



forestry, fisheries
& the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID BID NUMBER: DFFE-T050 (23/24)

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY, DELIVER MATERIALS AND IMPLEMENT SEPARATION @ SOURCE PILOT PROJECT IN BUSHBUCKRIDGE LOCAL MUNICIPALITY IN SUPPORT OPERATION PHAKISA: CHEMICALS AND WASTE ECONOMY AND THE NATIONAL WASTE MANAGEMENT STRATEGY 2020 FOR THE DURATION OF 12 MONTHS.

Contact persons:

Name : SCM Practitioners
Office Telephone No. : 012 399 9892
E-Mail : Tenders@dffe.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

There will be non-compulsory briefing session and the details are as follows:

Date: 20 February 2024

Time: 10:00 -11:00 am

Venue: Mhkuhlu Municipality, Bushbuckridge (GPS Coordinations: -24.98615, 31.24308)

CLOSING DATE OF THE BID: 08 MARCH 2024 AT 11H00 AM

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE-T050 (23/24)	CLOSING DATE:	08 MARCH 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY, DELIVER MATERIALS AND IMPLEMENT SEPARATION @ SOURCE PILOT PROJECT IN BUSHBUCKRIDGE LOCAL MUNICIPALITY IN SUPPORT OPERATION PHAKISA: CHEMICALS AND WASTE ECONOMY AND THE NATIONAL WASTE MANAGEMENT STRATEGY 2020 FOR THE DURATION OF 12 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry, Fisheries and the Environment					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Officials		CONTACT PERSON		
TELEPHONE NUMBER	012 399 9892		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenders@dffe.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DFFE-T050 (23/24)
CLOSING TIME 11h00 am	CLOSING DATE: 08 MARCH 2024

OFFER TO BE VALID FOR ...120...DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO SUPPLY, DELIVER MATERIALS AND IMPLEMENT SEPARATION @ SOURCE PILOT PROJECT IN BUSHBUCKRIDGE LOCAL MUNICIPALITY IN SUPPORT OPERATION PHAKISA: CHEMICALS AND WASTE ECONOMY AND THE NATIONAL WASTE MANAGEMENT STRATEGY 2020 FOR THE DURATION OF 12 MONTHS.

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

	HOURLY RATE	DAILY RATE
--	-------------	------------

.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

Name of Bidder:

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

Contact Person: SCM Practitioner

Tel: (012) 399 9892

E-mail: Tenders@dffe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20 or 90/10

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
More than 50% (fifty percent) ownership by Black people	20	
More than 50% (fifty percent) ownership by Women	20	
More than 50% (fifty percent) ownership by people with disabilities	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Branded T-shirts	100%
Safety Leather Gloves	100%
Safety Boots	100%
Conti-suits	100%
Raincoats	100%
Sun hats	100%

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. DFFE-T050 (23-24): APPOINTMENT OF SERVICEPROVIDER TO SUPPLY, DELIVER MATERIALS AND IMPLEMENT SEPARATION @ SOURCE PILOT PROJECT IN BUSHBUCKRIDGE LOCAL MUNICIPALITY IN SUPPORT OPERATION PHAKISA: CHEMICALS AND WASTE ECONOMY AND THE NATIONAL WASTE MANAGEMENT STRATEGY 2020 FOR THE DURATION OF 12 MONTHS.

ISSUED BY: (Procurement Authority / Name of Institution): **DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex C

Local Content Declaration - Summary Schedule

(C1)	Tender No.			
(C2)	Tender description:			
(C3)	Designated product(s)			
(C4)	Tender Authority:			
(C5)	Tendering Entity name:			
(C6)	Tender Exchange Rate:	Pula	EU	GBP
(C7)	Specified local content %			

Note: VAT to be excluded from all calculations

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	
(C21) Total Exempt imported content	
(C22) Total Tender value net of exempt imported content	
(C23) Total Imported content	
(C24) Total local content	
(C25) Average local content % of tender	

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. _____
 (D2) Tender description: _____
 (D3) Designated Products: _____
 (D4) Tender Authority: _____
 (D5) Tendering Entity name: _____
 (D6) Tender Exchange Rate: _____ Pula _____

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments		Summary of payments
			Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with Annex C - C 23

Signature of tenderer from Annex B _____

Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10)	Manpower costs	(Tenderer's manpower cost)	
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	
(E13) Total local content			

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF THE STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY, DELIVER MATERIALS AND IMPLEMENT SEPARATION @ SOURCE PILOT PROJECT IN BUSHBUCKRIDGE LOCAL MUNICIPALITY IN SUPPORT OPERATION PHAKISA: CHEMICALS AND WASTE ECONOMY AND THE NATIONAL WASTE MANAGEMENT STRATEGY 2020 FOR THE DURATION OF 12 MONTHS.

TABLE OF CONTENTS

1.	PURPOSE.....	3
2.	INTRODUCTION AND BACKGROUND.....	3
3.	OBJECTIVES.....	4
4.	SCOPE AND EXTENT OF WORK.....	4
5.	EXPECTED DELIVERABLES / OUTCOMES	7
6.	PERIOD / DURATION OF PROJECT / ASSIGNMENT.....	8
7.	COSTING / COMPREHENSIVE BUDGET.....	8
8.	INFORMATION SESSION	9
9.	EVALUATION CRITERIA.....	9
10.	BID SUBMISSION REQUIREMENTS.....	14
11.	LEGISLATIVE FRAMEWORK OF THE BID.....	14
12.	SPECIAL CONDITIONS OF THE CONTRACT.....	16
13.	PAYMENT TERMS	18
14.	TECHNICAL ENQUIRIES	19
16.	ANNEXURE B – CV TEMPLATE	22

1. PURPOSE

- 1.1. To appoint a service provider to supply, deliver materials, and implement the Separation @ Source pilot project in Bushbuckridge Local Municipality in support of Operation Phakisa: Chemicals and Waste Economy and the National Waste Management Strategy 2020 for the duration of twelve (12) months.

2. INTRODUCTION AND BACKGROUND

- 2.1. South Africa is facing a major solid waste management crisis that requires urgent action from all spheres of government in collaboration with civil society, the private sector, and academia. According to a 2012 World Bank Report, South Africa was identified as the 15th largest generator of waste in the world. Globally, the total amount of municipal solid waste produced in cities (densely populated urban areas) is growing even faster than urbanisation is occurring and is likely to almost double by 2025, going from 1.3 billion tons per year to 2.2 billion tons.
- 2.2. Bushbuckridge Local Municipality is a third-level administrative division in the Ehlanzeni District of Mpumalanga Province. It is the largest municipality in Mpumalanga, both in terms of land size and population figures. Waste management is a challenge in this municipality due to the lack of availability of resources. This has seen some of the waste facilities in the area operating without the full support of the municipality.
- 2.3. South African cities face a dire crisis with landfill space in the country whereby some are expected to run out in six years' time if drastic steps are not taken to significantly reduce the amount of waste generated and to accelerate recycling efforts. Current estimates indicate that only 10% of the country's waste is being recycled, while uncollected and mismanaged waste contributes to flooding, land contamination, air, and water pollution and leads to serious public health impacts.
- 2.4. Despite there being an enabling legislative environment for South African cities to act, the challenges of inadequate human and financial resources, poor execution, and lack of enforcement of existing regulations and by-laws persist across all metropolitan municipalities. In addition, according to the 2012 World Bank Report, the financial value of the formal South African waste sector (both public and private), which is estimated to be as high as R15.3bn or 0.51 percent of South Africa's gross domestic product (GDP), as well as the economic potential of the waste sector has still not been fully realised.
- 2.5. To ensure that the potential economic benefits of the waste sector are realised and to assist cities in accelerating their transition to sustainability, the Department of Forestry Fisheries and Environment (DFFE) *then* DEA in collaboration with the Department of Planning, Monitoring and Evaluation (DPME) hosted the Operation Phakisa: Chemicals and Waste Economy Operation from 24 July-24 August 2017.

Operation Phakisa: Chemicals and Waste Economy was aimed at engaging in opportunities that could lead to a reduction of impact on the environment while growing the GDP contribution and creating jobs.

- 2.6. The session was attended by various sector stakeholders and high-impact initiatives were identified, that would create new jobs, contribute to GDP growth, and reduce the harmful impacts of chemicals and waste on the economy. Four (4) work streams and twenty (20) initiatives were identified.
- 2.7. One of the initiatives of the Phakisa Lab was to set a goal of a minimum of 50% of households separating waste at source (S@S) by 2024. This will in part be achieved through the increased participation rates in households separating at the source.

3. OBJECTIVES

The objectives of the proposal are to:


- 3.1. Ensure households practice separation of household waste at source (S@S).
- 3.2. Ensure the process of waste picker integration in the S@S project.
- 3.3. Ensure they have clean and non-contaminated recyclables.
- 3.4. Encourage residents to adopt recycling behaviour.
- 3.5. Enable the integration of informal waste pickers into the municipality.
- 3.6. Support the diversion of waste from going to landfills.

4. SCOPE AND EXTENT OF WORK


The appointed service provider MUST do the following:

- 4.1 Supply and deliver branded materials of a high standard.
- 4.2 Appoint 10 beneficiaries guided by EPWP guidelines and Waste Picker Integration Guideline annexed to this Terms of Reference. These participants must be based in the area where the pilot project will be implemented.
- 4.3 Ensure payment of monthly stipend to the participants for the duration of the project (12 months)
- 4.4 Facilitate and coordinate the implementation of the Separation @ Source pilot projects management by ensuring:
 - 4.4.1. Coordinating the collection of waste recyclables from the participating households
 - 4.4.2. The recyclables are sorted at the sorting station.
- 4.5 Supply and deliver green embroidery branded Conti- suits for beneficiaries by the first month of implementation of the project.

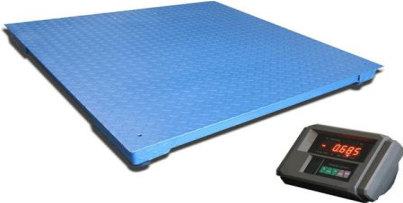
- 4.6 Supply and deliver yellow cotton Printed branded short-sleeved T-shirts for beneficiaries by the first month of implementation of the project.
- 4.7 Supply and deliver green 60 cm Poly Cotton Twill embroidery branded sun hats for beneficiaries by the first month of implementation of the project.
- 4.8 Supply and deliver black steel toe safety boots for beneficiaries by the first month of implementation of the project.
- 4.9 Supply and deliver protective reusable abrasion resistant with Nitrile coating gloves for beneficiaries by the first month of implementation of the project.
- 4.10 Supply and deliver green rubberised rain suits to beneficiaries by the first month of implementation of the project.
- 4.11 Supply and deliver 1 531 x 240 Litres branded yellow wheelie bins to Bushbuckridge Local Municipality by the first month of the implementation of the project.
- 4.12 Design the sticker (with all the logos mentioned below in 4.20) and ensure that it is approved by the Project Manager before printing.

	Capacity	240 Litres
	Material	HDPE
	Extension Top	739mm x 580mm x 1,069mm
	Wheel Size	200mm
	Maximum Load	100 kg
	Color	Yellow
	Quantity	1531
	Properties	<ul style="list-style-type: none"> ✓ Frost-proof, chemical and UV resistant ✓ Smooth internal surface for easy cleaning and emptying ✓ High stability with metal axles ✓ Ergonomic handles for efficient handling
<p><i>*Design should ensure that all logos are visible on all sides of the bin</i></p>		

- 4.13. Supply and deliver Heavy duty refuse bags for recycling purpose Clear Refuse Bags - Heavy Duty - 30 Micron - 75 x 95 cm)
- 4.14. Supply and deliver Polypropylene 1-ton woven bulk bags.
- 4.15. Supply and deliver 10 x Heavy duty steel platform trolley/ hand truck (Load capacity – 1 ton).

	Load Capacity	1 Ton
	Material	Mild Steel
	Structure	Caged Platform
	Dimensions:	1200 L x 760 W x 300 H
	No of wheels	4
	Quantity	10
	Operating type	Manual
<i>*Design should ensure that all logos are visible on the platform</i>		

4.16. Supply and deliver 1 (one) x 3-ton heavy-duty platform scale and ensure that the scale is installed and calibrated at the identified sorting station:





	Load Capacity	Up to 3 Ton
	Material	Mild Steel
	Structure	Electronic scale
	Platform dimension:	1 m x 1 m
	Operating type	Digital

4.17. Supply and deliver 2 200 x branded Fridge Magnets: 145 L x 100 W (mm) (Branding must speak to separation @ Source)

4.18. The appointed service provider MUST provide some promotional material communicating the practice of household waste separation at source (S@S) when conducting education and awareness campaigns.

4.19. The appointed service provider must ensure that the branding design is approved by the project manager prior to the branding of all items.

4.20. The logo details for branding are as follows:

Department of Forestry Fisheries and the Environment	Operation Phakisa: Chemicals and Waste Economy	Bushbuckridge Local Municipality logo	Recycling Logo	EPWP logo
				

5. EXPECTED DELIVERABLES / OUTCOMES

The appointed service provider will be required to deliver the following outcomes to DFFE:

- 5.1. Facilitate and coordinate the implementation of the separation @ source pilot projects/project management by ensuring:
 - 5.1.1. Coordinating the collection of waste recyclables in 1531 households weekly
 - 5.1.2. The recyclables are sorted at the sorting station weekly
- 5.2. Appoint 10 beneficiaries under EPWP guidelines (**Annexure A**) and Waste Picker Integration guideline (**Annexure C**) to the Terms of Reference
- 5.3. Supply and delivery of yellow sticker branded wheelie bins 1531 x 240 Litres yellow wheelie bins to participating households in Mkhuhlu township, Bushbuckridge
 - 5.3.1. Branding info: All logos provided should be included in the sticker branding for the 240 Litres wheelie bins.
- 5.4. Supply and delivery of 180 000 x Heavy-duty recycling refuse bags (Clear Refuse Bags - Heavy Duty - 30 Micron - 75 x 95 cm) delivered to the municipality for each household weekly.
- 5.5. Supply and delivery of 20 x embroidery branded PPE/ Conti-suits for beneficiaries.
 - 5.5.1. Branding info: The jacket must have the Department of Fisheries Forestry and the Environment logo on the left side; the right chest pocket must have the Operation Phakisa: Chemicals and Waste Economy and Expanded Public Works Programme (EPWP) logo. The back of the jacket must be print branded with the abbreviation EPWP.
- 5.6. Supply and delivery of 10 x 60 cm green Poly Cotton Twill embroidery branded sun hats provided.
 - 5.6.1. Branding info: The Department logo is printed on the left side of the sun hat.

- 5.7. Supply and delivery of 20 x Polypropylene 1-ton woven bulk bags delivered to the municipality, which will be delivered by the identified waste pickers/ recyclers participating in the project.
- 5.8. Supply and delivery of 10 x Heavy duty steel platform caged trolley/ hand truck (Load capacity – 1 ton), which will be provided by the municipality to identified waste pickers/ recyclers participating on the project.
- 5.9. Supply, delivery, and installation of 1 x 3-ton heavy-duty platform scale
- 5.10. Supply and delivery of 1 600 x (145 L x 100 W (mm)) fridge magnets supplied for the participating households.
 - 5.10.1. Branding info: Branding must speak to Separation @ Source inclusive of DFFE and Chemicals and Waste Economy Phakisa logos.
- 5.11. A quarterly written report with a Portfolio of Evidence for the education and awareness campaign conducted must be compiled and submitted to the department and the municipality by the service provider.
- 5.12. Quarterly written reports with a Portfolio of Evidence of the clean-up conducted must be compiled and submitted to the department and the municipality by the service provider.
- 5.13. Monthly written reports must be compiled and submitted to the Department of Forestry Fisheries and the Environment and Bushbuckridge Local Municipality by the service provider. These reports must give an overview of the progress and challenges experienced during implementation.
- 5.14. The service provider MUST participate in quarterly stakeholder engagements with the Department of Forestry Fisheries and the Environment and Bushbuckridge Local Municipality to discuss the progress of the project.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1. The project must be completed within twelve (12) months after the signing of the SLA by both parties and the issuing of an Official Order by DFFE.

7. COSTING / COMPREHENSIVE BUDGET

- 7.1. A comprehensive offer must be provided inclusive of all costs, expenses, and all applicable taxes. Note: Travelling costs and time spent or incurred between home and the office of the project manager and the DFFE office will not be for the account of the DFFE.

- 7.2. A comprehensive offer must be provided in the same envelope as the technical proposal inclusive of all disbursement costs, expenses, and VAT (Annexure A - Price Schedule /guidance: **Service provider must quote for all activities as included in the Pricing Schedule unless indicated otherwise**).
- 7.3. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.
- 7.4. Validity period is 120 days from the closing (delete) date of bid.

8. INFORMATION SESSION

- 8.1. Is the briefing session applicable?

YES

- 8.2. Is it a compulsory briefing session?

NO

- 8.3. Platform/ Venue: **Mkhuhlu Municipal Offices opposite Dwarsloop Complex**
(GPS Coordinations: -24.98615, 31.24308)
- 8.4. Request for clarification of the tender document, questions, or queries, if necessary, must be submitted to Department of Forestry, Fisheries and the Environment representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, Department of Forestry, Fisheries and the Environment shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

9. EVALUATION CRITERIA

- 9.1. The evaluation for this bid will be carried out in the following phases:
 - a) Phase 1: Pre-compliance
 - b) Phase 2: Functionality Criteria
 - c) Phase 3: Price and Preference Points
- 9.2. **PHASE 1: PRE-COMPLIANCE**
 - 9.2.1 During this phase bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids that do not satisfy the compliance criteria may not be evaluated further.
 - 9.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Master Bid Document	Provided and bound
2	Electronic Copy (USB)	Same as the master bid document
3	SCM - SBD 1 - Invitation to Bid	Completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
5	SBD 3.3 - Pricing Schedule	Completed
6	SCM - SBD 4 – Bidders Disclosure	Completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
8	SCM - SBD 6.2 Local Production and Content	Completed and signed
9	In case of bids where Consortia/ Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

9.3. PHASE 2: FUNCTIONALITY CRITERIA

9.3.1. Only bid proposals that meet pre-compliance will be considered to be evaluated on functionality criteria.

9.3.2. The bidder must score a minimum of **75%** must be attained by bidders. Bidders who fail to score this minimum threshold will be disqualified and will not be evaluated further.

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR APPLICATION)	CRITERIA	WEIGHT
A proposed methodology of the project plan, and	Bidders are required to provide a detailed project plan with intermediate to final outputs and identified timeframes/ milestones of proposed methodology in implementing the project.		
	Project plan, methodology and project management in implementing projects related to Environmental Management and/or procurement and delivery.	Indicator	30

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
management of the project.	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	
	Action plan provided with no deliverables and timeframes.	3	
	Limited information provided on the action plan	2	
	Task not well understood.	1	
	No information provided	0	
	Copies of qualification(s) for the Project/ Team Leader to be assigned to the project.	Bidder(s) are required to submit/attach copies of relevant qualification(s) for the Project/ Team Leader in the areas of Environmental Management and/or Sciences.	
Copies of qualifications of project team leader		Indicator	
A Masters or higher qualification and above		5	
A honours degree qualification (s)		4	
A degree qualification		3	
A diploma qualification (s)		2	
A certificates qualification (s)		1	
No qualification (s) attached/ submitted		0	
Technical Capability/ expertise and track record of a project team leader to be assigned to the project in project management.	Bidder(s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project. Bidder(s) should submit curriculum vitae for the project team leader proposed to be employed on the project. Curriculum vitae are to include specific details of these individuals including, inter alia, two contactable references and experience in waste management related projects.		30
	Experience of project team leader in projects related to waste management	Indicator	
	10 or more years' experience	5	
	7 and less than 10 years' experience	4	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	5 and less than 7 years' experience	3	
	3 and less than 5 years' experience	2	
	2 and less than 3 years' experience	1	
	Less than 2 years and less experience or no experience	0	
The service provider experience, track record and knowledge in the supply and delivery of goods and services	Bidder(s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. Bidder(s) should submit full details of reliable contactable duly signed positive references letters on company letter head where successfully completed projects were done in procurement and delivery of goods and services.		20
	Company experience in the supply and delivery of goods and services.	Indicator	
	5 successfully completed projects with 5 duly signed positive reference letters or more	5	
	4 successfully completed projects with 4 duly signed positive reference letters	4	
	3 successfully completed projects with 3 duly signed positive reference letters	3	
	2 successfully completed projects with 2 duly signed positive reference letters	2	
	1 successfully completed project with 1 duly signed positive reference letter	1	
	No successfully completed project	0	
Total points on functionality			100

9.4. **PHASE 4: PRICE AND PREFERENCE POINTS**

9.4.1. The following preference point system will be followed to advance the categories of persons:

- a) For contracts with a Rand value **below R50 000 000**, a total of **20 points** may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores **80 points** for price.

- i. The applicable formula to be used is $Ps=80[1-(Pt-Pmin)/Pmin]$. Provided:
 Ps = Points scored for the price of the tender under consideration.
 Pt = Price of tender under consideration; and
 Pmin = Price of the lowest applicable tender.
 - ii. A total of 20 points may be awarded to a tenderer as follows:
 - 20 points: if the Bidder has more than 50% (fifty percent) Black people, Women, or people with disabilities
 - 0 Points: for 50% and below ownership by stipulated categories of persons
- b) If it is unclear whether the 80/20 or 90/10 preference point system applies, either the 80/20 or 90/10 preference point system will be applied. In such case, the lowest acceptable tender will be used to determine the applicable preference point system.

9.4.2. The bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document. However, a contract may be awarded to a tenderer that did not score the highest points only by section 2(1)(f) of the PPPFA.

9.4.3. The DFFE reserves the right to negotiate prices that are not deemed market-related and not to award the tender to the bidder with the lowest price.

9.4.4. The preference point system applicable for this bid is **80/20**

9.4.5. A total of **20** points will be allocated for either of the specific goals:

SPECIFIC GOALS	80/20
>50% ownership by Black people, Or	20
>50% ownership by Women, Or	20
>50% ownership by people with Disability	20

9.4.6. For bidders to claim preference points, the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids; or
- c) Submit a CSD report.

NB: Failure on the part of a tenderer to submit proof or documentation stated above in terms of this tender to claim preference points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

10. BID SUBMISSION REQUIREMENTS

- 10.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
- 10.1.1 The service provider must draft a table of contents that will indicate where each document is in the proposal.
 - 10.1.2 The proposal shall consist of one master original document and must clearly indicate the prices on SBD 3.3 and Annexure A for a detailed price schedule.
 - 10.1.3 The information in the CV of the proposed Project Team Leader should include relevant experience in the chosen area of expertise.
 - 10.1.4 Project reference specifies the role played by the service provider in the listed projects or assignments, the project value, and the duration of the project (start and end date).
 - 10.1.5 A detailed project plan with a clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
 - 10.1.6 Standard bidding documents (SBD1, 3.3, 4, 6.1), completed and signed.
 - 10.1.7 Copy of Central Supplier Database (CSD) report and tax pin certificate from SARS.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1 Tax Legislation

- 11.1.1. Bidder must at all times attempt to be compliant when submitting a proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2. Bidders who make taxable supplies more than R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
- 11.1.3. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of the award of the bid.
- 11.1.4. SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.

