following statement: *'I as the responsible manager am satisfied with the delivery of the assignment, and find this in compliance with the terms of references and the intentions of your administration. On this background I sign the project off and encourage the PSC-Secretariat to settle the accounts and wrap up the assignment as indicated.'*

If you have reservations to the statement, explain this + propose how this should be handled by the PSC Secretariat.

### **3.2 Press release-statement from you to UEM Webb site, etc**

**One page statement** from you with a summary of the progress made plus 1 or 2 perspectives for the future. The format should be that of a press release. Note that the wording may be published and reused in the press in reports to Danida, etc. You are welcome to publish it, and it may also be published / used by the PSC-Secretariat

Max 350 words or 2500 characters and spaces.

Consider:

- What was the original problem ?
- What was the solution ?
- How does it benefit the livelihood of South African Citizens, directly or indirectly, today and tomorrow ?
- What did your institution learn from this, of value also to others?
- Who may a colleague in some other administration contact to learn more?

**Completion reporting to be sent to the PSC Secretariat by email**  
– see details on the last page.

## More info and guidance

**If in lack of information...**

**If in need to discuss or settle a matter...**

**If in want to submit a proposal**

### Contact

- **Bo Leth-Espensen**                      **Advisor**
- **Ranjini Pillay**                              **Administrator**
- **Joanne Yawitch**                              **Chair of the PSC**

**Tel:**                      **012 310 3228**

**Cell:**                      **08 40525406**

**Mail:**                      **[ble@deat.gov.za](mailto:ble@deat.gov.za)**

**The PSC Secretariat,  
URBAN ENVIRONMENT MANAGEMENT PROGRAMME  
N, P AND M governments of South Africa & Danida**