11.2. Procurement Legislation

- 11.2.1. Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
- 11.2.2. If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities should be submitted. Members of the joint venture must meet the requirements of the proposal.
- 11.2.3. Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids. The sworn affidavit must be signed by the deponent (Bidder), in the presence of a Commissioner of Oaths where the Commissioner of Oaths must affix his/her signature, together with the stamp of the office, and affix a date on which the signature was affixed. Furthermore, the dates of the deponent and the CoO must correspond.

11.3 Privacy and Protection of Personal Information Act 4 of 2013

- 11.3.1. Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles by applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
- 11.3.2. DFFE's role as the responsible party is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective service providers and third parties.
- 11.3.3. DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat the personal information which comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.
- 11.3.4. DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
- 11.3.5. In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender and by any applicable law.

12. SPECIAL CONDITIONS OF THE CONTRACT

- 12.1. On appointment, the performance measures for the delivery of the project will be closely monitored by the DFFE.
- 12.2. The service provider/s will have weekly progress meetings for the first two months from the start of the project and then submit monthly progress reports to the Project Manager, within the stipulated date after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 12.3. The appointed service provider MUST conduct *(with the support of Bushbuckridge Local Municipality and Department of Forestry Fisheries and the Environment)* at least 1 waste management education and awareness campaign at the pilot project area(s) before the project commences and 1 every quarter *(after every 3 months)* post commencement at the pilot project area and its surrounding for the duration of the project.
- 12.4. The appointed service provide MUST conduct *(with the support of Bushbuckridge Local Municipality and Department of Forestry Fisheries and the Environment)* at least 1 clean-up campaign per quarter *(after every 3 months)* at the pilot project area and its surrounding for the duration of the project.
- 12.5. Upon contracting, the service provider will serve as an employer to project beneficiaries and administer the statutory employment requirements (registration of participants for Unemployment Insurance Fund (UIF), and Compensation for Occupation, Injury and Diseases Act (COIDA) compliance) and process necessary payments thereof to South African Revenue Service (SARS) and or Department of Employment and Labour (DoEL).
- 12.6. The Project Manager shall do the ongoing management of the Service Level Agreement.
- 12.7. Appointed service providers may be subjected to security vetting and screening.
- 12.8. The service provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 12.9. Prior to the appointment of a replacement, the Project Manager must approve such appointment. If the senior has to leave the project, a period of at least one (01) month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.
- 12.10. All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradict the conditions in the general conditions of contract the special conditions of contract will prevail.

- 12.11. The service provider shall notify the DFFE in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the service provider from any liability or obligation under the contract.
- 12.12. The proposals should be submitted with all required information containing technical information.
- 12.13. A trust, consortium, or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g., two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),
- 12.14. DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed.
- 12.15. If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and give the Bidder an opportunity to make representations within 14 (fourteen) days as to why: -
 - 12.15.1. the Tender may not be disqualified, or,
 - 12.15.2. If the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.
- 12.16. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract in whole or in part and if applicable, claim damages from the Bidder.
- 12.17. Poor or non-performance by the bidder will result in the cancellation of contracts/orders.
- 12.18. Please take note that DFFE is not bound to select any of the firms' submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 12.19. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 12.20. The Department will consider Company and Individual(s) (Personnel) experience and Qualifications obtained within and outside the Republic of South Africa (RSA). For evaluation purposes, qualifications obtained outside RSA must be accompanied by the SAQA Certificate of Evaluation (SCoE). The SCoE must indicate the recognition decision taken by SAQA in respect of the foreign qualification and the comparability of that qualification with a South African qualification registered on the National Qualification Framework (NQF). Foreign qualifications that are not accompanied by the SCoE will not be considered for evaluation in this contract.
- 12.21. The recognition of foreign qualifications is in terms of the South African National Qualifications Framework (NQF) conducted by SAQA. SAQA derives this mandate from the NQF Act, 67 of 2008 (as

amended) and performs the function according to the Policy and Criteria for Evaluating Foreign Qualifications within the South African NQF (as amended, 2017). (www.saga.org.za)”

12.22. Local Production and Content

12.22.1. Only locally produced or locally manufactured Office furniture from local raw material or input will therefore be considered. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the Department of Trade and Industry (the DTI) should there be a need to import such raw material or input.

12.22.2. A copy of the exemption letter must be submitted together with the bid document at the closing date and time of the bid.

12.22.3. The following designated sector of raw material or input issued by the Department of Trade and Industry will apply, bidders must complete and sign SBD 6.2, Annexure C, D, and E.

12.22.4. Bidders are required to complete the table below by indicating yes or no.

#	COMPONENTS	STIPULATED MINIMUM THRESHOLD	COMPLY	
			YES	NO
1.	Branded T-shirts	100%		
2.	Safety Leather Gloves	100%		
3.	Safety Boots	100%		
4.	Conti-suits	100%		
5.	Raincoats	100%		
6.	Sun hats	100%		

13. PAYMENT TERMS

13.1. DFFE undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of an approved detailed claims and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the Service Provider/s until that outstanding information is submitted.

14. **TECHNICAL ENQUIRIES**

- 14.1. Should you require any further information in this regard, please do not hesitate to send written enquiries to:
Tenders@dfef.gov.za

15. ANNEXURE A - PRICING SCHEDULE

ITEM NO.	ACTIVITIES	QUANTITY	COST PER ITEM/ ACTIVITY (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
1.	Facilitate payment of stipend for 10 x beneficiaries guided by EPWP guidelines (check annexure A for daily rate) and Waste Picker Integration.	10	R.....	R.....
2.	Administration and payment of 1 % UIF rate for all 10 beneficiaries.	10	R.....	R.....
3.	Administration and payment of 1 % COIDA rate for all 10 beneficiaries.	10	R.....	R.....
4.	Facilitate and coordinate the implementation of the separation @ source pilot projects/project management by ensuring: The collection of recyclables from households weekly and sorting of recyclables at the sorting station.	52 weeks	R.....	R.....
5.	Supply and Delivery of 1 531 x 240 Litres yellow wheelie bins.	1 531	R.....	R.....
6.	Branding of 1 531 x 240 Litres yellow wheelie bins.	1 531	R.....	R.....
7.	Supply and Delivery of 180 000 x Heavy duty refuse bags for recycling purpose.	180 000	R.....	R.....
8..	Supply and Delivery of 20 x Green Conti-suits.	20	R.....	R.....
9.	Branding of 20 x Green Conti-suits.	20	R.....	R.....
10.	Supply and Delivery of 10 x black steel toe safety boots.	10	R.....	R.....
11.	Supply and Delivery of 10 x pair of protective reusable abrasion resistant with Nitrile coating gloves.	10	R.....	R.....

ITEM NO.	ACTIVITIES	QUANTITY	COST PER ITEM/ ACTIVITY (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
12.	Supply and Delivery of 10 x green rubberised rain suits.	10	R.....	R.....
13.	Supply and Delivery of 20 x yellow cotton short sleeved T-shirts.	10	R.....	R.....
14.	Branding of 20 x yellow cotton short sleeved T-shirts.	10	R.....	R.....
15.	Supply and Delivery of 10 x 60 cm green Poly Cotton Twill sun hats	10	R.....	R.....
16.	Branding of 10 x green Poly Cotton Twill sun hats.	10	R.....	R.....
17.	Supply and Delivery of 20 x Polypropylene 1- ton woven bulk bags.	20	R.....	R.....
18.	Supply, delivery and installation of 1 x 3-ton heavy duty platform scale.	1	R.....	R.....
19.	Supply and Delivery of 10 x Heavy duty steel platform caged trolley/ hand truck (Load capacity – 1 ton).	10	R.....	R.....
20.	Supply and Delivery of 2 200 x Branded Fridge Magnets: 145 L x 100 W (mm).	2 200	R.....	R.....
SUB TOTAL				R.....
VAT @ 15%				R.....
TOTAL PROJECT COST				R.....

16. ANNEXURE B – CV TEMPLATE

TO BE COMPLETED BY THE PROJECT TEAM LEADER

1. Surname	
2. Name	
3. National ID / Passport Number	
4. Contact Number	
5. Email Address	
6. Proposed role on the project	

7. Education:

Year Completed	Institution	Qualification (s) obtained	NQF Level

8. Language skills: Indicate competence on a scale from 1 (basic) to 5 (excellent)

Language	Reading	Speaking	Writing

9. Membership of professional bodies:

Name of professional body	Year joined	Membership Number

10. Other skills: (e.g. Computer literacy, etc.)

11. Present position:

Name of Employer	
Position	
Date from - Date to	

12. Years within the institution:

13. Key experience relevant to the terms of reference: (List specific assignments relevant to the terms of reference)

Name of Employer	Name of Client	Role on Assignment	Client Reference (Provide contact person and contact details)	Date from - Date to	Description of key experience as per the requirements of Terms of Reference

14. Professional experience:

Name of Employer	Date from - Date to	Reference (Provide contact person and contact details)	Position	Description of duties

15. Other relevant information (e.g. Publications)



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME



BUSHBUCKRIDGE
LOCAL MUNICIPALITY

BUSHBUCKRIDGE LOCAL MUNICIPALITY

EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

MUNICIPAL POLICY

PHASE 4 FROM 2019 TO 2024

ADD: TABLE OF CONTENT

Acronyms & Definitions of Terms

Administrative Champion	An official responsible for advocating and providing leadership and administrative support to EPWP in the Municipality and represents his/her Directorate/Department in the EPWP Steering Committee
DPW&I	National Department of Public Works & Infrastructure
DSC	District Steering Committee
ED	Executive Director. In a Municipality is a Municipal manager
Environment & Culture Sector	The sector aims to build South Africa's natural, social and cultural heritage, and in so doing dynamically uses this heritage to create both medium and long-term work and social benefits through sustainable land-based livelihoods, waste management, tourism and creative industries, parks and beautification, coastal management and sustainable energy.
EPWP	Expanded Public Works Programme
EPWP Project	A project implemented using EPWP Principles and guidelines
Full-time Equivalent	Refers to one person's year of employment. One-person year is equivalent to 230 per days of work. Person years of employment equals total number of person days of employment created for targeted labour during the year divided 230. For task rated workers, tasks completed should be used as a proxy for 8 hours of work per day.
HOD Forum	Public Works Head of Department Forum
IDP	Integrated Development Plan

Incentive Grant	Incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTE's
Incentive grant	Incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs.
Infrastructure sector	The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
Labour Intensive	Labour Intensive construction is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the construction process to achieve the standard demanded by the specification, the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment – intensive methods
LED	Local Economic Development
MM	Municipal Manager
MMC	Member of the Mayoral Committee
NCC	National Coordinating Committee
Non-State Sector	The sector aims to foster partnership between non-profit organisations (NPOs), communities and government to create opportunities through socially constructive activities for a large number of individuals within local communities.
NSC	National Sector Committee
PSC	Provincial Steering Committee
PSCC	Provincial Sector Coordinating Committee
Social Sector	The sector aims to drive a sphere of social policy dedicated to human development and improving quality of life in the areas on education, health and welfare.
Work Opportunity	

BLM EPWP STEERING COMMITTEE

Name and Surname	Position	Contact No	Email
Cllr S. Nxumalo	Executive/Mayor	0605062224	blmmayor@bubushbuckridge.gov.za
Ms C Nkuna	Municipal Manager	0788035355	municipalmanager.blm@gmail.com
MR TD Chavane	IDP Manager	0837956411	tdchavane@gmail.com
Mr M Matlala	Dep CFO: Finance	0605188542	matlalamb@gmail.com
Mr E Mashava	Director: Technical Services	0721908892	emashava@gmail.com
Ms R Shilenge	Acting Director: Corporate Services	0835160100	Shilenger@gmail.com
Ms S Mogakane	Director: EDPE	0798743303	mogakanel@gmail.com
Mr A Mnisi	Director: Community Services	0798743334	mlu.mlumnice@gmail.com
Mr C Ndhlovu	HR Manager	0798743353	edgarndlovu84@gmail.com
Mr E Rikhotso	PMU Manager	0829638972	esindha@gmail.com
Mr L Mokoena	Waste Manager and EPWP Champion	0837984703	Mokoena Levy8@gmail.com
Mr C Nyathi	Acting Budget Manager	0827394341	camnyathi@gmail.com
Mr I Sekgobela	EPWP Projects Coordinator (Environment and culture Sector)	0738613835	Issekgobela24@gmail.com
Mr D Moyeni	EPWP Projects Coordinator (Infrastructure Sector)	0725972482	moyenid@bushbuckridge.gov.za
Ms M Ndaba	EPWP Projects Coordinator (Social Sector)	0726068984	miyelanindaba@gmail.com
Ms D Mdhluhi	Data Capture	0723684045	Cmdhlolidudu@gmail.com
Mr D Mbhowane	Data Capture	0790125294	mbhowaned24@gmail.com
Mr F Shai	Data Capture	0822097105	ftnshai@gmail.com
Ms N Mhlongo	Data Capture	0763211822	mmhlongonaoni@gmail.com

1. Bushbuckridge Municipality Vision and Mission

“Bushbuckridge Local Municipality strives for a developmental and prosperous life for all” This is complimented by its mission: “Through accountability, transparency, and responsible governance, the municipality commit itself to provide affordable and sustainable services by enhancing community participation”. This vision guides the municipality’s overall Integrated Development Planning including the municipal EPWP vision: “EPWP a vehicle to broaden economic base through creation of maximum job opportunities”. This vision will be achieved by growing the economy and meeting the people’s basic needs so that all citizens enjoy a high quality of life with equal opportunities.

Additionally, the three broad strategic focus areas of Bushbuckridge’s Local Economic Development Strategy are:

- Meeting the basic needs of our communities (service backlogs)
- Strengthening the economy (enabling environment)
- Developing people skills and capacity (investing in the future of citizens)

The above encapsulate the vision of the municipality in terms of the Expanded Public Works Programme (EPWP) to end of EPWP phase 5 and beyond.

The municipality will employ the following techniques to realise their vision:

- To have the Executive Mayor and the Municipal Manager championing EPWP in the Municipality.
- All Municipal Directors to have EPWP targets in their Performance Agreements with the Municipal Manager.
- Developing the EPWP sector management plans to guide and inform implementation per sector
- Identify and implement suitable labour intensive project that will yield maximum job opportunities
- Establish EPWP Forum within the Municipality sitting every month.
- Report all Municipal work opportunities created on monthly bases to the EPWP Reporting System.

PROBLEM STATEMENT

In November 2013, Cabinet approved the implementation of EPWP programme by all Municipalities and Sector Departments, with increased targets and more focused and specific objectives, which include amongst other things:

- The increased focus on community-driven programmes such as the CWP, which through the transfer of wages will provide an economic stimulus, target the poorest areas and consolidate and strengthen markets in marginalized local economies. These types of programmes will broaden the development impact.

The introduction of the following four EPWP principles:

No	Principle
1.	Adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination
2.	Selection of workers based on (a) A clearly defined process and (b) A defined criteria
3.	Work provides or enhances public goods or community services
4.	Minimum labour intensity appropriate to sector

These principles form the basis for deciding whether a project or programme is part of the EPWP and may be reported as such. Through compliance with principles such as the Ministerial Determination, social protection outcomes of EPWP are enhanced and a minimum level of income transfer is ensured.

- Fostering synergy and convergence amongst sectors and intra/inter-sectoral collaboration.
- Systematic approach in measuring the impact to be included in the design of the sector programmes, with an explicit intention to strengthen their development impacts and multipliers.
- Strengthening the ability of public bodies to identify and provide quality assets and services that have transformative impacts on community development.
- Training interventions to be specific to the operational needs of the different sectors. Collaborations with FET Institutions and SETAs to be enhanced to work towards accredited training.
- Enterprise development interventions to be limited to sub-programmes that use small and medium enterprises in the delivery of services and assets.

2. Background

2.1 Socio- Economic Profile

The following key issues and trends are highlighted in the LED strategy for the Municipality:

- Demographic trends: BLM has a large population about 541 248(statistics SA,2011)
- Poverty situation: It is estimated that between 20-50% are unemployed and as a result about 46.4% of the BLM population live below the poverty line.

2.1.1 Employment status

Employment status for Bushbuckridge Municipalities: Ages 15 – 40		
Description	Numbers	Percentage
Employed	50302	18.02%
Unemployed	66 647	23.89%
Not economically active	161 985	58.07%
TOTALS	278 934	100%

Source IDP 2011(Stats SA community survey 2011)

2.1.2 Literacy rate

Generally, the literacy rate has been gradually improving compared to the statistics recorded in Census 2011. To date 37% reduction in illiteracy has been recorded. According to the IDP access to basic education is realised and made possible through the provision of free learner support materials and no-fee schools but the challenge remains the unavailability of proper higher education institutions in the province.

Highest levels of Education in the Municipality

Indicator	Percentage
No Schooling	14.4%
Grade 0-9	30.3%
Grade 10-11	36.7%
Matric only	36.3%

Matric & certificate	17.0%
Matric & diploma	3.1%
Matric & B degree	11.1%
Matric & Postgraduate	15.3%

In terms of the IDP the municipality has potential for developing the local economic hub through indigenous wealth in the form of agriculture farming and tourism and will have a great potential of creating economic growth and reduce the levels of unemployment. Hence the following opportunities for the municipalities have been identified:

- Proximity to Kruger National Park
- Potential to multi-cultural indigenous tourism points
- Existence of a number of public and private owned game and nature reserves for eco-tourism developments.
- Potential to economic growth through agriculture

2.2 Challenges affecting Municipalities to delivery on EPWP objectives and targets

Most public bodies implementing EPWP face similar challenges and Bushbuckridge is not immune to these challenges. The most common challenges include amongst others the:

- Commitment of political and administrative leadership.
- Capacity in terms of designing projects labour-intensively.
- Capacity in terms of reporting.
- Dedicated coordination capacity within the municipality.
- Low incentive draw-down.
- Achievement of longer duration of work opportunities and FTE targets.

2.3 The challenges experienced regarding EPWP specifically in Bushbuckridge Municipality include the following:

- Procurement processes
- Late starting of projects
- Contractors are not appointing according to the simplified form
- Late reporting by contractors and sub-contractors

- Structure not finalized
- Data Collection and record keeping
- Contractor appointment not aligned to EPWP guidelines
- Municipality not meeting all Sector targets

2.4 The enterprise development sector programmes

The municipality will capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives. It will also maximise the percentage of the annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers in order to:

- To enhance Local Economic Development
- Contractor development programmes
- Small Medium Micro Enterprise Incubation Programme

3. EPWP Municipal Policy Objectives

The purpose of this Policy document is to provide a framework within which the municipality and its Departments implement the Expanded Public Works Programme (EPWP). This policy document is aimed to provide an enabling environment for the Municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP. Through this policy the Municipality is aimed to achieve the following objectives:

- To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
- To inform all Departments and Units within Municipality on how their functions should contribute towards achieving the EPWP objectives; (clarify the support function roles further within municipalities e.g. finance, corporate service) (Acknowledge that the model varies)
- To entrench the EPWP methodology within the IDP; (acknowledge EPWP in the IDPs)
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;

- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives;
- Re-engineer how the planning, design and implementation programmes/projects within the existing Municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure
- To maximise the percentage of the municipal's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.
- To integrate all EPWP projects for convenient reporting in the Public works system;
- To ensure that council complies with the EPWP guidelines;
- To ensure that the EPWP programme is implemented correctly
- To ensure proper placement of municipal official within the District;
- To ensure there is guideline when nominating/employing participants
- To ensure that the reporting of the performance of the municipality is accurate
- To ensure that the policy is applied according to the Policy Implementation plan.

4. The Strategic objectives of the EPWP Phase 4 principles

- The increased focus on community-driven programmes such as the CWP, which through the transfer of wages will provide an economic stimulus
- The introduction of a set four of (4) core principles to improve compliance to, provision of public goods and services as well as adherence to a inter minimum level of labour intensity.
- Fostering synergy and convergence amongst sectors and intra/ -sectoral collaboration.
- Systematic approach in the measuring impact to be included in the design of the sector programmes, with an explicit intention to strengthen their development impacts and multipliers.
- Strengthening the ability of public bodies to identify and provide quality assets and services that have transformative impacts on community development.
- Training interventions to be specific to the operational needs of the different sectors. Collaborations with FET Institutions and SETAs to be enhanced to work towards accredited training.

- Enterprise development interventions to be limited to sub-programmes that use small and medium enterprises in the delivery of services and assets.

5. Legal framework

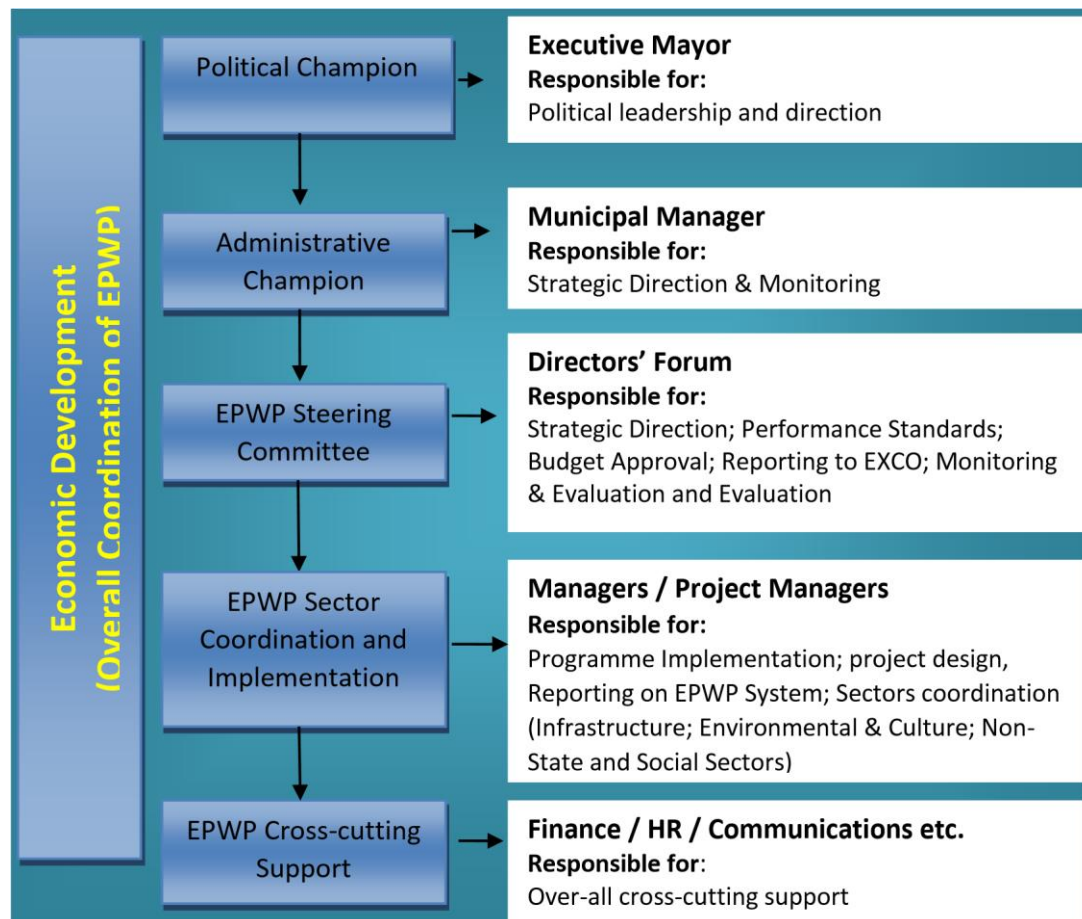
The development of this policy is guided by the following legislative and policy prescripts:

- The Constitution of South Africa (Act No.108 of 1996)
- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA, 1994).
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)
- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP Phase 2: Consolidated Programme Overview, 2009.
- EPWP II Logical Framework
- Ministerial Determination.
- Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012).
- National Development Plan 2011
- New Growth Path 2010

6. EPWP institutional arrangement within the municipality

EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed and develop a plan to utilise their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

FIGURE 1: PROPOSED MUNICIPAL EPWP COORDINATING STRUCTURE



7. Overview of EPWP

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating 5 million work opportunities by 2024. The Programme is implemented by all spheres of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. The Programme is co-ordinated by the National Department of Public Works (DPW&I), as mandated by Cabinet.

The programme is not implemented in isolation with other Government strategic initiatives, the New Growth Path (NGP) outlines Key Job drivers, such as targeting more labour-absorbing activities across the main economic sectors; and substantial public investment in

infrastructure both to create employment directly, in construction, operation and maintenance as well as the production of inputs, and indirectly by improving efficiency across the economy. EPWP work opportunities are all linked to the NGP Job drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) targets.

The National Development Plan Vision 2030 through the Diagnostic Report identified nine main challenges facing South Africa, amongst others are: two few people work and the quality of education available to the majority is poor. The persistently high rate of unemployment in South Africa (23%) is one of the most pressing socio-economic challenges facing government. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance.

No single policy offers the solution; what is needed is a sustained period of accelerated and inclusive economic growth and a comprehensive set of short-term and long-term policy reforms and initiatives that encompass increasing demand for labour, improving education and skills, and labour market interventions that improve the employability of young people. Expanded Public Works Programme is of those short-term initiatives by Government aimed to create work opportunities for the marginalised: women, youth and people with disabilities.

The incentives grant was introduced during the second phase of the Programme with the aim to reinforce and reward public bodies that implement labour intensive methods and utilise their existing budget allocations effectively to increase the labour content of service delivery; also to encourage public bodies meet their EPWP targets and rapidly expand job creation or hold them accountable.

EPWP is a means to achieve socio-economic objectives which are to improve the lives of the poor, unemployed, men, women, youth, and the disabled and is not limited to the infrastructure development only which by nature does attract the greatest employment opportunities. The targeted group to benefit from the programme are the poor and unemployed, those who have no income and have realistically no prospect of getting permanent long-term employment. This partly be achieved by reorientation of line function budgets (capital and operational) so that expenditure by the Municipality results in increased employment opportunities and training, particularly for those unemployed and unskilled.

8. EPWP Universal principles to ensure that the Municipality comply with EPWP conditions and guidelines

8.1 Adherence to the EPWP Minimum wage and employment conditions under the Ministerial Determination.

- The selection of each worker should be done on a clear set of criteria to minimize patronage and abuse during selection and ensure target group benefits. The selection should also happen in accordance with clear transparent and fair procedures.

8.2 Selection of workers based on a clearly defined process and defined criteria

- The work output of each EPWP project should contribute to enhancing public goods or community services.

8.3 Work provides or enhances public goods and community service

- A minimum labour-intensity benchmark appropriate to each sector should be set as sectors differ too much to apply a common standard across all sectors. Furthermore, programmes within each sector would also be encouraged to set their own benchmarks

9. Recruitment, project design and selection

The recruitment and selection process for the EPWP employees shall be done as per Council recruitment, selection and induction policy.

The selection criteria as prescribed by the EPWP Recruitment Guidelines; Government Notice 129: Basic Conditions of Employment Act, 1997: Code of Good Practice for employment and conditions of work for Expanded Public Works Programmes, shall consider the following principles

9.1 Project identification

It is the responsibility of line department Managers / Deputy Managers to ensure that their project managers (EPWP Sector Co-ordinator) champion and facilitate the following:

- Selection of suitable projects for EPWP labour intensive methods
- Identification of projects which are suitable for inclusion in learner ships and SMME development programmes
- The recording and provision of information on the number of employment opportunities created
- Monitoring and evaluation of the EPWP projects
- Community liaison throughout the project life cycle.

9.2 Project Design

The design should optimise the use of locally produced resources.

Certain specific clauses related to the use of labour intensive should be incorporated into tender/ contract documents under special condition of contracts, specifications, schedule of quantities (for Infrastructure Sector, this is outlined in the Guidelines for Implementation of Labour Intensive Infrastructure Projects under EPWP).

9.3 Targets Groups

The EPWP target group is unemployed and unskilled persons, (youth from 16-35 years of age) women (60%) youth (55%) and persons with disabilities (2%). These will be attained by:

- Ensuring that the labour intensive project identified and implemented are within line departments service delivery mandate obligations
- Prioritising and identifying projects in targeted areas of Bushbuckridge where unemployment is very high
- South Africans with an Identification Number (Bar coded green book)
- Communication with all local community structures available about the establishment of EPWP projects
- Members of the community who are unemployed and who form part of the targeted groups 60% women, 55% (youth from 16-35 years of age) and 2% people with disabilities will be given an opportunity to apply for work.
- Preference will be given to the targeted group in selecting workers.
- People who come from households that have less than one person earning an income (unemployed)
- People who come from households where subsistence agriculture is a source of income.
- The appointed EPWP employees shall sign the contract with all working conditions for a period determined by a project.
- The contracts shall be signed on condition that the CV, SARS and bank details are provided as required by the Human Resource and Financial Services departments
- The participants who happen to have private businesses shall be compelled to sign a declaration form and be advised not to trade with the municipality since it will be conflict of interest.

9.4 Recruitment of Participants

The recruitment of participants should be driven by the Municipality, with support from the Provincial Coordinating Department within the Province or the sector lead Department within the Province.

Municipalities may make use of unemployment databases/indigent databases, open advertisement, make use of councillors, and make use of CDW for recruiting participants in the EPWP projects and programmes.

9.5 EPWP participants must be:

- South African citizens with a valid bar-coded ID.
- Residents of designated area where project is being implemented.
- Persons from indigent households.
- Households with no income and priority given to one individual per household.
- Unskilled person

9.6 Conditions of Employment

EPWP participants are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP.

The municipality will ensure full compliance with labour legislation such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA).

10. EPWP Sectors

SECTOR PROGRAMMES

The Programme is implemented by all spheres of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. These sectors will be explained in the following sub-sections.

EPWP sector initiatives to be implemented by the municipality are as follows

THE ENVIRONMENT AND CULTURE SECTOR PROGRAMMES

The aim of the sector is to: 'Build South Africa's natural, social and cultural heritage, and in doing so, dynamically uses this heritage to create both medium and long term work and social benefits.'

- Sustainable land based livelihoods (greening, working for water & wetlands etc.)
- Waste management (working on waste, food for waste)
- Tourism and creative industries (working for tourism)
- Parks and beautification (people and parks, Cemetery Maintenance)

- Coastal management (working for the coast)
- Sustainable energy (working for energy)
- To maintain all municipal waste management assets to extend the lifespan of assets
- To improve and maintain public open spaces
- To revamp and maintain the museums and heritage sites
- To facilitate the improved management of our environment and waste
- Cleaning campaigns

THE SOCIAL SECTOR PROGRAMMES

The objectives of the Sector are to contribute to the overall Government objectives of improving the delivery of health services, early childhood development, community crime prevention, school nutrition and other social development-oriented services through programmes such as:

- Community safety programmes (crime reporting, crowd control, school patrol, disaster emergency response, firefighting, floods Impact support and community safety officials)
- Home community based care (home community based care Services (TB, HIV/Aids) and pharmaceutical assistants,
- Early Childhood Development (early childhood development, homework services, literacy programs, peer education, social issues awareness and career guidance)
- Sports and recreation (life guards, sports academy, seasonal employment: holiday resorts and nature reserves)
- Social Services (domestic violence, rape counselling and support, child labour, suicide counselling, abuse counselling and support, substance abuse). Graduate development programmes (updating indigent register and debt collection).
- To facilitate the implementation of HIV/Aids and Health programmes
- To maintain all the cemeteries and increase the capacity
- To enhance effective law enforcement, disaster management and fire services
- To maintain and upgrade all parks, recreational areas and sport facilities in Bushbuckridge area
- To facilitate youth development programmes
- To facilitate people with disabilities
- To implement social programmes
- Implementation of food nutrition programmes for vulnerable people
- Upgrading of existing sport facilities
- Implementing of sport development programmes in different sporting codes

THE INFRASTRUCTURE SECTOR PROGRAMMES

The Infrastructure sector is aimed to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure in terms of the following:

- Road construction and maintenance
- General construction and maintenance (construction of buildings, dams, reservoirs etc. and their maintenance)
- Storm water programmes (storm water drainage systems)
- Water and sanitation projects
- National youth services (aimed at developing and training youth between the age of 18 and 35 years on artisan trades in the built environment).
- All infrastructure related programmes.
- To maintain all municipal streets and storm water assets to extend the lifespan of assets
- Integrated Human Settlements

THE NON-STATE SECTOR PROGRAMMES

The objective of the sector is to create an avenue where NPO's can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities.

11. EPWP Support programmes

11.1 Training

The intended objective of training is to enhance productivity during project implementation and facilitates placement beyond the EPWP project. Any capacity building intervention that relates to life skills, career guidance etc will be regarded as additional or support programme to the main training.

The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF). This refers to capacity building and skills development of both officials and EPWP participants. Training can either be accredited or non-accredited. Training should be an integral part of the EPWP and must be planned for under projects planning.

11.2 Enterprise Development/ Local Economic Development

It is in the municipality best interest to intervene aimed develop small business including cooperatives, through business development support services and access to market in the form of Learnership and targeted procurement.

The municipality will capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial, and financial skills through appropriate Learnership Programmes and SMMEs development initiatives. It will also maximise the percentage of the annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers, and service providers.

11.3 Communication and Branding

The municipality will ensure that all the projects are branded; profiled and comply with EPWP Corporate Identity Manual as provided by NDPW. On annual bases, the municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works.

Ensure that all projects are branded and are visible, as specified in the CI manual.

12. EPWP Incentives

The Municipal Manager will sign the Incentives Agreement with the National Department of Public Works in which the municipality agrees to receive and utilise the EPWP Incentive Grant on the basis of the stipulations, requirements, conditions and obligations assigned to the agreement. By signing the Incentive Grant Agreement, the municipality confirms its willingness to receive the grant as well as its undertaking to put in place measures to abide by the requirements of the progress reporting, audit, and disbursement procedures.

EPWP champion to work closely with CFO to trace all incentive amounts for accountability and distribution to departments that are creating jobs.

13. Supply Chain Management and finance processes

The legislations and policies governing public sector procurement will be adhered to in the implementation of EPWP within the municipality. Municipal Finance Management Act

(MFMA, 2003) and the municipal procurement policies will apply, unless where The National Treasury has granted the permission to deviate from the stipulated SCM processes.

14. Institutional arrangement

EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed and develop a plan to utilise their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

15. Roles and Responsibilities

15.1 Political Champion: The Executive/Mayor

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and The Mayor/Executive Mayor. The Executive/Mayor will provide leadership and direction on the implementation of the EPWP in the municipality. The Executive/Mayor will appoint a Member of the Mayoral Committee/s (MMC/s) to champion and lead the EPWP in the Municipality. (In bigger municipalities 3 MMCs must be appointed to champion and lead each EPWP sector). The appointed MMC/s will also ensure that EPWP is aligned with IDPs and key policies and programmes of the municipality.

15.2 The role of the Executive/Mayor in co-ordination of EPWP:

- Provide leadership and direction on the implementation of the EPWP within the Municipality;
- Ensure that the Municipality meets the targets specified in the Annexure to this Protocol;
- Appoint a member of the Mayoral Committee to coordinate and lead the EPWP within the Municipality;
- Appoint members of the Mayoral Committee to be responsible for promoting the EPWP in the infrastructure, social, environmental and non-state sectors; also to champion enterprise development;
- Ensure that a dedicated capacity (human and institutional) is established within the municipality to implement, monitor and report the progress in line with EPWP requirements for reporting;
- Ensure the effective coordination and monitor the implementation of the EPWP within the Municipality;

- Mobilise departments within the Municipality to meet the targets specified in the Annexure to this Protocol;
- Ensure that the Municipal departments incorporates EPWP targets into their programme plans;
- Ensure that the EPWP is incorporated in the infrastructure plan and development plan of the Municipality;
- Ensure that the Municipal's EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality;
- Report on implementation of the EPWP by the Municipality and progress in contributing to the overall achievements of the EPWP targets in the Mayor's speeches at key strategic platforms such as Provincial Steering Committee meetings; and EPWP District Forum meetings;
- Ensure co-ordination and chairing of 'EPWP' District Forum; to ensure 'EPWP' implementation is intensified across all municipalities in the district;
- Ensure that all the EPWP Projects are branded and compliant to the EPWP Corporate Identity Manual;
- Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee;
- Promote the training of EPWP beneficiaries participating and the Programme and ensure that a percentage from project budget is set-aside for training;
- Ensure that EPWP policies are developed and endorsed by the municipality and provide an annual (31 July) progress report to the Minister of public Works on the implementation of this policy;
- Ensure that the EPWP is a standing agenda item at meetings of the Municipal Executive Committee (Council); and
- Ensure that the Municipality complies with the requirements for disbursing the EPWP incentive grant in particularly ensure that Municipality cannot draw down any portion of the EPWP incentive grant from the Provincial revenue fund, unless in accordance with the terms of a disbursement letter provided by the Department.

15.3 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) will appoint the Executive/Director (ED) and or delegate functions of the overall coordination of EPWP to a particular Unit and ensure that all the Executive/Directors have EPWP as an item in their performance contracts/agreements. The appointed/delegated Executive/Director will ensure that the EPWP is incorporated in the development plan of the Municipality and also ensure that the Municipal departments incorporate EPWP FTE targets into their programme plans. The appointed/delegated

Executive/Director will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilise departments within the Municipality to meet their targets.

15.4 Municipal EPWP Champion

15.5 EPWP Projects Coordinator

- EPWP Projects Coordinator (Infrastructure Sector)
- EPWP Projects Coordinator (Environment and culture Sector)
- EPWP Projects Coordinator (Social Sector)

15.6 EPWP Data captures

- Daily attendance Registers of EPWP participants
- Monthly or Weekly Payment Registers of EPWP Participants
- Certified ID Copies of EPWP Participants
- Contracts of EPWP Participants
- Appointment Letters of EPWP Participants

16. Appointment of the Municipal EPWP Head (champion)

16.1 Duties of the Municipal EPWP Champion

- Serve as the chairperson of the Committee
- Oversee the performance of all EPWP projects
- Oversee if the business plan is implemented
- Report to Council on the performance of the participating departments
- Coordinate Municipal EPWP meetings
- Respond and attend to queries received from DPWRT, DPW
- Assist in the Development of a business plan for all sectors
- Facilitate the training programme
- Ensure that all EPWP reports are accurate and submitted on time.
- Submit EPWP Monthly Reports to the Municipal Manager
- Ensure that IYM is submitted to DPW timeously
- Ensure that Quarterly and Annual Evaluation reports are submitted timeously
- Attend Provincial and National EPWP Meetings as per invite
- Ensure that all projects implemented by the municipality are reported on the EPWP Reporting System
- Ensure that the numbers of work opportunities reported per project are correct

Ensure that the following documents on reported projects are available, uploaded into the system and filed for future auditing:

- Daily attendance Registers of EPWP participants
- Monthly or Weekly Payment Registers of EPWP Participants
- Certified ID Copies of EPWP Participants
- Contracts of EPWP Participants
- Appointment Letters of EPWP Participants

Adherence to the EPWP minimum wage – The municipality will ensure that they comply with the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination as prescribed.

16.2 Appointment of Municipal EPWP Coordinator

16.2.1 Duties of a Municipal EPWP Coordinator

- To coordinate and monitor all EPWP projects in within NDM
- To compile the Council incentive grant reports
- Daily attendance Registers of EPWP participants
- Assist in allocating duties to participants
- Assist in resolving complains from participants and communities
- Ensure all the labour regulations are followed
- Facilitate the distribution of PPEs and working equipment
- Monthly or Weekly Payment Registers of EPWP Participants
- Certified ID Copies of EPWP Participants
- Contracts of EPWP Participants
- Ensures that appointment Letters of EPWP Participants are signed

16.3 Appointment of Municipal EPWP Data captures

16.3.1 Duties of a Municipal EPWP Data captures

- Administer the EPWP program
- List and capture all EPWP projects
- Capture and ensure filling of all EPWP Participants
- Capture all projects on the EPWP system

- Capture all participants participating in projects
- File, submit and capture progress reports on the system
- Assist with Preparation of logistics (venue, catering, travel etc.) for EPWP Meetings and forums

16.4 Establishment of a local EPWP committee

16.4.1 Composition of the Local EPWP committee

- Municipal EPWP Champion
- EPWP Projects Coordinators
- EPWP Data captures
- EPWP Human Resource Coordinator
- Departmental EPWP Patrons
- Heads of division/sections
- Budget and Treasury Office
- Local sector Department EPWP champion
- Local CWP Champion

16.4.2 Duties of the Local EPWP Steering Committee

- Coordinate EPWP programmes
- Provide necessary support
- Provide training programmes to all internal stakeholders
- Ensure that all reports are provided on time as required by the National Department of Public Works
- Identify and implement expansion areas to increase job creation
- Facilitate the development of business plans for new programmes.
- Ensure the allocation of EPWP incentive grant and report on financial status.
- Ensure that the incentive agreement for integrated EPWP incentive grant to Council is adhered to.
- The Committee shall meet every month preferably on the first Friday of the month.

16 Sector Classifications

Various Departments and Units are grouped into EPWP sectors to be implemented by the municipality and in accordance with their core businesses as depicted in the Figure below to lead and coordinate sector activities within the municipality.

Table:

Infrastructure Sector	Environment and Culture Sector	Social Sector
Technical Services Department	Waste Management Department	Community Safety Department
PMU	Local Economic Development	Department of Health
Planning and Development Department	Parks and recreation Arts and culture	

17 **Overall Coordination**

The Municipality will form the EPWP Steering Committee to be responsible for the strategic direction and coordination of EPWP. The Steering Committee will be chaired by the appointed/delegated Executive/Director. This Committee is constituted as follows:

- A representative from the Corporate Service Department
- Champions from sector Departments;
- Infrastructure Coordinator
- Environment Coordinator
- Social Coordinator
- Data captures

The EPWP Steering Committee will be responsible for;

- Overall coordination of EPWP.
- Regular reviews (annually) of the municipal's EPWP policy.
- Setting overall EPWP Municipal targets.
- Creating an enabling climate for the successful implementation of EPWP.
- Compiling an EPWP Management Plan.

The Management Plan includes the outputs of the planning associated with each of the sectors to form a consistent and coherent document. Without a Management Plan control is impossible. The Management Plan is used to:

- Guide the execution of the EPWP, including project selection;
- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication among stakeholders; and

- Provide a baseline for progress measurement and programme control.

The overall monitoring, evaluation and reporting of the adopted Programme Performance Indicators; and Reporting to the Council.

18 Support from Provinces and National

- National – supportive role i.e. within the region,
- National (H/O) – called in time to time through the Provincial offices,
- Provincial department of public works,
- Provincial sector lead departments,
- Provincial or regional Independent Development Trust,
- District EPWP champion.

19. Targets

The targets for the municipality for the entire EPWP Phase 4 for the period (2019/20-2023/24) are outlined below and broken down per annum. The Municipality will ensure that the work opportunity targets and Full-Time Equivalent are met and all the EPWP sectors are implemented within the municipality.

19.1. EPWP Phase 4 targets for Bushbuckridge Local Municipality

Overall EPWP Phase 4 Targets for Bushbuckridge Local Municipality: Per Sector and Per Financial Year.

Overall EPWP Phase 4 Targets Per Sector and Per Financial Year: Bushbuckridge Local Municipality							
Sectors		2019/20	2020/21	2021/22	2022/23	2023/24	Overall Target for the whole municipality
Infrastructure	WO	1 993	2 012	2 018	2 016	2 018	10 057
	FTE	659	665	667	666	667	3 323
Environment	WO	227	234	241	248	255	1 205
	FTE	217	224	230	237	244	1 153
Social	WO	184	184	184	184	184	918

	FTE	70	70	70	70	70	350
Total	WO	2 404	2 430	2 443	2 447	2 457	12 180
	FTE	946	959	967	973	981	4 826

These are minimum targets that municipality must endeavour to achieve in implementing EPWP programmes across the sectors.

20 Targets and Programme Performance indicators (PPIs)

The following PPIs are applicable to the implementation of all projects which form part of the EPWP;

These are minimum targets that need to be achieved as outlined in the Protocol Agreement. The performance of the Municipality in the implementation of EPWP will be measured by the following indicators:

1. Work Opportunities (WOs) Created: Opportunity to work provided to targeted individual for any period of time. The quality of WO is measured by duration, the level of income and regularity of employment.
2. Person-days of Employment: The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.
3. Project Budgets: The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, environment and social.
4. Person-Training Days: The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.
5. Demographics: In line with the EPWP Phase 4 and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55%; women 45% and people with disabilities is 2%.
6. The designated target for youth increases from 40% in EPWP Phase 2 to 55% in EPWP Phase 3.
7. The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the Sectors.
8. Expenditure Retained within Local Communities: The amount of the budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers is recorded for a given period. The expenditure injected into the community through wages being paid to communities. Consider the percentage of project expenditure that was paid in wages.
9. Assets created: The unit of measure as identified by the EPWP sector (e.g. hectares of land cleared, kilometres of road constructed)

22. Work Opportunities

Opportunity to work provided to targeted individual for any period of time. Quality of WO is measured by duration and level of income and regularity of employment.

22. Employment to be an EPWP Employee.

EPWP workers will be appointed and signed a contract for a period of 12 months only. The Municipality will not automatically appoint or absorbed EPWP employees as permanent workers after the expire of the contract. All who benefited from EPWP programme can apply and be appointed for the second time by the Municipality.

21. Person-days of Employment

The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.

22. Project Budgets

The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, environment and social.

23. Person-Training Days

The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.

24. Demographics

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the Sectors.

25. Expenditure Retained within Local Communities

The amount of the budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers is recorded for a given period. The expenditure injected into the community through wages being paid to communities. Consider the percentage of project expenditure that was paid in wages.

26. Project Daily Rates

Where applicable rates for the same or similar tasks will have to be uniform for the municipality. Task and time rates will have to comply with the terms of the Ministerial Determination. The Municipality will pay an EPWP employee an amount of R 92.36 to R 500.00 per day. The Municipality will review the rates annually in line with the Ministerial determination.

To ensure compliance with the general requirements of the EPWP and specific requirements of any of the conditional grants such as the MIG, the departments will have to record, monitor, evaluate and report on the PPIs in a standard and uniform manner.

27. Funding mechanisms

The source of funding for EPWP projects is MIG and equitable share. The municipality will also utilise the EPWP conditional grant as an additional funding towards implementation of the projects in the different sectors.

28. IDP

All planned and implemented projects of the organisation must be included in the IDP. Public participation must be conducted when identifying a project in a form of Community based Planning. The Executive Mayor will table the draft IDP to Communities and they will be given time to submit their inputs before the approval of the final IDP by the Council.

29. Reporting

The Municipality will adhere to the EPWP Monitoring & Evaluation reporting process by ensuring the following:

- Recording of the data at the project level using templates provided.
- Verify if the information/data is correct.
- Capture the project data on the EPWP Reporting System on a monthly basis.
- Correct all the non-compliant projects within a week after the Data Dump and analysis report has been received.
- Feedback from National and Province is obtained.

30. Compliance (endorsement and submission of Policy)

Only Executive Mayor through the council can endorse this policy before it becomes official document for implementation.

31. Endorsement of the policy

The EPWP Policy must be approved by Council after all the preparation have been concluded. A council resolution must be send to the HOD, Department of Public Works Provincially and the HOD will send the Policy to National Department of Public Works.

32. Review of the Policy

There must be a close co-operation between officials involved in the IDP and the EPWP Programme.

EPWP must be an integrated part of the IDP and include projects where EPWP must be implemented. The EPWP Policy will be revised and updated annually in line with the Budget and the IDP processes in terms of projects and targets which need to be met. The EPWP Champion will provide a quarterly report to Council when the Policy has been revised.

WASTE PICKER INTEGRATION GUIDELINE FOR SOUTH AFRICA

Building the recycling economy
and improving livelihoods
through integration
of the informal sector

August 2020



Department of Environment, Forestry and Fisheries
Department of Science and Innovation



Document to be referenced as:

Department of Environment, Forestry and Fisheries and Department of Science and Innovation (2020). Waste picker integration guideline for South Africa: Building the Recycling Economy and Improving Livelihoods through Integration of the Informal Sector. DEFF and DST: Pretoria.

Cover photograph (2018) Jonathan Torgovnik, courtesy of WIEGO.

Date: August 2020

© Department of Environment, Forestry and Fisheries



Photo Credit: PETCO

Foreword

Covid-19 has affected many sectors of South Africa's economy and negatively impacted the livelihoods of many people in the country. The waste sector has been hard hit during this tough period, with many in the waste management value chain, feeling the impact, including informal waste pickers. The post Covid-19 economic recovery demands that the waste sector rethink its approach to the protection of human health and the environment, and consider the urgent need to protect the livelihoods of those that are involved in the collection and selling of waste materials.

The visible impacts of poor waste management have taken hold in the imagination of the public in recent years, with images of illegal dumping and marine litter appearing frequently in the media. However, there is a social element of waste management that is also grabbing the attention of the South African public, and rightly so for the role that they play in South Africa's waste economy – the informal waste sector. It is estimated that there are between sixty and ninety thousand informal waste pickers working at the heart of South Africa's recycling economy, recovering mostly paper and packaging waste from the service chain and introducing these secondary resources into the country's value chain. Government, industry and civil society recognize the important role of waste pickers in the diversion of valuable resources away from landfill towards reuse and recycling.

In an effort to improve the working conditions and livelihoods of the informal waste sector and to better integrate pickers into the country's waste economy, the Department of Environment, Forestry and Fisheries (DEFF) and the Department of Science and Innovation (DSI) developed this guideline document, with the support of the University of Witwatersrand. It fulfils the commitment made by the Department of Environment, Forestry and Fisheries (DEFF) in the 2011 National Waste Management Strategy (NWMS) to “provide guidance to municipalities and industry on measures to improve the working conditions of waste-pickers.”

This evidence-based guideline emanates from the first social science research grant project awarded under South Africa's 10-year Waste Research, Development and Innovation (RDI) Roadmap, managed by the Council for Scientific and Industrial Research (CSIR) on behalf of national government. The development of the guideline highlights the importance of combining research with the active involvement of waste pickers (represented by the South African Waste Pickers Association and the African Reclaimers Organisation), industry, government and academia, in order to create policy change of benefit to all.

The Chemicals and Waste Phakisa set a goal of a minimum of 50% of households separating waste at source in metropolitan municipalities by 2023. This will in part be achieved through the review, amendment and alignment of cities' waste management bylaws with national and provincial policies and regulations, and the integration of waste pickers through the municipal waste system. The waste sector already contributes 1.6% to South Africa's Gross Domestic Product (GDP), but it could contribute more. With waste picker integration, the waste sector can contribute to the country's GDP while mainstreaming and ensuring inclusive growth. Waste pickers are already helping municipalities save landfill space and budgets under the informal and often difficult conditions of waste collection. It is our understanding that waste pickers could collect more good quality materials through separation at source initiatives in municipalities. The guideline provides options on how municipalities could integrate waste pickers through separation at source initiatives.

The guideline is intended to support the implementation of South Africa's National Waste Management Strategy, and is recognised as contributing towards a just transition to a low carbon economy as outlined in the National Development Plan – Vision 2030, and to a more circular economy as outlined in the White Paper on Science Technology and Innovation. As the country moves towards the implementation of mandatory Extended Producer Responsibility, the guideline will be particularly relevant to Producer Responsibility Organizations and municipalities, to ensure greater integration of waste pickers in these schemes.

How the Guideline was developed

The second National Waste Management Strategy (NWMS) (DEA, 2011: 27) commits government to “provide guidance to municipalities and industry on measures to improve the working conditions of waste-pickers”.

Government has undertaken a number of activities to fulfil this mandate. In 2012, the Department of Environment, Forestry and Fisheries, which was then known as the Department of Environmental Affairs (DEA), held a workshop in East London at which municipalities, industry and waste pickers acknowledged waste pickers’ contributions to the recycling economy, and affirmed that waste pickers must be included in the formal system (DEA, 2012). In 2015, DEA hosted a national workshop for waste pickers, industry, research organisations and government to discuss how this could be done. The workshop focused on the legal framework, the institutional framework and operational issues related to the formal inclusion of waste pickers (DEA, 2015). The workshop also discussed the findings of a research project on waste pickers commissioned by DEA titled Determination of the extent and role of waste-picking in South Africa (DEA, 2016b).

Work then shifted to focus on how such guidance can be provided. In April 2016, the South African Cities Network (SACN) held a workshop that brought the metros and waste pickers together to discuss their experiences of waste picker integration (SACN, 2016). Subsequently, in November 2016, DEA hosted a workshop where Latin American experts shared their extensive experience on waste picker integration with South African stakeholders, including representatives from government, industry, waste picker organisations and NGOs (DEA, 2016a). That workshop was the first concrete step towards developing this Guideline.

Inspired by the Brazilian experience (Dias, 2011a; Gutberlet, 2008), this Guideline on Waste Picker Integration was developed through a participatory stakeholder process that drew on evidence from academic research, as well as international experiences and stakeholders’ expertise. The knowledge, insights and needs of waste pickers were centred in the process.

Between June 2017 and April 2019, government convened a Waste Picker Integration National Stakeholder Working Group (SWG) that included representatives from waste picker organisations, industry associations, municipalities, national government departments and NGOs. This Guideline is the outcome of six participatory SWG workshops facilitated by Dr Melanie Samson (University of the Witwatersrand), who wrote the guideline. On April 9, 2019, DEA hosted a one day Waste Picker Integration Workshop to present the draft Guideline and receive feedback from a wider group of stakeholders.

The Guideline was informed by extensive research conducted by a team at the University of the Witwatersrand led by Dr. Samson under the Department of Science and Technology’s research grant project Lessons from waste picker integration initiatives. The project received additional funding from DEA. Research conducted by other universities and science councils in South Africa over the past decade also played an important role in developing the Guideline. One of the stakeholder workshops took the form of a research conference where researchers shared their findings related to waste pickers with SWG members

The Guideline drew inspiration from several similar guidelines produced for Latin America, India and the Balkans (Chikarmane, 2012; Chintan, 2014; IADB, 2013; Scheinberg et al., 2018) and benefited greatly from inputs by leading global and national experts.

Acknowledgements

Stakeholder Working Group: Acknowledgment is due to the following persons who provided strategic input into the development of this guideline via the Working Group: Khosi Baker (City of Joburg), Jane Barrett (WIEGO), Belinda Booker (PETCO), Dumisani Buthelezi (DEA), Musa Chamane (groundwork), Olga Chauka (ARO), Mamonare Chieu (City of Tshwane), Boitumelo Dlamini (DEA), Sindiswa Duma (DEA), Rico Euripidou (groundwork), Linda Godfrey (CSIR), Ursula Henneberry (PRASA/RecyclePaperZA), Luyanda Hlatshwayo (ARO), Maphuti Kgare (the DTI), Mpho Khunou (Rustenburg Local Municipality), Sicelo Kicawe (Rustenburg Local Municipality), Eli Kodisang (WIEGO), Steven Leeu (ARO), Moses Lekondenani (Steve Tshwete Local Municipality), Magamase Mange (DST), Louis Mahlangu (ARO), Dineo Mapholo (City of Tshwane), Thokozani Masilela (the DTI), Mvuselelo Mathebula (City of Joburg), Simon Mbata (SAWPA), Simphiwe Memela (City of Joburg), Nonhlanhla Mhlope (SAWPA), Reuben Moatshe (Rustenburg Local Municipality), Tsebo Mohapi (DEA), Eva Mokoena (ARO), Mantwa Mokoena (SAWPA), Charles Muller (Packaging SA), Dineo Musekene (City of Tshwane), Mamogala Musekene (DEA), Bala Nengovhela (SALGA), Siphokazi Ngcuthuse (City of Tshwane), Cynthia Nkosi (SAWPA), Rirhandzu Ntusi (Ehlanzeni District Municipality), Pamela Nxumalo (DEA), Nkosiyabo Nzima (SAWPA), Kabelo Phakoe (DEA), Vanessa Pillay (WIEGO), Tebogo Rangoato (DEA), Silvia Rapitsi (SAWPA), Mudau Remburuwani (City of Tshwane), Melanie Samson (Wits University), Tshepiso Seabelo (DEA), Mpho Seleki (West Rand District Municipality), Andiswa Siyengo (DEA), Susan Stoffberg (West Rand District Municipality), Shabeer Jheetam (Packaging SA), Chucheka Tivani (DEA), Sandiswa Tshaka (SA Cities Network), Tlhoriso Tumaletsisi (SAWPA).

Stakeholders: Thanks are also given to other stakeholder members who provided input at workshops to develop the Guideline and who provided comment on the draft Guideline.

Authors: Melanie Samson (University of the Witwatersrand) facilitated the Guideline process and is the author of the Guideline. Laura Alferts (WIEGO), Rico Euripidou (groundWork), Susan Oelofse (CSIR), Ana Carolina Ogando (WIEGO), Federico Parra (WIEGO), Rinie Schenck (UWC) and Leslie Vryenhoek (WIEGO) respectively authored Box 17, Box 16, Box 8, Box 7 (with M Samson), Box 10, Box 15, and Boxes 23 & 10.

Editing: The text was edited by Claire Ceruti (University of the Witwatersrand).

Layout: Funeka Simelane, Musuku Digital and Jennifer van den Bussche (Sticky Situations).

Art and design: Dylan Seegers (Atomic Energy), Jennifer van den Bussche (Sticky Situations) and Andrew Lindsay (Spaza Art) created art and diagrams for the Guideline.

Expert advisors: Advice and guidance was provided by local and international experts including Ricardo Abussafy de Souza (Brazil), Poornima Chikarmane (India); Peter Cohen (United States), Sonia Dias (Brazil), Lucia Fernandez (Uruguay), Linda Godfrey (South Africa), Lakshmi Narayanan (India), Federico Parra (Colombia), Suzan Oelofse (CSIR), Rinie Schenck (South Africa) and Anne Scheinberg (the Netherlands).

Research and supervision: The following academics, researchers and students contributed to research and/or supervision for the Lessons from waste picker integration initiatives research project that informed the development of the Guideline: Claire Benit-Gbaffou, Thandiwe Chidzungu, Nomathemba Dladla, Hayley Gewer, Jokudu Guya, Kirsten Harrison, Grace Kadyamadare, Brittany Kesselman, Kamogelo Maema, Mahlodi Mahlase, Sandra Mandaza, Andries Mkhathshwa, Amogelang Mokobane, Kamogelo Molefe, Lufuno Ndlovu, Zandile Ntuli, Rogers Orock, Kabelo Phakoe, Lethabo Pholoto, Melanie Samson, Maite M. Sekhwela, Manape Shogole, Suzall Timm and Jennifer van den Bussche. The Lessons from waste picker integration initiatives project was funded by the Department of Science and Innovation and the Department of Environment, Forestry and Fisheries.

Table of Contents

Foreword	i
How the Guideline was developed	ii
Acknowledgements	iii
Diagrams	vii
Boxes.....	vii
Definitions.....	viii
Acronyms.....	ix
Section A - Introduction	1
1. Why we need a Waste Picker Integration Guideline	2
1.1 <i>Waste pickers are the key actors diverting recyclables from landfills</i>	3
1.2 <i>Waste picker integration is global best practice</i>	3
1.3 <i>Waste picker integration advances key national government priorities</i>	3
2. Objectives.....	4
3. Flexible approach	4
4. Participation and partnership.....	4
5. Process to develop and implement waste picker integration	5
6. Intended users	5
7. Overview of the Guideline	7
Section B - Understanding Waste Pickers and Their Contributions.....	9
1. Who are waste pickers?	10
1.1 <i>Waste pickers and inequality</i>	11
1.2 <i>Choosing waste picking</i>	14
1.3 <i>Diversity amongst waste pickers</i>	14
2. The economic and environmental contributions of waste pickers	17
2.1 <i>Economic contributions</i>	19
2.2 <i>Environmental contributions</i>	21
3. Bearing the costs on their bodies – focus on waste pickers’ health	22
4. Recognising and valuing waste pickers	24
Section C - What is Waste Picker Integration	25
1. Moving beyond the charity approach	26
2. The importance of participation and partnership	26
3. Integration is about integrating systems as well as people	27
4. Defining waste picker integration	28
5. Waste picker integration is a transformative process.....	28
Section D - Waste Picker Integration Principles.....	29

Table of contents (cont'd)

Section E - Some Typical Stakeholder Needs Related to Waste Picker Integration	31
1. Municipalities	32
2. Industry	32
3. Waste pickers	33
3.1 <i>Special focus on landfill waste pickers</i>	34
4. Ten basic actions to kick-start waste picker integration	35
Section F - Integrated Separation at Source (S@S)	37
1. Benefits of S@S	38
2. Effects of S@S programmes that exclude waste pickers	39
3. Integrated S@S	40
3.1 <i>Separating for waste pickers</i>	42
3.2 <i>Compensating waste pickers for collecting recyclables via SoS and S@S</i>	43
3.3 <i>Contracting waste picker cooperatives</i>	46
3.4 <i>Integration into new integrated S@S contracts with private companies</i>	50
4. Conclusion	50
Section G - An Enabling National Environment for Waste Picker Integration	51
1. Legislation and policy	52
2. Integrated extended producer responsibility	52
3. Funding mechanisms	53
4. Occupational classification	54
5. Support for organising waste pickers	55
6. Waste picker integration support programme	55
7. Awareness campaigns	55
Section H - Seven Steps to Integrate Waste Pickers	57
1. Introduction	58
2. Participatory waste picker integration process	59
3. Seven steps for waste picker integration	59
4. Developing waste picker integration plans	61
5. Implementing the Seven Steps	61
<i>Step 1 - Prepare</i>	62
<i>Step 2 - Partner</i>	67
<i>Step 3 - Plan</i>	75
<i>Step 4 - Enable</i>	83
<i>Step 5 - Institutionalise</i>	87
<i>Step 6 - Implement</i>	91
<i>Step 7 - Revise</i>	92

Table of contents (cont'd)

Section I - Conclusion	93
Section J - References	95
Section K - Annexures	103
Annexure 1 – Waste Picker Integration Plan Template	104
Annexure 2 – Some ideas to address key challenges	112
<i>Addressing some key municipal and industry challenges and needs.</i>	112
<i>Addressing some typical challenges encountered by industry</i>	121
<i>Addressing some typical waste picker challenges and needs</i>	122
Annexure 3 – Useful resources	128
<i>Websites of organisations working with waste pickers and waste picker integration</i>	128
<i>Videos</i>	129



Photo Credit: groundWork

Table of contents (cont'd)

Diagrams

Diagram 1: Connecting the service chain and the value chain	18
Diagram 2: The recycling value chain	19
Diagram 3: Separation outside source	21
Diagram 4: S@S that excludes waste pickers	38
Diagram 5: S@S by Waste Pickers.....	44

Boxes

Box 1 – Support for Waste Picker Integration	3
Box 2 – Overview of the guideline.....	7
Box 3 - A typical day of a male street waste picker	10
Box 4 - A typical day of a female landfill waste picker	11
Box 5 – Materials collected by waste pickers.....	12
Box 6 – Collecting organic and reusable materials	13
Box 7 – Gender and waste picking.....	15
Box 8 – The recycling value chain.....	18
Box 9 – Separation outside source (SoS)	20
Box 10 – Paying waste pickers for services provided	20
Box 11 – Health hazards and waste picking.....	22
Box 12 – Decreasing health risks and improving waste pickers' health	23
Box 13 – Valuing waste pickers.....	24
Box 14 – Definition of waste picker integration	27
Box 15 – Integration in rural areas and small towns	28
Box 16 – Amending landfill licenses to permit waste picking	34
Box 17 – Social plans for landfill waste pickers.....	35
Box 18 – S@S and landfill waste pickers.....	40
Box 19 – Transitioning from Separation Outside Source to Separation at Source.....	40
Box 20 – Residents and waste pickers separating together	41
Box 21 – Integrated S@S starts with an agreed, participatory process	42
Box 22 – Paying Individual Waste Pickers and Cooperatives in Colombia	45
Box 23 – S@S by the Ikageng-Ditamating Waste Picker Cooperative in Sasolburg	47
Box 24 – Brazil Inter-ministerial Council and Waste and Citizenship Forums.....	53
Box 25 – Social Benefits for Waste Pickers	56
Box 26 – Evidence-based policy making.....	58
Box 27 – Key features of pilot projects.....	60
Box 28 – Overview of Seven Steps for Waste Picker Integration	75
Box 29 – Integrating waste pickers into existing S@S contracts	78

Definitions

Extended producer responsibility (EPR) – an environmental policy that extends a producer’s responsibility to include the post-consumer phase of a product’s life-cycle.

Integrated separation at sources – separation at source that integrates waste pickers and their informal separation outside source recycling system

Recycling – processing and manufacturing activities to convert previously used materials into new products or inputs.

Separation at source (S@S) – separation at source is the separation of different types of post-consumer waste materials at the site where they are generated. S@S typically focuses on the separation of recyclables (and often further disaggregation into different types of recyclables), organic waste and solid waste. Selective collection of separated materials ensures that they do not contaminate each other and that waste to landfill is minimised.

Separation outside source (SoS) – the informal system created by waste pickers working in streets, open spaces and landfills to salvage recyclable and reusable materials mixed into the waste stream, and to separate, clean and transport them to either sell, use themselves, or make new products.

Waste picker – someone who collects re-usable and recyclable materials from residential and commercial waste bins, landfill sites and open spaces in order to revalue them and generate an income.

Waste picker integration –the creation of a formally planned recycling system that values and improves the present role of waste pickers, builds on the strengths of their existing system for collecting and revaluing materials, and includes waste pickers as key partners in its design, implementation, evaluation and revision. Waste picker integration requires changes in a number of spheres and includes the integration of waste pickers’ work, as well as the political, economic, social, legal and environmental integration of waste pickers.

Acronyms

ARO	African Reclaimers Organisation
DEA	Department of Environmental Affairs
DEFF	Department of Environment, Forestry and Fisheries (previously DEA)
DSI	Department of Science and Innovation (previously DST)
DST	Department of Science and Technology
DTI	Department of Trade and Industry
EPR	Extended producer responsibility
IADB	Inter-American Development Bank
IDP	Integrated development plan
IndWMP	Industry waste management plan
IWMP	Integrated waste management plan
KPI	Key performance indicator
MRF	Materials recovery facility
NEDLAC	National Economic Development and Labour Council
NGO	Non-governmental organisation
OECD	Organisation for Economic Cooperation and Development
PACSA	Packaging South Africa (now known as Packaging SA)
PETCO	PET Company
PRO	Producer responsibility organisation
S@S	Separation at source
SALGA	South African Local Government Association
SAWPA	South African Waste Pickers' Association
SDG	Sustainable Development Goal
SoS	Separation outside source
WML	Waste management license
WPIP	Waste Picker Integration Plan



Introduction

Photo Credit: Jonathan Torgovnik, Getty Images Reportage

Section A

Section A

South African policy and legislation (DEA, 2011; DEAT, 1999, 2001) prioritise moving waste away from landfill towards value recovery. Together with reduction, reuse and recovery, recycling is identified as integral to this shift. Growing landfill constraints and new policy developments, such as the planned introduction of Extended Producer Responsibility (EPR), are further encouraging many municipalities and industries to move towards establishing official recycling systems and programmes. As the former Minister of the Environment recognised, waste pickers have been diverting recyclables from landfills for many years and have an important role to play in the continued development and expansion of the country's recycling economy (Molewa, 2016).

In the second National Waste Management Strategy (DEA, 2011:27), government committed to “provide guidance to municipalities and industry on measures to improve the working conditions of waste-pickers”. Since then, the policy approach has evolved from focusing on formalising individual waste pickers through formal employment, to the more systemic approach of waste picker integration, which includes waste pickers and their informal collection system in official programmes in order to expand collection of recyclables and strengthen and transform the recycling value chain.

“ Waste pickers are an integral part of the waste management system, and help to divert recyclables away from landfill.

These are the people who have expert knowledge of the recyclables they deal with and would add a lot of value if they are to be considered whenever new recycling facilities are being developed. ”

***– former Minister of Environmental Affairs
Edna Molewa (2016)***

This Guideline explains:

- 1. why waste picker integration is important;**
- 2. who waste pickers are, how they work, and the importance of recognising their contributions;**
- 3. what waste picker integration is;**
- 4. how to develop, institutionalise and implement waste picker integration plans.**

1. Why we need a Waste Picker Integration Guideline

There are a number of reasons why South Africa needs a Guideline on Waste Picker Integration. These include recognition that waste pickers are currently the key actors extracting recyclables from the waste stream; waste picker integration is global best practice; and waste picker integration promotes the achievement of a number of key government priorities.

1.1 Waste pickers are the key actors diverting recyclables from landfills

In 2015, 57.1% of post-consumer paper and packaging materials were recovered for recycling, putting South Africa on par with many European countries (Godfrey and Oelofse, 2017: 5). This impressive recycling rate is largely due to informal waste pickers who, in the absence of formal programmes to collect recyclables, realised that valuable materials were being buried instead of put to productive use. Having identified this gap in the market, waste pickers developed an informal system to separate and extract recyclable materials disposed of as waste, and then sell them into the value chain. They also salvage and revalue significant amounts of reusable materials.

Waste pickers are already deeply integrated into the waste management system and the recycling economy. They salvage approximately 80% to 90% of post-consumer paper and packaging collected in South Africa for recycling (Godfrey et al., 2016) and are the backbone of the current system that directs recyclables away from landfills and toward recyclers. As South Africa moves forward in achieving our goals related to recycling and EPR, we need to harness and capitalize on this existing strength for the benefit of waste pickers, the environment and the economy.



Box 1 – Support for Waste Picker Integration

Government recognises the pioneering role of waste pickers in the development of recycling collection systems in South Africa. Waste picker integration is necessary to ensure that waste pickers' incomes, conditions, job security, position in the value chain and dignity are improved as the recycling economy is expanded. Waste picker integration advances key government priorities related to job creation, poverty alleviation, environmental protection and economic transformation. It is an innovative way to include the informal economy. Waste picker integration ensures that official recycling programmes are appropriate for the South African context and increases their viability by building on (rather than competing with) waste pickers' informal collection system.

1.2 Waste picker integration is global best practice

South Africa's situation is not unique. Waste pickers make the same contributions across developing countries and are increasingly playing a role in developed countries as well. Waste picker integration into local and regional waste management systems and recycling economies is now global best practice. Countries including Serbia, Brazil, Tunisia and the Philippines are now focussing on waste picker integration as a key component of official recycling systems (Dias, 2016; Scheinberg et al, 2018; Scheinberg et al., 2015). Waste picker integration is advocated by the World Bank (2019) and Inter-American Development Bank (2013), and the OECD (2016) recognises it as an important part of EPR.

1.3 Waste picker integration advances key national government priorities

Waste picker integration advances a number of key policy priorities in South Africa. Waste pickers have created their own form of green jobs and make significant environmental contributions. As noted above, waste pickers play a key role in diverting waste from landfill and providing inputs to the recycling industry. In addition, because waste pickers provide a non-motorised form of collection (trolleys and horse carts), waste picker integration helps to contain greenhouse gas emission related to recycling.

Waste picker integration supports South Africa's commitments to realising 2030 Sustainable Development Goals (SDGs): amongst others, SDG 1 on eradicating poverty; SDG8 on economic growth and good jobs for all; SDG 10 on reducing inequality; and SDG 11 on creating sustainable cities and communities (UN General Assembly, 2015). Waste picker integration also advances the objectives of the National Development Plan, or NDP 2030, (National Planning Commission, 2012) to eliminate poverty, reduce inequality, create an inclusive society and economy, and create decent work for all.

Given South Africa's history of colonialism and apartheid, and persistent racial inequalities, waste picking is profoundly racialised, with impoverished black people creating their own jobs and surviving off the detritus of wealthier, predominantly white households. In line with the goals of NDP 2030 (National Planning Commission, 2012), waste picker integration and the improvement of waste pickers' incomes, conditions and status contribute to redressing racial and class inequality.

To date, waste pickers have been marginalised socially and politically; they have not been seen as key actors in recycling and waste management systems, and have not been included in decision-making processes related to these sectors. As discussed further below in Section D, the involvement of waste pickers in decisions that affect their lives and the future of recycling is a key principle of waste picker integration. Waste picker integration therefore also promotes political transformation and the deepening of democracy by including people who have been stigmatised and marginalised in policy-making processes.

2. Objectives

This Guideline is designed to provide all parties involved in recycling and waste picker integration with information and analysis necessary to develop a common understanding of:

- what waste picker integration is;
- the principles that underpin waste picker integration;
- why it is important;
- how it is related to formal recycling programmes;
- the forms that waste picker integration can take;
- key issues related to waste picker integration that need to be considered;
- how to develop and implement a waste picker integration programme and plan through an agreed participatory process that includes waste pickers as key partners.

3. Flexible approach

Because there are so many differences between waste pickers, municipalities and industries, there cannot be a one size fits all approach to waste picker integration.

The Guideline therefore provides principles in Section D that should underpin recycling and waste picker plans and programmes, while also giving stakeholders knowledge and tools to develop the approach most relevant for their context.

4. Participation and partnership

Waste pickers know best how their existing recycling system works, how official recycling systems affect them, and what their needs are. The design and implementation of waste picker integration programmes must therefore be participatory and negotiated with reclaimers. Rather than taking the form of shallow consultation, it is important that waste picker participation is meaningful and that waste pickers are understood as equal partners in the integration processes (Chikarmane and Narayan, 2005; Dias, 2011b; Nas and Jaffe, 2004; Nzeadibe and Anyadike 2012; Gutberlet, 2008; Scheinberg, 2012). As integration forms part of the Integrated Waste Management Plan (IWMP), waste pickers should work as partners on the IWMP as well.

Waste pickers should also receive information about, and take into consideration, how industry and municipalities function and the possibilities and constraints they face. Ensuring that waste pickers have access to, and develop reciprocal relations with, municipal and industry officials provides a strong foundation for integration.



Photo Credit: Melanie Samson

5. Process to develop and implement waste picker integration

The Guideline offers a basic participatory process that can be used to develop and implement evidence-based waste picker integration plans and programmes (see Section H), and to generate commitment to implementing them. While it is recommended that the sequence outlined in the Guideline be followed, stakeholders can develop their own sequencing and also add additional elements. Annexure 1 includes a template for a Waste Picker Integration Plan that can be completed by conducting the activities suggested in the Guideline.

6. Intended users

South Africa is in the process of implementing mandatory EPR, a system that makes producers responsible, financially and/or operationally, for the end-of-life management of products they produce. Both industry and municipalities will need to be involved in programmes to collect recyclables. Industry will be involved as under EPR the producers are responsible for ensuring that their products are extracted from the waste stream and the materials are sold as inputs for production. Municipalities will be involved as the collection of recyclables affects the amount of waste to be collected for disposal, which is a constitutional responsibility of local government. In addition, collection of recyclables happens in municipal public space. Both industry and municipalities will therefore be involved in waste picker integration, and both will benefit from this Guideline.

Many other stakeholders work directly with waste pickers or indirectly affect them. These include:

- companies that support recycling and waste picker integration through corporate social responsibility programmes;
- companies that collect waste;
- buyers and buy-back centres who purchase recyclables from waste pickers;
- private companies and community cooperatives providing separation at source services;
- small businesses, schools, religious institutions and other organisations that undertake recycling initiatives;
- non-governmental organisations (NGOs) and donors that support waste picker and other recycling projects;
- municipal officials, elected representatives, consultants and professionals who work on issues related to waste management and recycling, and who develop plans and make decisions that affect waste pickers;
- resident associations that make decisions about waste pickers' access to their neighbourhoods;
- retail outlets and street traders who discard recyclable materials.

The Waste Picker Integration Principles presented in Section D of the Guideline should inform how these organisations work with waste pickers. The inclusive waste picker integration process presented in Section H can also be modified to assist these organisations in developing a coherent and principled approach to their programmes.

The Guideline is primarily intended to educate and guide organisations other than waste pickers' organisations whose work affects waste pickers and who should work with waste pickers on waste picker integration. Waste picker organisations played a key role in developing the Guideline and their concerns, needs and ideas have been prioritised. The Guideline can also be useful for waste picker organisations in providing them with ideas to inform their own analysis, proposals and demands. However, as the Guideline focuses on guiding non-waste-picker organisations on how to partner with waste pickers, develop waste picker integration plans and integrate waste pickers, it does not present a strategy waste pickers can follow to initiate and negotiate waste picker integration. Such a strategy is related to questions of organising and is something to be developed by waste pickers and organisations that support them.



Photo Credit: Jonathan Torgovnik, Getty Images Reportage

7. Overview of the Guideline

This document is divided into 11 sections.



Box 2 – Overview of the guideline

SECTION	CONTENT
A – Introduction	Section A explains why we need a waste picker integration Guideline and how to use it.
B – Understanding waste pickers and their contributions	Section B explains who waste pickers are, what they do, how they relate to formal recycling and waste management systems, and how they fit into the local and global recycling value chain.
C – Understanding waste picker integration	Section C explains the concept of waste picker integration.
D – Waste picker integration principles	Section D explains the principles that underpin waste picker integration that should be included in all waste picker integration plans and integration initiatives.
E – Some common challenges to be addressed as part of waste picker integration	Section E presents some common challenges faced by waste pickers, municipalities and industry that should be addressed as part of waste picker integration. Annexure 2 presents possible ways to address each of these needs, and Section H presents a participatory process through which these and other challenges can be identified, prioritised and addressed.
F – Integrated Separation at Source	Section F discusses why waste pickers must be involved in Separation at Source and how this can be done.
G – An enabling national environment	Section G outlines changes to be made at a national level to create an enabling environment for waste picker integration.
H – Implementing waste picker integration	Section H presents a seven step participatory waste picker integration process. Working through the process will enable stakeholders to develop and complete the Waste Picker Integration Plan included in Annexure 1.
I – Conclusion	Section I concludes the main body of the Guideline
J – References	Section J provides references used in the Guideline
K – Annexures	Section K includes three annexures. Annexure 1 provides a template for a waste picker integration plan. Annexure 2 presents possible ways to address some typical issues related to waste picker integration encountered by municipalities, industry and waste pickers. Annexure 3 provides links to useful resources and videos on waste picker integration.



Photo Credit: Jonathan Torgovnik, Getty Images Reportage



Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Understanding Waste Pickers and Their Contributions

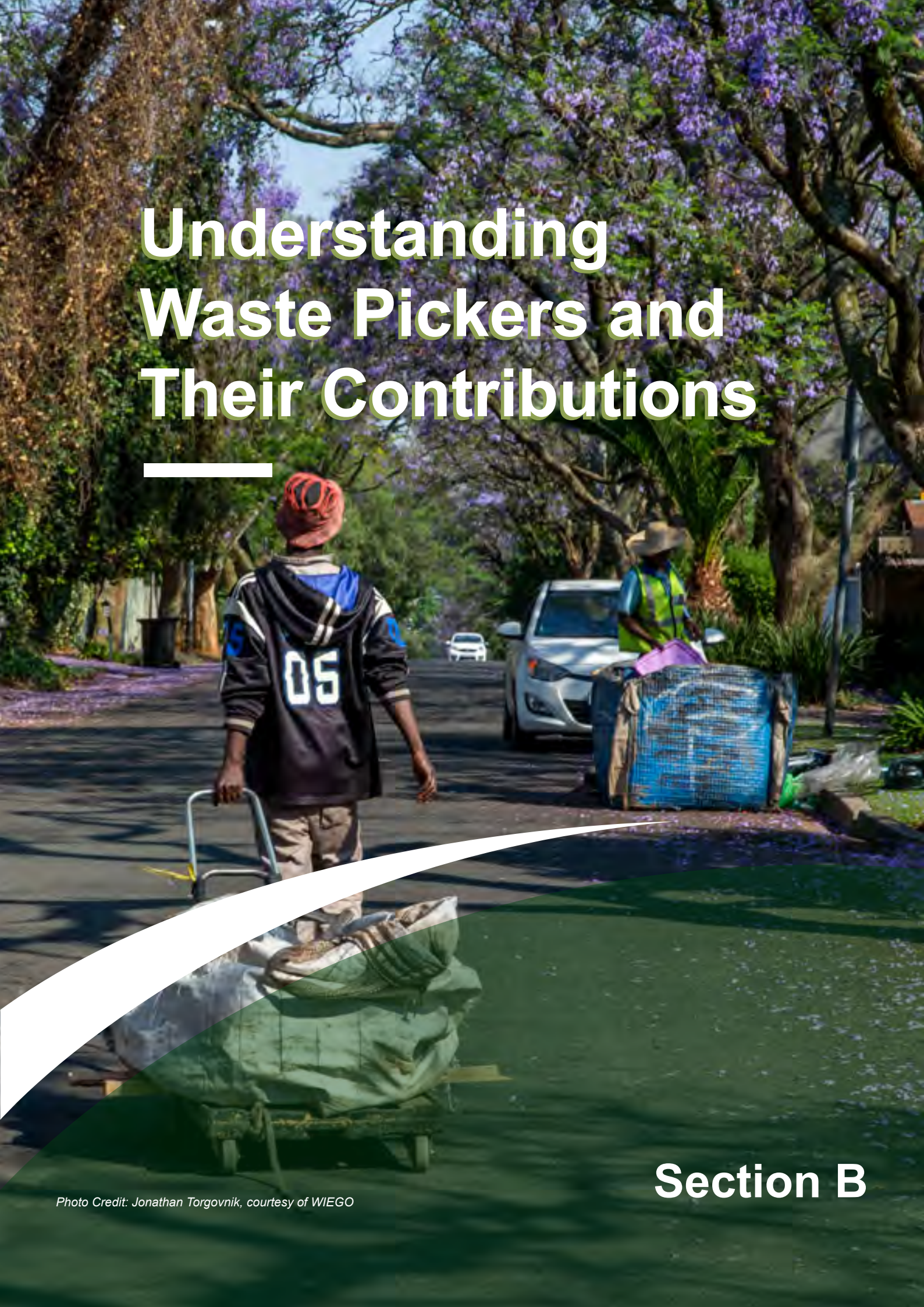


Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Section B

Section B

Overview of Section B

Section B explains:

- who waste pickers are;
- the work that waste pickers perform;
- why they work as waste pickers;
- the contributions waste pickers make to the economy and the environment.

Outcomes

After reading this section, the reader will:

- have increased appreciation of waste pickers and their work;
- understand that waste pickers are the backbone of the existing system for collecting recyclables;
- understand why waste pickers must be paid for the services they provide.

1. Who are waste pickers?

Waste pickers are people who collect re-usable and recyclable materials from residential and commercial waste bins, landfill sites and open spaces in order to revalue them and generate an income. Estimates of the number of waste pickers in the country range from approximately 60 000 (DEA, 2016b) to as high 215 000 (Godfrey and Oelofse, 2017:6). The planned creation of an occupational classification for waste picking and registration of waste pickers, as key components of waste picker integration, will also assist in generating more accurate data.



Box 3 – A typical day of a male street waste picker

My name is Tshepo and I work as a reclaimer in the City of Johannesburg. I am 34 years old and have been doing this work for the last six years. I used to work in mines as a casual worker, but I lost my job when the mine started retrenching. I have a 5 year old daughter who I need to support and there are no jobs out there, so I decided to become a reclaimer after I saw others doing this.

I usually start work at three am in the morning. I pull my trolley from Booyens and work in a different wealthy northern suburb each day of the week. On Thursdays and Fridays I work in Sunninghill, which is more than 29 km away. It takes me two and a half to three hours to get there. It is very dark when we start and we usually travel as a group to where we need to work in order to protect ourselves from criminals. I pull the trolley and at times run so that I can get there in time. Some residents put their bins out the night before, so we start working on those. However, usually we wait for domestic workers to arrive at different homes and start when they take out the bins. We also have to look out for private security because in some streets they do not allow us to collect materials. We are often threatened with arrest and some of us have been assaulted. We sometimes pay security guards to allow us to collect from a few bins before residents report us.

I go through bins to collect clean materials for a few hours until the Pikitup waste collection truck arrives at around 10h00 or when we are chased away by security guards. I usually take a break and buy something to eat and then start the long journey home. On a good day I can collect up to 200 kg of material that I have to haul back. The return journey is longer than the one to Sunninghill because of the routes I take to avoid traffic and the challenge of climbing hills with such a heavy load. At times I can save time and preserve my energy by surfing down hills on my trolley. It takes me around five hours to get back to the area where I sort and store my materials together with other reclaimers. Once I get back around 5pm, I start sorting through what I collected by separating the various grades of materials. I usually finish work by 6pm, wash, cook my supper and then I am asleep by 7pm.



Box 4 – A typical day of a female landfill waste picker

My name is Thabisile and I work at a landfill site in KwaZulu Natal. I am 60 years old with three children and have been doing this work since 1992. At first it was very hard to work at the dump – it stank and I didn't want to touch the garbage. But I needed the work so I got used to it. Two of my children are in tertiary colleges and this work has sustained my family all this time. I also support my granddaughter who lives with me.

I take taxis like everyone else who is going to work. I leave my house at 06h30 in the morning and arrive at the landfill by 07h00. I arrive at the place where I store my materials, change into my work clothes and carefully store away my street clothes to change into at the end of the day. Trucks start arriving at the landfill from 07h30. Trucks are directed to tip at a certain area and once a few have done so, we go over to that area and start working. I move as quickly as I can to sift through the waste to find good quality materials. The young men always get the more valuable materials first, so I usually take white paper, cardboard, PET bottles, and milk containers. I put all the materials I collected into a sack and then go back to search for more.

I usually stop at noon to buy a freshly cooked meal from one of the eating places opened by some of my fellow workers and community members. After a 20 minute break I get back to work. When I have collected enough material or the time is getting late, I take my materials to my sorting space at the bottom of the hill and divide them into categories based on what buyers will purchase together. We mostly sell our materials on Fridays to buyers who have stalls at the landfill.

My day finishes at 16h00 when I change back to my regular clothes. I clean up the best that I can before I take a taxi home and start caring for my granddaughter, helping her with homework, cooking a meal, putting her to bed, cleaning the house, and finally go to sleep.



Photo Credit: Melanie Samson

1.1 Waste pickers and inequality

Waste picking only exists at such a large scale in South Africa owing to the country's exceptionally high levels of both income equality and unemployment; in 2018 the World Bank ranked South Africa as the most unequal country in the world, and in the second quarter of 2019 the unemployment rate was 29% using the simple definition or 38,5% using the expanded definition that includes discouraged work seekers (Stats SA, 2019; World Bank, 2018). Waste picking is predicated on some people being so wealthy that they throw away items that can still be used or sold, and others being so poor that it becomes a viable economic option to salvage these materials (Beall, 1997). Particularly in South Africa, class cannot be separated from race (National Planning Commission, 2012: 458), and waste picking is visual testimony to the pressing need for measures such as waste picker integration as well as broader structural transformation to address and transform racial and class inequality in the economy.

Many waste pickers' families rely solely or primarily on income from waste picking. From the money they earn selling recyclable and reusable materials, waste pickers buy daily necessities, build homes, pay school fees, send money to relatives and pay for their children to go to university, amongst many other expenses.



Box 5 – Materials collected by waste pickers

Currently waste pickers in South Africa collect a very wide range of materials, primarily from the paper and packaging waste stream. The choice of materials is based on those for which economic value has been created through the development of local, regional and international end-use markets, that is, demand and resultant value. Just some of the items they collect are:

- polypropylene – (yoghurt containers, butter containers, plastic chairs, pot plants, Tupperware, children’s toys);
- high density polyethylene or HD (milk containers);
- clear, green and brown Polyethylene Terephthalate or PET (soft drink bottles, tomato sauce bottles, cooking oil containers, etc.);
- mixed plastics – plastic carrier bags;
- clear plastics;
- aluminium cans;
- white paper (HL 1);
- glass bottles;
- cardboard (K4);
- common paper (glossy paper such as advertising inserts);
- newspaper;
- light steel – (corrugated iron sheets, coffee tins, camp chair legs, metal broom handles, screw drivers, etc.);
- aluminium;
- heavy steel;
- copper wires;
- electronic mother boards and electronic components;
- aluminium foil;
- printer Cartridges;
- PVC (plastic boots, cable insulation covers, hose pipes, etc).

A number of materials that could be recycled are not collected because there is no market or prices are too low. With the introduction of EPR, industry should provide incentives and opportunities for waste pickers to collect these and other materials that currently fetch insufficient value. Owing to an increased focus on diverting waste from landfill, municipalities should also support waste pickers to collect new materials such as organics, and to move up the value chain and into new occupations.

Waste pickers also salvage items that they can make things out of or sell informally, such as:

- toys;
- clothes;
- foam;
- building material (such as frames, bricks, tiles);
- old electronics;
- furniture;
- household items;
- cell phones;
- wood.



Photo Credit: Melanie Samson

Box 6 – Collecting organic and reusable materials

Although waste pickers in South Africa do not typically work with organic waste, waste pickers in other countries do so as a way to diversify their work and increase their incomes. Organic waste contaminates paper and packaging recyclables and comprises 16% of general waste in South Africa (DEA 2018). Extraction of organic materials from the waste stream is receiving increasing attention in the country as a way to further decrease waste going to landfills, obtain more and cleaner recyclables, and prepare for expected implementation of requirements and targets regarding organic waste. Particularly due to the limited commercial value of organic waste, municipalities will need to pay for service providers to collect the organics. In this context, the collection of organics by waste pickers should be considered as a component of waste picker integration that would generate benefits for waste pickers, municipalities, industry and the environment. The collection system would need to be designed to meet the needs of the municipality as well as waste pickers, and would require formal agreements specifying the work to be conducted and the support to be received .

Although virtually all research on waste pickers in South Africa focuses on their collection of recyclable materials, waste pickers regularly salvage materials that can be reused, repaired, and used to create new items. Waste pickers keep these items for themselves and also sell them informally. When the value of recyclables drops, waste pickers have been found to start collecting more items that can be reused and refashioned. There are waste pickers who specialise in these reusable materials and do not collect recyclables (Reyneke, 2017; Samson, 2017). Some residents separate these materials for waste pickers. Waste picker integration in South Africa should include a focus on facilitating separation at source for these items so that they are not contaminated by waste, and so that waste pickers can access them more easily. It can also include the development of centres where waste pickers can be trained and have access to space and equipment to repair, refurbish and create new items for sale. This will make an important contribution to reducing waste going to landfill and improving waste pickers' livelihoods. It can be part of a broader shift to create new businesses and jobs by unlocking value in non-recyclable waste (Godfrey, 2019).



Photo Credit: Melanie Samson



Photo Credit: Jonathan Torgovnik , courtesy of WIEGO

1.2 Choosing waste picking

People decide to work as waste pickers for a number of reasons. The primary reason is that they are unable to find other work owing to South Africa's high unemployment rate. Many waste pickers say that waste picking is preferable to other low-skilled jobs such as domestic work, gardening and construction as they retain their independence, can work when they want, and do not have to answer to employers who may be exploitative and racist. In addition, waste picking allows women the flexibility required to look after children.

As a result, strategies to integrate waste pickers should be designed to meet these requirements to the greatest extent possible. It must, however, be noted that any approach to integration will require waste pickers who participate to make changes to how they work, and that some waste pickers will likely find it challenging to adjust to new ways of working (Dias and Cidrin, 2008). Alternative income generating options should therefore be provided to waste pickers in the transition to new recycling collection systems.

1.3 Diversity amongst waste pickers

Although we talk about "waste pickers", they are not an homogeneous group. While most waste pickers have a low level of education, there are also professionals such as teachers and electricians, as well as students who were forced to quit university because they could not pay their fees.

Another difference amongst waste pickers relates to location - waste pickers on landfills and in the streets work in very different conditions, have different relations to residents and the authorities, face different challenges, and have different needs (see Mkhize et al., 2014; Schenck et al., 2018; Schenck et al., 2016; Sentime, 2011).

Men typically use their greater physical strength to monopolise the highest value materials, so women generally earn less (Nzeadibe and Adama 2016; Ogando et al 2016; UNEP 2018, 95). Women also face greater safety risks working on the city's streets. Coupled with the heavy weight of loaded trolleys this can often lead women to migrate to landfills, or to work within a much smaller area of the city, limiting the amount of material they can collect (Mokobane 2016).



Box 7 – Gender and waste picking

All waste pickers encounter multiple challenges in securing their livelihoods. Women waste pickers face further constraints due to gender inequalities in the sector and society. Across the world, waste pickers are frequently from oppressed and marginalised groups based on race, religion, caste and nationality, amongst others. Women waste pickers' challenges are therefore intersectional - not all women are affected in the same ways and some women encounter additional forms of oppression and exploitation (Dias and Ogando, 2015b).

Women waste pickers must frequently decrease the hours they work as waste pickers due to social assumptions that they are primarily responsible for the unpaid labour of caring for their children. This leaves them with less time to generate an income than men (Dias and Fernandez, 2013).

Research conducted on women waste pickers in Asia, sub-Saharan Africa and Latin America found that they suffer far greater indignities and health hazards than men due to lack of ablution facilities on landfills and in the streets. They also face the additional risk of gender based violence and harm on both landfills and streets. Women waste pickers frequently prioritise access to water and sanitation and a decrease in exposure to violence. to lack of ablution facilities and exposure to violence (Dias and Ogando 2015b; Ogando et al 2017).

High levels of street crime and gender based violence in South Africa (and elsewhere) significantly constrain the daily work of women who are street waste pickers. Women street waste pickers in Johannesburg report working with male friends or partners in order to reduce their vulnerability. They also design their collection routes to avoid certain areas (which can make it further for them to get to the same place than for men) and restrict their routes to much smaller areas (Mokobane, 2016). The physical challenge of transporting heavy loads of recyclables back to their sorting areas at the end of day contributes to many women street waste pickers collecting lighter materials, working in smaller areas and migrating to landfills. In addition, men (and particularly younger men) use their greater physical strength to monopolise the highest value materials and seize first access to materials at both landfills and on the streets (Nzeadibe and Adama, 2015 Ogando et al., 2017 UNEP, 2018).

All of these factors contribute to women waste pickers having lower incomes, more hazardous working conditions and less control over their own work than their male counterparts. Adding another layer to gender inequalities, research conducted in multiple sites in Africa found that the gender division of labour has resulted in women facing greater exposure to health risks, with profoundly negative effects on both women and their children (UNEP 2018, 95). Technology and equipment, such as trolleys, designed on the assumption that they will be used by men can create additional physical strains for women waste pickers.

Women waste pickers also face gender inequalities within their own movements, as waste picker organisations (like many other organisations) tend to be dominated by men. It can even be assumed that women should prepare food for meetings, limiting their participation and increasing their workload. As a result, women's issues and concerns are not prioritised and women are constrained from reaching their leadership potential and from shaping the visions and strategies of their organisations (Ogando et al., 2016).

Creating gender equity in the sector will require commitment and work from all stakeholders – waste pickers, waste picker organisations, local government, national government, industry, NGOs and academics. It is important to remember that an intersectional approach must always be adopted so that differences and power relations amongst women will be identified, taken into consideration and addressed. Some possible actions are listed below, but this list is by no means exhaustive. Note that all activities should be grounded in meaningful participation by women waste pickers.

Photo Credit: Melanie Samson





Box 7 – cont'd

1. *Make explicit commitments to creating gender equity.*
2. *Respect women's knowledge, contributions and leadership.*
3. *Provide child care for male and female waste pickers when they are working, at meetings and doing organising work.*
4. *Hold meetings with women waste pickers to identify their key problems and concerns, as well as their proposed solutions.*
5. *Create safe platforms for women waste pickers to share their experiences and ideas.*
6. *Ensure that women waste pickers' issues are prioritised in waste picker organisations, as well as municipal, national and industry policies, forums and programmes.*
7. *Create spaces and programmes for women waste pickers to share their experiences and knowledge of gender issues and to deepen their understanding.*
8. *Facilitate provision of information on and access to social services available to support women.*
9. *Provide ablution facilities for waste pickers that meet women's needs.*
10. *Provide crèches for male and female waste pickers' children.*
11. *Commit to gender sensitive planning, policy and programme design, implementation and evaluation.*
12. *Ensure that all research and data analysis is disaggregated by gender (as well as other key social categories).*
13. *Prioritise and support research on women waste pickers as well as on gender dynamics in the sector.*
14. *Develop programmes for men to ensure that they understand gender inequalities, reflect on and transform their own gender biases, and have the knowledge and skills required to work with others to create gender equality.*
15. *Provide education and toolkits for all parties on gender, intersectionality, gender and waste picking, and the importance of including gender analysis in all phases of policy development and programme activities (see Dias and Ogando, 2015a; 2016).*
16. *Secure and increase all waste pickers' access to materials and ensure that women have equitable access (for example separating women and men, and rotating access to trucks that arrive at the landfill).*
17. *Prioritise women when opening up new, higher income generating activities in the sector.*
18. *Create dedicated budgets for work with women waste pickers and on gender issues.*
19. *Develop short and longer term plans to raise gender awareness amongst waste pickers and waste picker organisations with support from academics, NGOs, and different levels of government.*
20. *Hold general meetings at times when women are available.*
21. *Ensure that all meeting tasks (including preparing food) are equally shared.*
22. *Develop women waste pickers' leadership skills and ensure gender equity in leadership of waste picker organisations and waste picker representation on all fora in the sector.*



Photo Credit: Melanie Samson

It is important to note that when women waste pickers begin to challenge the gender-based roles assigned to them, they can be subject to increased physical, sexual, emotional, psychological, political and intellectual backlash and gender based harm (Dias and Ogando, 2015b). Care must be taken to prevent this to the greatest extent possible, to provide networks of infrastructure and support for women waste pickers facing gender based harm, to ensure that women waste pickers have knowledge and information on gender-based harm and options available to them, and to create safe spaces for women waste pickers to share their experiences, amongst other appropriate interventions.



Photo credit: groundWork

In cities like Johannesburg, a significant proportion of waste pickers left their homes in neighbouring countries due to economic crises and political unrest. Non-South African waste pickers form an important part of the local recycling economy. If they are ignored or excluded, policies and programmes will not be relevant to the local context and their prospects for success will be undermined.

These differences amongst waste pickers, based on gender, nationality, age, education and so on, must be taken into account when developing waste picker integration and recycling programmes, otherwise some waste pickers will be left out and will experience deteriorating conditions, and the programmes will likely not achieve their goals.

2. The economic and environmental contributions of waste pickers

Waste pickers make important economic and environmental contributions. In most countries in the global South, waste pickers recognised that valuable materials were buried in the trash long before municipalities and private companies did. Municipal waste management systems were designed to collect and dispose of waste in what Scheinberg calls the “service chain”, and waste pickers played a critical role in linking the “service chain” to the recycling “value chain” (OECD, 2016: 166; Scheinberg and Simpson, 2015: 976). Without waste pickers, recyclable materials would remain in the service chain and be buried in landfills.



Diagram 1: Connecting the service chain and the value chain (adapted from OECD (2015) by Godfrey and Oelofse, 2017)

Box 8 – The recycling value chain

Recycling is an important part of waste management in South Africa, as it reintroduces resources back into the economy, and reduces the need to produce more virgin resources. It also contributes to job creation and economic growth by adding value to the recovered materials, and reducing social and environmental costs of having to manage the materials as waste (DST, 2014).

In South Africa, waste pickers sell materials to buy-back centres, who sell to larger collection companies, before the materials are sold to recycling companies that reprocess the material for input into manufacturing. When large companies are contracted to collect recyclables they can sell directly to reprocessors. The recycling companies and manufacturers may be in South Africa or as far away as China or India. (See Diagram 2 for a schematic illustration of the recycling value chain.)

It is estimated that, in 2011, a 10% recycling rate returned R8.2 billion worth of resources back into the South African economy that year (DST, 2014). A further R17 billion worth of resources (at 2013 prices) could be recovered back into the economy if a 100% recycling rate is achieved (DST, 2014).

In 2017, China introduced a ban on the import of certain waste streams (WTO, 2017) and India recently followed suit. This has had a significant effect on the global recycling market. As South Africa's existing voluntary extended producer responsibility schemes have invested in developing local end-use markets we have been less affected by these changes than many developed countries.

The growth of the local recycling industry is important for waste picker integration so that there is stable and growing demand for the materials waste pickers collect. However, particularly given that waste pickers receive only a very small proportion of the value of these recyclables, it is important that they benefit directly from industry support.

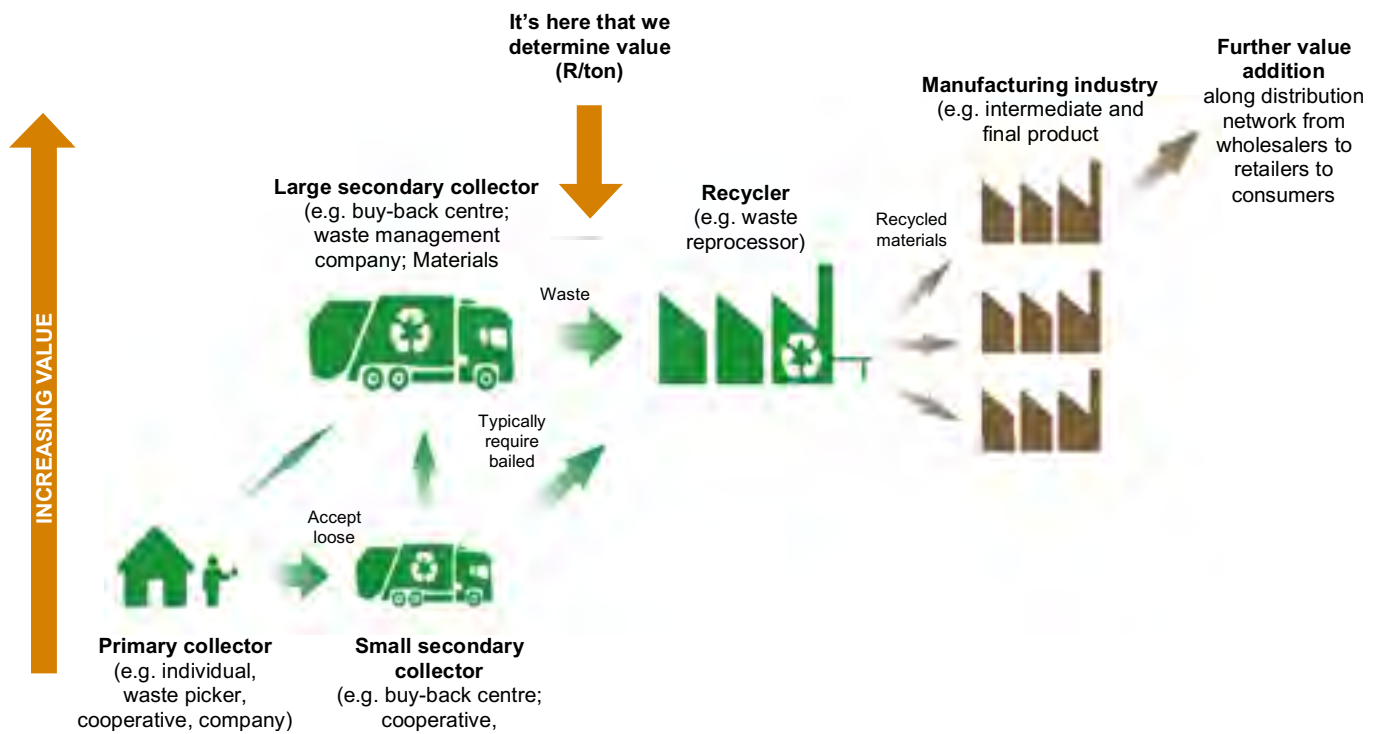


Diagram 2: The recycling value chain (Adapted from DST, 2014)

2.1 Economic contributions

Having made the connection between the service and recycling value chains, waste pickers link supply and demand for recyclables through a well-developed “separation outside source” (SoS) system (Samson, 2019). As noted above, according to industry’s own figures, waste pickers are responsible for collecting at least 80% of post-consumer paper and packaging that enters into South Africa’s recycling economy, supporting direct and indirect jobs in the downstream recycling and manufacturing sectors. As waste pickers extract valuable materials that residents and companies carelessly throw away, they currently extend the life of landfills and save municipalities somewhere between R300 million and R750 million a year in landfill airspace (as of 2014), at little to no cost to government (Godfrey et al., 2016).



Photo Credit: Melanie Samson



Box 9 – Separation outside source (SoS)

It is often assumed that waste pickers are isolated individuals who simply rummage through trash. This is far from the truth. Because residents don't separate recyclables at source, these valuable materials are buried in household trash. Waste pickers have therefore developed a complex 'separation outside source' (SoS) system (Samson, 2019) to access, salvage, transport, sort, clean and sell recyclables, launching them on their journey to be turned into new products.

Diagram 3 provides a simple overview of the SoS system. It shows waste pickers extracting recyclables from waste in two key places: 1) rubbish bins placed outside of people's homes, and 2) landfills.

The first group of waste pickers salvage the recyclables from rubbish bins before they are collected. They then transport the recyclables to their sorting areas, where they sort and clean them before transporting them again to sell to buy-back centres.

Recyclables that are not separated before the trash is collected end up at landfills. When garbage trucks offload the waste to be buried, landfill waste pickers salvage recyclables from the growing mountain of waste. They sort and clean the materials and sell them to buyers who are usually located at or near the landfill.

Waste pickers also salvage materials from rubbish bins put out by businesses, public bins, open spaces and other locations where waste can be accessed. These waste pickers work in a manner similar to the street waste pickers.

When waste pickers sell their materials to buyers and buy-back centres they are paid a market price per kilogram linked to global commodity prices for each material. Currently this is the only income that they receive. Unlike private companies contracted to collect separated recyclables, waste pickers are not paid for the work of salvaging, transporting or cleaning the materials.

The buy-back centres and buyers usually sell the recyclables to larger companies. They are then either sold for export or converted domestically, used as inputs for new products, and purchased by households and businesses, starting a new cycle of consumption, disposal and possible extraction by waste pickers.



Box 10 – Paying waste pickers for services provided

Private companies contracted by municipalities to collect recyclables as part of Separation at Source (S@S) programmes are paid a service fee by the municipality and also generate income through the sale of the recyclables. However, the waste pickers who collect the overwhelming majority of recyclables that are salvaged and reintroduced into the value chain are not paid for this service. As a result, waste pickers are saving costs for municipalities and industry. This is not in line with the objectives of the National Development Plan or Sustainable Development Goals discussed in Section A.

Waste pickers are often blamed for not collecting all materials and for leaving a mess when they salvage from rubbish bins. However, as they are not paid for collection they are forced to focus only on items with higher market value and must rush from bin to bin to collect as many of these materials as possible.

In cities like Bogotá in Colombia, Diadema in Brazil, Buenos Aires in Argentina and Pune in India, waste pickers are paid for their collection services, environmental services, or the savings they generate for municipalities by reducing landfill and transport costs (Balch, 2016; Chikarmane, 2012; Dias, 2011a; Parra, 2013; Samson, 2015).

If waste pickers in South Africa were paid an appropriate fee for collecting recyclables in addition to the money they earn from selling the materials (just like private companies), it could make it economically viable for waste pickers to start collecting additional types of recyclables and reduce time pressures so that it would be easier for them to work in a tidier and safer way (See Section F for further discussion).



Diagram 3: Separation outside source, Diagram by M. Samson, D. Seegers and J. van den Bussche

2.2 Environmental contributions

Waste pickers also generate important environmental benefits. Research by the Chintan Environment Research and Action Group published in 2009 found that the informal recycling sector in Delhi reduced greenhouse gas emissions by 962 133 metric tonnes of carbon dioxide equivalent each year, which was comparable to removing 176 215 passenger vehicles from the roads each year (Chintan, 2013: 6). When waste pickers divert waste from landfills they reduce the need to allocate more land to dumping facilities, as well as the environmental externalities associated with landfilling and dumping. Waste pickers also reduce the extraction of virgin materials through the substitution of recycle.

Waste pickers in other countries have mobilised for recognition and compensation for these contributions. In 2012 the Brazilian state of Minas Gerais began paying waste pickers a “recycling bonus” for their environmental work. The bonus is calculated based on the weight of materials sold and is paid by the state to registered waste picker cooperatives, who then pay the bonus to their members (Dias, nd).

3. Bearing the costs on their bodies – focus on waste pickers' health



Box 11 – Health hazards and waste picking

While waste pickers make so many important contributions, they pay a high price in terms of their physical and mental health. Waste pickers undertake arduous physical labour in unsanitary and hazardous contexts and are exposed to significant health risks. These risks can be divided into biological hazards, chemical hazards, physical hazards (Parizeau, 2015: 69) and mental health hazards. Specific health hazards waste pickers encounter during their working day include:

- *being injured or killed by trucks at landfills, as well as cars and other vehicles on the roads;*
- *exposure to gases and smoke from the burning of waste, including electronic waste burned to extract metals;*
- *contact with hazardous waste and chemicals;*
- *contact with dead babies and fetuses;*
- *contact with faecal matter;*
- *limited access to shelter and protection from the elements;*
- *limited access to clean drinking water and ablution facilities;*
- *burns and cuts from waste materials;*
- *risk of HIV infection and hepatitis B and C from medical waste not properly disposed of;*
- *musculoskeletal damage from pushing and carrying heavy loads;*
- *exposure to bio-aerosols and volatile compounds (Gutberlet and Uddin, 2017; Mothiba et al., 2017; Parizeau, 2015; Schenck et al., 2019).*

Based on a comprehensive review of literature on the topic, Gutberlet and Uddin (2017) report that these and other hazards result in “respiratory problems, infectious diseases, gastrointestinal issues, muscle pain, fever, headache, fatigue, irritation of eyes and skins, mechanical trauma, pulmonary problems, chronic bronchitis, musculoskeletal damage and hearing loss, poor emotional well-being, and other specific types of injuries” (Gutberlet and Uddin, 2017: 301). In Buenos Aires, approximately one third of waste pickers in a 2007 study reported experiencing mental health issues such as insomnia and anxiety, which were found to be positively related to other health issues (Parizeau, 2015: 69). Similarly, in Johannesburg 37.5% of waste pickers surveyed reported common mental health disorders, which was more than twice the rate in the general South African population. As in a number of international studies, women waste pickers in Johannesburg were more likely to report common mental health disorders than their male counterparts. The authors of the study note that this could be due to women waste pickers experiencing more stress in trying to secure a basic income and men dominating access to materials (Makhubele et al., 2019).

Waste pickers' health is compromised by their living conditions as well as their work environments (Gutberlet and Uddin, 2017; Parizeau, 2015). A study of waste pickers working at nine landfill sites across South Africa found that 60% lived at landfill sites or in informal structures, the veld or the bush. Half did not have access to ablution facilities (Schenck et al., 2019). Similarly, waste pickers in the Buenos Aires study had worse access to sanitary services and secure shelter than other city residents. Sorting materials at home exposes all family members to health risks (Parizeau, 2015: 70).

Due to the highly physical nature of waste pickers' work, their typically inadequate access to health care, and their lack of coverage by health and safety legislation, poor health can have profoundly negative consequences on their ability to work and generate an income (Schenck et al., 2019).



Box 12 – Decreasing health risks and improving waste pickers' health

Gutberlet and Uddin (2017) present a number of useful recommendations to decrease risks to waste pickers' health. These include:

- *mapping and addressing waste pickers' health risks;*
- *providing waste pickers with vaccination against infectious diseases;*
- *providing personal protective equipment, modified so as to not compromise waste pickers' work;*
- *prioritising areas where waste pickers work when conducting municipal pest eradication initiatives;*
- *collaborating with municipal waste departments and other measures to secure access to ablution facilities and to address other health risks and factors;*
- *training on health and safety;*
- *providing regular medical check-ups;*
- *educating residents on the importance of cleaning materials in order to reduce health hazards for waste pickers;*
- *establishing door to door selective collection by waste pickers to reduce their exposure to health risks;*
- *implementing safe collection and sorting procedures;*
- *conducting research and gathering and analysing data on health risks and challenges.*


The nongovernmental organisation Asiye eTafuleni (AET) in Durban, working in partnership with Women in Informal Employment, Globalizing and Organizing, the University of KwaZulu Natal and the Durban University of Technology, amongst others, has hosted on-site day clinics and wellness days at the Warwick Junction market to provide market traders with health screening and medical services (Alfers and Xulu, 2015; Xulu, 2019). AET has also designed first-aid kits for market traders (Alfers 2015). Similar initiatives could be designed and conducted for waste pickers.



Photo Credit: PETCO

4. Recognising and valuing waste pickers

Despite all of their contributions, waste pickers in South Africa and around the world face extreme discrimination and stigmatisation. They are frequently dehumanized and referred to as 'scavengers'. Typically they are harassed and not seen as part of official 'modern' waste management and recycling systems. This has negative consequences, not only for waste pickers but also for the economy and environment, as waste pickers are not able to contribute their knowledge and expertise in the development of recycling systems. As the OECD notes:



Cities in emerging economies should consider how they could best draw on the knowledge of waste pickers and junk shops; they are often the only stakeholders with practical experience, knowledge to maximise recycling under local market conditions, and incentive to adapt quickly to new value chains and market opportunities (OECD, 2016: 47).

Photo Credit: Frank Ferro



Box 13 – Valuing waste pickers

South Africa is committed to ending the stigmatization of waste pickers and discrimination against them, and to recognising and valuing waste pickers and their contributions.

What is Waste Picker Integration?



Photo Credit: groundWork

Section C

Section C

Overview of Section C

Section C explains:

- how approaches to waste picker integration have evolved
- defines waste picker integration

Outcomes

After reading this section, the reader will understand that:

- waste picker integration is about the integration of waste pickers and their informal collection system
- waste picker integration is a process that develops over time
- waste picker participation is central to integration.

1. Moving beyond the charity approach

The meaning of waste picker integration has changed over time. The earliest forms of waste picker integration focused on 'helping' waste pickers. This 'traditional development' approach did not see waste pickers as an important part of the recycling system or ask them what they wanted and needed. Instead, outside 'experts' or officials decided what would be done (Velis et al., 2012: 60). These approaches treated waste picking as a marginal, survivalist activity, and saw integration as a charitable act (Samson, forthcoming). Unsurprisingly, waste pickers often withdrew or contested these kinds of programmes.

The traditional development approach still underpins many industry and municipal initiatives in South Africa. There have been some important shifts in recent years as municipalities and industry have started to work more closely with waste pickers. As in other parts of the world, this has often been in response to mobilization by waste pickers through organisations such as the South African Waste Pickers Association and local waste picker organisations.

The Guideline is designed to support the move beyond the charity approach and ensure that waste picker integration in South Africa is meaningful and achieves all of the environmental, economic, and social benefits of working with waste pickers.

2. The importance of participation and partnership

It is now widely accepted that waste picker participation in the design, implementation, evaluation and revision of integration initiatives is an essential part of waste picker integration. Such participation must be meaningful. Tokenistic participation, such as when waste pickers are invited to comment on a fully developed proposal, is inadequate (Chikarmane and Narayan, 2005; Dias, 2011b; Nas and Jaffe, 2004; Nzeadibe and Anyadike, 2012; Gutberlet, 2008; Scheinberg, 2012). When waste pickers are not involved as partners in integration programmes they often decide against participating. If they do participate they may withdraw, as programmes frequently don't meet their needs and can even make them worse off. For example, one South African municipality created a pilot project in which waste picker cooperatives provided separation at source services. Although the integration of waste pickers into separation at source was a positive initiative, waste pickers were not paid for their collection service and were required to sell to one particular buyer who paid low prices. As a result they earned less money than when they worked independently and decided to return to the landfill (Pholoto, 2016; Sekhwela, 2017).

For waste picker integration to succeed it must meet real needs and improve waste pickers' conditions and incomes. The best way to ensure this is for waste pickers to be centrally involved as partners in all phases of waste picker integration initiatives and recycling programmes; starting from project inception through implementation and including revisions and the start of the next cycle (Nas and Jaffe, 2004; Nzeadibe and Anyadike, 2012; Scheinberg, 2012).

Participation also plays an important role in rectifying the historical, political and social marginalisation of waste pickers (Chikarmane and Narayan, 2005; Dias, 2011d, Gutberlet, 2008). The Brazilian experience has demonstrated that the establishment of participatory structures such as “Waste and Citizenship Forums” (see Box 24) is a crucial component of waste picker integration (Dias, 2011d).

It is not only waste pickers who must participate. Integration requires meaningful participation by municipal and industry representatives, which includes openness to changing their assumptions about waste pickers and informal recycling systems, their visions of what a recycling system should look like, and their historical ways of relating to waste pickers (Scheinberg, 2012).

Academics and non-governmental organisations with experience working with waste pickers can play a crucial role in waste picker integration by assisting municipalities and industry to understand waste pickers and their work, as well as how to approach collaborating with waste pickers. They can also support waste pickers to strengthen their capacity to mobilise and negotiate, as the NGOs groundWork and WIEGO (Women in Informal Employment, Globalizing and Organizing), amongst others, already do in South Africa. As few academics and NGOs in South Africa have direct experience working with waste pickers, waste picker integration should include strengthening the knowledge of other organisations and academics in the social sector so that, when appropriate, they can draw on their existing skills to facilitate engagements between the stakeholders and support integration.

3. Integration is about integrating systems as well as people

There is also growing recognition that waste picker integration includes integrating both waste pickers and the SoS system they created. Velis et al. (2012) identify that it is necessary to integrate the informal recycling system with both the formal waste management system and the recycling value chain. They also highlight that this requires strengthening waste picker organisations so that waste pickers can be meaningfully represented in these processes.

It is necessary to explicitly integrate waste pickers’ SoS system when developing new formally planned recycling systems for a number of reasons.

- Simply starting a new recycling system does not make the SoS system magically disappear. When careful consideration is not paid to how to positively integrate the two systems, then they can have multiple negative effects on each other as both systems are trying to collect and revalue the same materials.
- If the SoS system is not considered, it is not possible to plan how to prevent or mitigate these negative effects, draw on the strengths of the SoS, or ensure a smooth and positive transition from the informal system to the official S@S programmes.
- Recognising that waste picker integration is about integrating systems as well as people means that these negative consequences can be avoided and the best, most appropriate recycling system will be established.



Box 14 – Definition of waste picker integration

Waste picker integration is the creation of a formally planned recycling system that values and improves the present role of waste pickers, builds on the strengths of their existing system for collecting and revaluing materials, and includes waste pickers as key partners in its design, implementation, evaluation and revision. Waste picker integration includes the integration of waste pickers’ work, as well as the political, economic, social, legal and environmental integration of waste pickers.

4. Defining waste picker integration

The definition of waste picker integration provided in Box 14 is based on the above analysis of the role that waste pickers play and the relationship between informal and formal recycling systems. Waste picker integration does not mean that waste pickers should continue to work in exactly the same way that they do now. Building on the strengths of waste pickers' existing separation outside source (SoS) system also includes making changes to address areas of weakness in that system. This must be done in ways that are agreed with waste pickers through a participatory process and which improve their working conditions, security and income.

5. Waste picker integration is a transformative process

Waste picker integration transforms waste pickers' work, their lives and the recycling system. It is multi-staged and multi-dimensional (Masood and Barlow, 2013) and cannot be achieved overnight (Dias, 2011b). Each municipality, industry and organisation that undertakes waste picker integration is starting from a different point and must develop an approach appropriate for the relevant context. This approach will necessarily evolve as more experience is gained, more information is gathered, and more fundamentals are put in place (Dias, 2011d). What is important is that each intervention is seen as part of a pathway to integration and is guided by the Ten Principles of Waste Picker Integration outlined in Section D.



Box 15 – Integration in rural areas and small towns

Waste picker integration in smaller towns and rural areas confronts a distinct set of challenges. Although some have materials recovery facilities (MRFs), well-functioning buy-back centres and nongovernmental organisations (NGOs), others have no waste management services at all. In these contexts, when buy-back centres exist they play a stronger role and have more influence than in larger cities. The farther the towns and rural areas are from major city centres, the more it costs the buy-back centres to transport their materials to sell them. If the buy-back centres rely on larger purchasers travelling to buy materials directly from them, they receive even lower prices. As a result, the buy-back centres often only purchase higher value scrap metal, and other materials remain buried in the waste stream. As in urban areas, when the buy-back centres face lower prices they can pass a disproportionate amount of the decrease on to waste pickers.

Approaches to waste picker integration must always be context specific. It is clear that waste picker integration in smaller towns and rural areas will take different forms than in large cities. Buy-back centres could possibly play a more central role, but it is crucial that they commit to the waste picker integration principles, pay waste pickers fair prices, and are transparent. As elsewhere, there is little point in collecting recyclables if there is no market to sell them. The introduction of EPR (extended producer responsibility) in South Africa should help to make conditions more conducive for recycling. However, special initiatives will have to be created to ensure that smaller towns and rural areas are not left behind and that recyclables are purchased from these areas. In addition, more support can be provided to encourage reuse and the creation of new goods out of waste.

Waste Picker Integration Principles



Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Section D

Section D

Overview of Section D

Section D presents ten principles that underpin waste picker integration.

Outcomes

After reading this section, the reader will:

- understand key elements of waste picker integration;
- have clear criteria to evaluate whether and to what extent proposed recycling and waste picker programmes promote waste picker integration.

Based on the discussions between stakeholders in the Working Group, ten principles were identified that underpin waste picker integration:

- 1. Recognition, respect and redress** – Waste pickers' role in the recycling system is recognised and taken into account. Waste pickers are engaged respectfully. Unequal power relations between waste pickers and municipal and industry officials, as well as those rooted in gender, race, class, nationality and so on are recognised and addressed.
- 2. Value waste pickers' expertise** – Officials cannot presume to know what waste pickers want, how they are affected by changes in the recycling and waste management system, what the best form of integration would be, or how waste pickers work. Successful integration programmes are based on waste pickers' needs and interests – as communicated by waste pickers.
- 3. Meaningful engagement** – Legitimate platforms are created to meaningfully include waste pickers as equal partners in decision-making related to recycling programmes and waste picker integration. Waste pickers are supported to organise themselves so that they can better represent themselves.
- 4. Build on what exists** – Waste pickers' informal system for collecting, preparing and selling recyclables is recognised and valued, and provides the basis for the development of new formal recycling programmes and contracts.
- 5. Increased diversion and cost effectiveness** – New waste picker integration and recycling initiatives increase diversion of recyclables from landfills through cost-effective means.
- 6. Evidence-based** - Waste picker integration and recycling policies and programmes are evidence-based. Piloting can assist in generating necessary evidence. Information generated through monitoring and evaluation contributes to revisions and future developments.
- 7. Enabling environment** – Enabling environments for waste picker integration are created at national, provincial and local levels.
- 8. Improved conditions and income** – Waste picker integration and recycling policies and programmes improve waste pickers' working conditions, incomes and social security. Waste pickers are provided with alternatives and compensated for any displacement, deterioration of conditions, or decrease in income resulting from official waste picker integration and recycling programmes and contracts.
- 9. Compensation for services and savings** – Waste pickers are remunerated for the collection services they provide, for costs avoided by municipalities and industry because of waste pickers' services, and for the environmental benefits they generate.
- 10. Holistic integration** – Successful waste picker integration requires changing how waste pickers are seen and engaged by residents, industry and government. Waste pickers are recognised as active and equal participants in political, economic, social, cultural and environmental processes.



Some Typical Stakeholder Needs Related to Waste Picker Integration

Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Section E

Section E

Overview of Section E

Section E presents some typical needs identified by waste pickers, municipalities and industry related to waste picker integration.

Outcomes

After reading this section the reader will:

- be aware of some of the typical challenges and needs of different stakeholders;
- understand some possible actions to respond to these needs;
- be aware that Annexure 2 includes detailed ideas of how to address many key challenges;
- understand the Ten Basic Actions to Kick-start Integration that can be undertaken immediately while preparing to develop a comprehensive Waste Picker Integration Plan (see Section H).

This section presents some key needs related to integration frequently identified by waste pickers, municipalities and industries. Annexure 2 presents some ways in which each need identified here could be addressed. It is, however, important to remember that the challenges and needs of each stakeholder must be identified in each specific context and sector, and must be prioritised within collaborative processes with waste pickers. Section H presents a participatory process that can be followed to identify and prioritise needs, and to agree on how they will be addressed as part of the implementation of waste picker integration plans.

1. Municipalities

Some issues frequently raised by municipalities include the need for the following:

1. registration of waste pickers;
2. waste picker organisations to engage;
3. stronger relationships with waste pickers and ways to work with them;
4. improved safety and cleanliness in landfills, streets and parks;
5. guidance on how to integrate waste pickers;
6. funding for waste picker integration;
7. support and funding to strengthen internal capacity (including knowledge, data, skills and human resources);
8. inclusion of work with waste pickers in key performance indicators (KPIs) so that officials have time to work on integration;
9. guidance on how to engage non-South African waste pickers;
10. guidance on how to meet S@S targets and promote waste picker integration at the same time;
11. supportive legislation, policy and bylaws.

2. Industry

Industry has many of the same needs as municipalities related to waste picker integration. In addition, there are some specific industry needs:

1. increase separation, collection and sale of recyclables;
2. reduce contamination and improve quality of recyclables sold;
3. increase collection of recyclables with low market value;
4. ensure steady supply of recyclables;
5. integrate waste pickers in and up the value chain, and include waste pickers in transformation of the of the industry;
6. expand the industry to utilise increased volumes of recyclables;
7. strengthen relations and engagements with waste pickers;
8. provide relevant support to waste pickers;
9. improve the conditions and incomes of waste pickers;
10. include waste pickers in EPR.

3. Waste pickers

Waste pickers working in landfills and the streets share many common needs. These include:

- 1. Recognition, respect and social inclusion:**
 - registration and identification cards
 - elimination of stigmatisation, harassment and social exclusion
 - recognition of their occupation
 - appreciation of their contributions.
- 2. Engagement as equal partners in participatory decision-making:**
 - partners in design, implementation and revision of waste picker and recycling programmes and initiatives
 - participatory processes
 - access to government officials.
- 3. Fair and improved income:**
 - access to materials
 - trucks and other vehicles to transport materials
 - equipment and support to move up the value chain
 - consistent, fair and transparent prices
 - equitable distribution of profits in the value chain
 - payment for collection
 - first preference as S@S providers and inclusion in all S@S
 - contracts and agreements with private and public institutions.
- 4. Infrastructure and space:**
 - covered, secure, safe space to sort and store materials and equipment
 - recycling centres and recycling hubs
 - infrastructure for offices, meetings and so on
 - ablution facilities
 - crèches.
- 5. Improved health and safety:**
 - reduction of health hazards
 - occupational health and safety coverage
 - medical care
 - access to clean water and ablution facilities
 - safe working conditions in landfills and streets
- 6. Gender-specific needs:**
 - commitment to gender equity and gender transformative planning
 - equipment designed for use by women
 - access to clean water and ablution facilities
 - secure access to all materials
 - protection from gender-based violence
- 7. Skills development and accredited training**
- 8. Needs related to S@S and existing waste picker projects:**
 - elimination of harm
 - social plans and compensation for harm when waste pickers' livelihoods and working conditions are negatively affected by recycling programmes and contracts
 - inclusion in S@S
 - partners in the development, implementation and revision of future recycling and waste picker programmes
 - partners in the development, implementation and revision of future recycling and waste picker programmes
- 9. Support for organising, organisations and democratic waste picker cooperatives:**
 - Core funding
 - Funding for organisers
 - Funding for organising campaigns
 - Funding for pilot projects.
- 10. Multiple approaches to integration:**
 - support for integration of democratic waste picker cooperatives
 - support for approaches to integrate independent waste pickers

3.1 Special focus on landfill waste pickers



Box 16 – Amending landfill licenses to permit waste picking

Historically waste pickers were not allowed to work on landfills in South Africa. The National Environmental Management: Waste Act 2008 (Republic of South Africa, 2009) creates the opportunity to change this because the Waste Act encourages and emphasises the consideration of other waste management options such as recycling, reduction, reuse and recovery of waste other than landfill disposal as long as it's done in an environmentally sound manner.

Section 51(1) of the Waste Act deals with contents of waste management licences. Specifically it allows waste pickers to undertake their activities on existing landfill sites as long as the waste management licence specifies the “conditions in terms of which salvaging of waste may be undertaken” (Republic of South Africa, 2009, 61-2).

Municipalities and private landfill owners can amend their landfill licenses to permit salvaging by following these steps:

- 1. Seek an application for Transfer, Variation or Renewal of a Waste Management Licence. Chapter 5 of the Waste Act (Republic of South Africa, 2009) provides for the transfer, variation, and renewal of a waste management licence (WML); the process requirements are contained in the Environmental Impact Assessment Regulations, 2014 (Republic of South Africa, 2014b).*
- 2. An exemption from certain provisions of the WML application process can be applied for and must follow the exemption application process described in the National Exemption Regulations of 4 December 2014 (Republic of South Africa, 2014a).*
- 3. An applicant who might have unlawfully commenced with a listed waste management activity (for example, having already begun a recycling project), may submit an application to rectify such unlawful commencement in terms of section 24G of the National Environmental Management Act (Republic of South Africa, 2014b).*
- 4. The NEM: WA Waste classification and management regulations (Gazette no. 36784) specifies that some waste management activities do not require a WML. Section 9(1) states that any person may to the Minister to list a specific waste activity as an activity which does not require a licence.*

The Waste Act also requires all spheres of government to develop integrated waste management plans (IWMPs). These plans will include the strategy to achieve goals and set targets, and describe how they will be achieved, including methods to monitor and measure progress against targets.



Box 17 – Social plans for landfill waste pickers

While landfill licenses should be amended to permit existing waste pickers on site to continue to work, it is important to make plans to protect these waste pickers' livelihoods when the landfill is full and closes. In addition, S@S will also result in economic hardship and possibly complete loss of income for landfill waste pickers.

The NGO Women in Informal Employment, Globalizing and Organizing (WIEGO) sets out key principles to support waste pickers' livelihoods in the face of dump closures and recycling programmes (Dias, 2018). The core principle establishes that:

“Any change to the way solid waste is managed—whether upgrading from dumps to controlled landfills, introducing recycling schemes or ‘modernizing’ a system—must begin with a comprehensive plan that considers the needs of the informal workers who are already engaged in gathering, sorting and recycling waste. Any suppressed activity should be replaced with another of at least equal value to waste pickers. And waste pickers must be involved as equal partners in all phases of planning and implementation” (Dias, 2018: 2).

The Inter-American Development Bank (IADB) acknowledges that efforts must be made to minimise harm to waste pickers when landfills are closed. It also identifies that including waste pickers in landfill closure plans can provide an opportunity to improve waste pickers' conditions and incomes, provide them with new opportunities, support waste picker organising and advance waste pickers' inclusion in solid waste management systems (IADB 2013, 10). The IADB therefore developed an Operational Guide on Preparing Informal Recycling Inclusion Plans that presents steps to follow to develop an inclusion plan (IADB, 2013). The Guide has been used in several countries and many of the ideas can be incorporated into the process to develop waste picker integration programmes and plans discussed in this section of the Guideline.

4. Ten basic actions to kick-start waste picker integration

Section H of the Guideline sets out a process for developing a Waste Picker Integration Plan (WPIP). WPIPs help to ensure that there is a coherent approach to waste picker integration that abides by the waste picker integration principles in Section D.

Industry, businesses, metros, municipalities and organisations that already work with waste pickers are well positioned to follow the process in Section H and are strongly encouraged to do so.

Smaller and rural municipalities that do not currently have any waste picker programmes may find it challenging to embark immediately on the full waste picker integration process. This section presents Ten basic actions to start waste picker integration that could assist these municipalities to take the initial steps towards waste picker integration. They would then be in a better position to follow the full process to develop a WPIP.

If a municipality or other organisation thinks they should start with these initial actions, this should be discussed and agreed with waste pickers. The process must still be rooted in partnership with waste pickers and based on meaningful participation by waste pickers. It should be agreed how these initial activities will lead to the more comprehensive process to develop a WPIP.

Any process followed should be documented.

The Ten basic actions to start waste picker integration are:

- 1. Understand** – Ensure that staff in the organisation go through the Guideline and other resources, and engage with pickers to develop an informed understanding of:
 - a. who waste pickers are;
 - b. why waste pickers must be respected;
 - c. waste pickers' role in and contributions to waste management services, the recycling economy and the environment;
 - d. how waste pickers currently salvage and revalue recyclable and reusable materials;
 - e. the key challenges faced by landfill and street waste pickers and how these can be addressed;
 - f. the specific challenges faced by women waste pickers and how these can be addressed;
 - g. how waste pickers can be harmed when they are excluded from recycling collection programmes and how this can be addressed;
 - h. what waste picker integration is;
 - i. why waste picker integration is necessary;
 - j. what a waste picker integration plan is and why it is important to develop in the medium-term.
- 2. Commit** - Commit to the waste picker integration principles and to implementing waste picker integration together with waste pickers.
- 3. Engage, work together and share** – Create a team and assign a team leader in the organisation to be responsible for engaging and working with waste pickers. Start meeting with waste pickers and their organisations on a regular basis and establish a waste picker integration committee with elected waste picker representatives as soon as possible. Engage and work collectively with waste pickers to the greatest extent possible based on their level of organisation. Share all relevant information with waste pickers and NGOs and academics who support them.
- 4. Support** – Provide and help to secure support for waste pickers to strengthen their capacity to organise, represent themselves and more fully participate in discussions about waste management, recycling and waste picker integration.
- 5. Facilitate access** – Improve waste pickers' access to recyclable materials by:
 - a. allowing them to salvage recyclables from the streets - even if there is an S@S programme in place, arrangements should be made for waste pickers to collect separated materials, as well as to salvage materials still placed in rubbish bins;
 - b. making arrangements at landfills where waste pickers are already working so that waste pickers can work safely and salvage materials before they are covered;
 - c. simultaneously revising the landfill permit to allow waste picking (see Box 16);
 - d. informing officials, police, private security, waste Wmanagement workers, recycling workers and residents that they should not harass waste pickers or confiscate their materials.
- 6. Provide basic infrastructure** - Create/provide access to places to safely sort and store materials, provide access to ablution facilities and clean water for waste pickers at landfills, and seek ways to make the same provisions for waste pickers working in the streets.
- 7. Reverse harm** - Ensure that any programmes that are negatively affecting waste pickers are cancelled or revised.
- 8. Address real needs** - Find out from waste pickers what their main problems are and what they most want. Ensure that the different needs of landfill waste pickers and street waste pickers are identified, as well as the specific needs of women waste pickers. Reach agreements with waste pickers about how these needs will be met. When waste pickers see the benefits of working with the organisation, this will foster trust and facilitate better working relations.
- 9. Register** – Register all waste pickers without discriminating. It is important to know all waste pickers working in the municipality. Pay waste pickers to be part of planning and implementing registration – they are the experts on what would encourage waste pickers to register, and waste pickers will be more likely to trust other waste pickers to register them.
- 10. Plan and move forward** - Plan together with waste pickers how to move forward with the development of a WPIP and implementation of waste picker integration and initiate the process.

Integrated Separation at Source (S@S)



Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Section F

Section F

Overview of Section F

Section F explains the relationship between S@S and waste picker integration. It develops the concept of integrated S@S and provides some examples of how it can be implemented.

Outcomes

After reading this section, the reader will:

- understand how waste pickers are affected by S@S programmes that do not include them;
- understand why integrated S@S benefits all stakeholders;
- be familiar with some ways to approach integrated S@S that could be adapted and implemented in their context;
- understand that S@S programmes must be developed through an agreed participatory process that includes waste pickers as partners, complies with the principles in Section D, and results in formal agreements and accountability mechanisms.

1. Benefits of S@S

Separation at source (S@S) is a crucial component of initiatives to reduce waste to landfill. Successful S@S can result in:

- more recyclables being recovered;
- decreased transportation costs;
- decreased landfill costs;
- increased lifespan of landfills;
- reduction in contamination of recyclables;
- cleaner inputs for recycling processes and reduced processing costs;
- improved incomes and working conditions for waste pickers.



Diagram 4: S@S that excludes waste pickers, Diagram by M. Samson, D. Seegers and J. van den Bussche

2. Effects of S@S programmes that exclude waste pickers

If S@S is done exclusively by private companies or cooperatives made up of people who are not waste pickers, it can have profoundly negative effects for waste pickers, as well as contracted providers, municipalities and industry.

Diagram 4 demonstrates the effects of S@S that excludes waste pickers and their SoS system.

In Diagram 4 the official S@S system is depicted in red. Residents separate their materials and place them outside their homes to be collected by vehicles that only collect recyclables. The recyclables are then sold directly to recyclers who convert them into inputs for production (or to larger buyers who sell to the recyclers) or export them. The private company or non-waste picker cooperative providing the S@S service is paid for collection by industry or government (depending on who is responsible for S@S), as well as by the recycler for the materials.

The SoS system (depicted in green) is still present, as waste pickers salvage materials not separated by residents from rubbish bins and landfills, and also access separated materials before they are collected by the private company. However, the waste pickers and their SoS system have now been pushed to the margins. There are fewer waste pickers, who collect fewer materials and earn less money as a result.

Negative effects for waste pickers include:

- they lose access to materials;
- they are forced to sleep rough in public spaces or wake up extremely early to 'beat the trucks' and salvage what they can before official collection;
- their working conditions get worse;
- their incomes decrease significantly or are lost entirely;
- their ability to provide basics for themselves and their families, including food, shelter, education, health and transport, decreases;
- they are accused of 'stealing' recyclables
- they face greater harassment.

Negative effects for the providers include:

- they collect fewer materials than expected;
- they are unable to report the actual recycling rate as materials collected via SoS are not captured;
- they are implicated in loss of livelihoods;
- they face protests and conflicts with waste pickers;
- they are forced to develop post-hoc strategies to engage waste pickers.

Negative effects for industry include:

- inaccurate data on the recycling rate;
- negative and possibly hostile relations with waste pickers and waste picker organisations;
- the number of waste picker livelihoods lost must be factored into calculations of job creation arising from recycling.

Negative effects for municipalities include:

- goals of poverty alleviation, job creation and economic and social inclusion are undermined;
- conflict and tension in public roads, at landfills and so on;
- likely development of negative and possibly hostile relations with waste pickers and waste picker organisations.



Box 18 – S@S and landfill waste pickers

Discussions about separation at source and waste pickers typically focus on waste pickers who work in the streets. But waste pickers on landfills are deeply affected by S@S. The whole point of S@S is to prevent recyclables from going to landfills. As a result, landfill waste pickers have access to fewer and fewer materials. This is true regardless of whether S@S is collected by private companies, cooperatives or autonomous waste pickers.

Landfill waste pickers need to be taken into account when S@S is planned and implemented. They should fully participate in discussions related to S@S. The potential effects for landfill waste pickers should be analysed and factored into decision making. Landfill waste pickers should be included in new work opportunities, such as working at materials recovery facilities (MRFs). A social plan should be developed for landfill waste pickers, whose jobs are lost in the pursuit of broader environmental and economic goals. These social plans can include, but should not be limited to, training, provision of alternative work possibilities, and meaningful assistance to secure a job and financial compensation.

Refer to Box 17 for further discussion of social plans for landfill waste pickers.

3. Integrated S@S

S@S does not need to exclude waste pickers. Waste pickers already collect recyclables from households via separation outside source (SoS) and are an important part of South Africa's waste management system and recycling economy. Appropriate models for S@S integrate waste pickers. They also include waste pickers' SoS collection system as they transition to full participation in S@S.



Box 19 – Transitioning from Separation Outside Source to Separation at Source

All stakeholders agree that the long-term goal is to have full participation of residents, businesses and other waste producers in S@S, and to have waste pickers integrated into S@S. It is, however, a notoriously slow process to increase participation rates in S@S.

While we are working towards that vision, residents, businesses and other waste generators will continue to put recyclables in their rubbish bins. Until larger socio-economic problems are addressed, poor people will continue to support themselves by working as waste pickers and salvaging these materials via the SoS system. During the transition to full participation in S@S, integrated S@S therefore includes allowing SoS collection and improving the conditions and earnings of waste pickers doing SoS collection.

Waste pickers can play an important role in facilitating this change. Involving waste pickers who currently collect materials from bins and landfills in S@S collection and resident education is an effective way to improve resident participation, because when residents and other waste generators have a personal connection with waste pickers and understand how separation assists them, they can be more willing to participate.

In the South African context, it is important to include the SoS system as part of the transition to full S@S.

Integrated S@S protects waste pickers' livelihoods, improves their working conditions and income, increases recycling rates, generates more accurate data, and is cost-effective.

The remainder of this section presents four approaches to integrated S@S:

- separation of materials for waste pickers;
- remuneration of waste pickers for collection;
- contracting waste picker cooperatives to collect separated recyclables;
- companies with S@S contracts including or hiring waste pickers.

These are only a few examples. Others can be found in the reference list in Section J and Annexure 3.

Each particular approach to integrated S@S must be relevant to the specific context. Stakeholders cannot just replicate the examples provided. It is crucial that they engage in an agreed participatory process to identify what forms waste picker integration should take in their context, and then modify the models provided here or used in other places, or develop new, contextually appropriate, ideas.



Box 20 – Residents and waste pickers separating together

In 2018, the African Reclaimers Organisation (ARO) began reaching out to residents' associations in Johannesburg. ARO wanted to meet with the associations to introduce themselves, explain the work that they do, and discuss how they could work together with residents.

Some members of residents' associations in the suburbs of Brixton and Auckland Park responded enthusiastically and invited ARO to meet with them. Over a series of meetings, ARO and the residents developed their own S@S programme.

Residents agreed to separate recyclables and give them to the reclaimers who had already been working in the area. The PET Recycling Company (PETCO) donated clear plastic bags for the pilot. The reclaimers put stickers on the bags with their names and contact details so that residents know who collects from them. Reclaimers give the bags directly to the residents, which gives them a chance to talk to each other. Reclaimers report that more residents began to participate once they began to understand how much accessing separated materials improves the reclaimers' working conditions and income.

Some reclaimers who collect in the area already worked in an informal group. Before residents starting separating, members of the group would work the entire day. Now they work shorter hours, are making more money, and their group is becoming more united. The community S@S is catalysing more formal organisation.

The resident associations and ARO are actively building social relationships between residents and reclaimers. Reclaimers have conducted clean-ups for the residents. In turn some residents in Brixton have started providing tea, snacks and access to ablution facilities on the days when reclaimers collect from their streets. When Brixton had a community fair and market in an open park, reclaimers spent the day giving children rides on their trolleys and chatting to residents. Reclaimers were involved from the very beginning when Auckland Park began planning an Open Streets day held in April 2019. Reclaimers learned more about the people who live in the area and residents learned more about who the reclaimers are, where they live and what they do.

Waste pickers and residents have undertaken similar collaborations in other parts of the world. For example, in Belo Horizonte, Brazil, the Asmare cooperative of catadores (collectors of reusable and recyclable material) opened a bar and restaurant staffed by waste pickers, where waste pickers and other residents socialise together. For many years the municipality also collaborated with Asmare and other cooperatives to hold a carnival celebrating catadores and waste workers. Evidence from Belo Horizonte demonstrates that building social relationships between waste pickers and residents transforms social relations in the city, increases respect and appreciation for waste pickers, and strengthens S@S (Dias, 2011a).



Box 21 – Integrated S@S starts with an agreed, participatory process

The purpose of this chapter is to establish why S@S must be integrated, and to provide some ideas about the form that this can take. Integrated S@S will not be possible if waste pickers are not included as equal partners in designing, implementing, monitoring and revising the integrated S@S plan and programmes. Even if S@S programmes include waste pickers in some way, if waste pickers have not agreed to the programme it will have multiple negative effects and will not have the intended results. Integrated S@S and waste picker integration cannot be separated from each other and must be developed through an agreed participatory process. Section H sets out a basic process that can be followed.

It is easier to have an agreed participatory process when waste pickers are organised. This is why providing support for waste pickers to organise and represent themselves is a key part of waste picker integration and integrated S@S. But even where waste pickers have not started to organise, the municipality, industry or other initiating organisations must develop ways to have meaningful engagements with waste pickers through which agreements are reached.

3.1 Separating for waste pickers

Many residents already separate their recyclables for waste pickers. On garbage collection day they put the recyclables outside their homes in a special bag or bin for waste pickers to collect. They often also put out reusable materials. Residents do this of their own accord as they want to assist and support waste pickers.

A very simple and quick way to start S@S is to encourage residents and other generators of municipal waste to separate their materials for waste pickers. Waste pickers, municipalities and industries should communicate to residents the kinds of materials waste pickers in the area collect and that should be separated for them. Knowing that the initiative is supported by the municipality and industry will encourage residents to participate.

Waste pickers in Johannesburg have reported that more residents start separating materials once waste pickers establish a personal relationship with them and the residents understand how much difference it makes to waste pickers if they do not need to dig through rubbish bins. Waste pickers who collect in an area should therefore play a central role in resident education about the initiative to ask residents to separate materials for waste pickers. If waste pickers are registered they can be provided with bags to give to residents, which helps them to establish a personal connection. This promotes both S@S and waste picker registration.

This type of initiative can start by asking residents to separate the materials most commonly collected by waste pickers in the area. Over time, industry can work with waste pickers to develop ways to increase collection of other materials through EPR and other mechanisms.

This approach brings immediate benefits to waste pickers and introduces a culture of separating recyclables. It is not a long-term solution, but it can get up and running while other plans are developed. It will generate information and ideas that can inform these plans, and can be a stepping stone to other integrated S@S approaches outlined below.

The next logical step is to implement the compensation of waste pickers for collection outlined in subsection 3.2 below.

3.2 Compensating waste pickers for collecting recyclables via SoS and S@S

A key principle of waste picker integration is that waste pickers must be compensated not only for the resource value of the materials they salvage, but also for collecting recyclables and the economic and environmental benefits and economic savings they generate.

The vast majority of waste pickers in South Africa work independently. Many collaborate informally, but collect and sell materials individually. Both municipalities and industry in South Africa provide training and equipment to individual waste pickers, but have not yet developed mechanisms to pay them. Municipalities face a particular challenge, as legal restrictions prevent them from contracting individual waste pickers as service providers. There are, however, ways of paying or compensating individual waste pickers that don't require a contract or direct payment to each individual waste picker.

One innovative example comes from Bogotá, Colombia, (see Box 22) where the municipality established a system to pay individual waste pickers (and subsequently cooperatives) for their services directly into their bank accounts. The waste pickers were paid a top-up fee for their services based on kilograms collected and sold at registered buy-back centres and aggregation points (Parra, 2013). Linda Godfrey of South Africa's Council for Scientific and Industrial Research (CSIR) has developed a similar potential model for South Africa, in which industry would use extended producer responsibility (EPR) levies to pay waste pickers via registered buy-back centres (Godfrey, 2016; Godfrey et al., 2016). The Bogotá example demonstrates that starting with this approach can lay the foundation for other forms of S@S, such as collection by waste picker cooperatives.

This approach to paying individual waste pickers via buy-back centres or other agencies could be highly appropriate and effective in South Africa. In addition to ensuring that waste pickers are fairly compensated for collecting materials, it would facilitate registration of both waste pickers and buy-back centres, as well as the gathering of data on the amount and types of materials collected. Cooperatives that sell materials collectively would also be paid, and information on cooperatives would be generated.

Rather than paying each individual waste picker directly (as in Bogotá), municipalities and industries could contract buy-back centres, an NGO, or a private company fully committed to the waste picker integration principles to facilitate payments and provide ongoing support to waste pickers. In line with the integration principles, waste pickers would need to be fully engaged in the decision to employ this approach, as well as in the development, implementation and revision of the payment system and capacity building programmes. Once waste picker organisations are sufficiently developed, they could be supported to act as the mediating and capacity building agent.

As previously noted, paying waste pickers a higher rate to collect recyclables that are not currently salvaged because the sale price is too low could assist relevant industries to achieve EPR targets and increase recycling rates and diversion from landfill. As some of these materials are very light, it may be necessary to pay the fee per bag as opposed to per weight.

Compensating waste pickers for collecting recyclables on the basis of quantities sold also means that they would receive payment for all materials collected. One advantage of this approach is that, until participation in S@S is 100%, waste pickers still collecting from bins and landfills would be included and compensated, and their materials would be recorded.



Diagram 5: S@S by Waste Pickers, Diagram by M. Samson, D. Seegers, and J. van den Bussche



Photo credit: Melanie Samson



Photo credit: PETCO



Box 22 – Paying Individual Waste Pickers and Cooperatives in Colombia

Waste pickers in Colombia historically faced harassment and violence, and successive governments imposed regulations to prevent them from accessing waste. In 2003, the municipality began contracting private companies to collect recyclables, which threatened and compromised waste pickers' livelihoods. Between 2003 and 2011, the Asociación de Recicladores de Bogotá (ARB) went to court to secure waste pickers rights, winning seven challenges. This culminated in a 2011 Constitutional Court ruling that the municipality needed to give waste pickers the exclusive right to recyclables in the city, create an integrated waste management system that built on the existing informal system, and pay waste pickers for the service they provided to the city (Abizaid, 2015; Parra, 2013; Samson, 2015).

The ARB, with support from its allies, subsequently created an operational, economic, political and social proposal to incorporate the entire waste picking community into the public waste management system (WIEGO, 2014).

Traditionally, recicladores earned only what they could get through private sales of recyclable materials. After the 2011 court ruling, ARB negotiated with the city government to create a payment scheme that rewards waste pickers for the service they provide. The waste pickers' in-depth knowledge of waste collection and value chains meant they were able to negotiate a payment structure that was fair and reasonable. The payment scheme was implemented in 2013.

From 2013 to the present, new public policies at the national level have partially reflected the orders of the Constitutional Court and have established a scheme for the recognition and official integration of waste pickers and their organizations as providers of public recycling services.

The first phase of implementation focused on paying individual waste pickers. To be eligible, active waste pickers had to register with the program, have an identification card, and have access to a banking system. Those who did not have bank accounts were assisted to open them. Municipally owned buy-back centres and some privately owned ones were registered as part of the system. Once the waste pickers were registered, when they sold their materials to registered buy-back centres they received the regular payment for the sale of their recyclables. In addition, every two months they received an electronic payment from the municipality for the service provided. This payment for the service was paid by the municipality based on the amount of recyclable material they had sold, records of which were kept by the accredited centres (Abizaid, 2015). Mobile buy-back centres reduced the distances waste pickers needed to travel to sell their materials, enabling them to collect more and work fewer hours.

The court had ruled that payment should be made to cooperatives. After the system to pay waste pickers was established and functioning, the second phase, in which the payments are made to registered waste picker cooperatives who then pay the individual waste pickers, was implemented. The cooperatives are granted five years to fulfil their conditions as formal service providers. They report the tonnes of recyclable materials collected, transported and sold in the unique government information system for public service providers.

This is more than a payment scheme; it is a comprehensive integrated recycling system. Informal waste picker associations — affiliated to ARB — use trucks to pick up segregated recyclables from routes throughout the city, as well as from businesses and institutions. ARB offers training on segregating waste to clients to improve outcomes. Waste pickers who are not part of the routes collect waste from trash in public spaces or private houses. Material is then delivered to one of the many recycling centres (warehouses or buy-back centres) throughout the city run by ARB or its affiliates, or to specific collection points in the city. At these points, trucks weigh the materials, record it to the registered waste picker's account, and transport the material to a warehouse.



Box 22 – cont'd

One element of successful integration—mandated by the court—involves ensuring that there is support in place to help waste pickers and their organizations build capacity to ensure they are able to work safely, professionally and effectively. ARB has worked with the National Training Service of Colombia (SENA) to design and deliver a certification process focused on the specific qualifications required for recycling services. Certification gives the public additional confidence in the service providers who collect their recyclables.

At present, ARB collects from 400 fixed sources of recycling (institutions, shopping centres and residential complexes) and, along with many affiliated organizations, covers hundreds of residential routes throughout the city every week (<http://asociacionrecicladoresbogota.org/>). More than 10 000 waste pickers had their earning increase four-fold, allowing them to buy necessities and pay school fees. The public and the municipal budget benefit, too. These workers recovered about 1200 tonnes a day, keeping 19% of the city's discarded material from reaching landfill. Today this model to remunerate waste picker organizations for services provided is being implemented in 24 cities in Colombia.

3.3 Contracting waste picker cooperatives

Waste picker cooperatives provide S@S services in many cities around the world. In South Africa, national government, municipalities and industry have all prioritised working with cooperatives. The South African Waste Picker Association (SAWPA) actively encourages and supports its members to form cooperatives. Box 23 discusses the SAWPA S@S pilot programme run by the Ikageng-Ditamating cooperative in Sasolburg.



Photo credit: groundWork



Box 23 – S@S by the Ikageng-Ditamating Waste Picker Cooperative in Sasolburg

Since 2014, the Ikageng-Ditamating (ID) waste picker cooperative in Sasolburg has provided S@S services to 3000 households in the upper income suburb of Vaal Park. ID also runs the Vaal Park Recycling Centre. Both the South African Waste Pickers Association (SAPWA) and Packaging SA (previously PACSA) see the initiative as a pilot project. The pilot was developed as a collaboration between SAWPA, PACSA and several constitutive industry bodies, and all levels of government. Private companies and donors have also contributed to the pilot.

ID was formed out of the merger of two cooperatives of waste pickers working at the local landfill. The waste pickers were aware that the landfill was reaching capacity. Through the NGOs groundWork and WIEGO, as well as exchanges with waste pickers in other countries, the waste pickers learned about waste picker cooperatives providing S@S services and began to think about how they could do the same (groundWork, undated; Ntuli, 2019; Vryenhoek, 2016).

At the same time, PACSA was drafting an industry waste management plan and had been informed by the Department of Environmental Affairs (DEA) that it needed to include waste pickers. In 2011 PACSA organised a trip to Brazil to meet its Brazilian counterpart CEMPRE and learn more about how Brazilian industry works with waste pickers and how waste picker cooperatives are involved in recycling. PACSA invited Simon Mbata, who was a leader in SAWPA and Ditamating, to join them. Upon completion of the trip, they decided to create a pilot project based on the Brazilian model in which ID would provide S@S services in parts of Sasolburg and establish a recycling centre to sort and bale the recyclables for sale.

Between 2011 and 2014, a task team met monthly to rally support and move towards implementing the pilot. The task team included all key stakeholders and had representatives of SAWPA, ID, the Recycling Action Group (RAG), the waste management company Waste Plan, Rejuvenation (a non-profit organisation established by the company Sasol, which dominates the region), the Metsimaholo local municipality, the Fezile Dabi District Municipality and the Free State provincial government.

A number of stakeholders contributed resources to the pilot. With assistance from PETCO, ID won R225 000 in the ILO Free State Competition, which it used to purchase a bakkie (a small pickup truck). The local municipality provided land for the Vaal Park Recycling Centre. The province contributed R550 000 and shipping containers for an office and storage space, and upgraded and secured the site. The District provided an electric baler and roof – although, as the site still does not have electricity, it cannot be used. DEA provided 6000 recycling bins for households. Taken together, contributions by a number of industry organisations included assisting ID to register the cooperative and open a bank account, and providing trolleys, a manual baler, access to water, a platform scale, personal protective equipment, a small kitchen, basic furniture for the office, a laptop computer, signage, conversion of the vehicle, one year of vehicle insurance, training, and support with book keeping and recording of data.



Box 23 – cont'd

Just under five years since the launch of the pilot, ID has had a number of successes: 2100 out of 3000 households are separating their materials, which is a relatively high participation rate. The cooperative has developed good relations with the residents, who see them as professional (Pholoto, 2018). ID increased its volumes by branching out and collecting recyclables from private businesses.

As with all S@S projects, independent waste pickers continued to collect in Vaal Park. ID developed an innovative solution to this problem: the cooperative met with the independent waste pickers and they agreed that the independent pickers can still salvage from rubbish bins on garbage collection day, but will not interfere when ID collects the separated materials on a different day. ID offers better prices to the independent pickers and most sell at the Vaal Park Recycling centre because of its convenient location.

The pilot and ID have, however, encountered a number of problems. Most relate to the way the pilot is designed and managed. Perhaps because of the newness of this type of collaboration in South Africa it is highly informal. Key problems, which have also been identified in pilot waste picker integration projects in Johannesburg (Pholoto, 2016; Sekhwela, 2017), include:

- 1. There is no contract or memorandum of understanding between ID, industry and the municipality. Each party has very different assumptions and expectations, resulting in tensions and disputes. There is also no agreed dispute resolution mechanism.*
- 2. ID is not paid a fee to collect the recyclables and must sustain itself based solely on the sale of materials. This is compounded by the fact that the financial model was based on the incorrect assumption that there were 8000 households in Vaal Park, and the area was not expanded to include more residences. As a result, ID struggles financially. Cooperative members earn less than when they were at the landfill and pay low wages to the casual workers who assist them.*
- 3. Gathering data and keeping financial records were new skills for cooperative members. Although industry provided training and mentorship, the waste pickers were not happy with the mentors. The cooperative continues to struggle and a training programme more specifically tailored for this type of initiative is likely required.*
- 4. The pilot has not been fully institutionalised in municipal plans.*
- 5. While a number of stakeholders made financial and in-kind contributions to the pilot, there is no formal project plan. Contributions were ad hoc and key needs, such as the provision of electricity, remain unmet. There was no system to monitor, evaluate and revise the pilot, no end date for the pilot, and no agreement on what will succeed the pilot.*

In early 2019, SAWPA and relevant producer responsibility organisations began to discuss an evaluation of the pilot, which will generate important insights and lessons to improve the Vaal Park initiative and provide grounded guidance for the development of waste picker integration programmes around the country.

Waste pickers played a central role in initiating the Vaal Park pilot project. This is one of the key reasons for its ability to sustain itself and diversify, as the members are committed to working collectively and making the project succeed.

In other municipalities, moves to include waste pickers in S@S via cooperatives have been top-down, driven by the municipality. These have had limited success, as the cooperatives were frequently made up of people who had not previously worked in the sector, were formed by the municipality or in response to a requirement from the municipality, did not receive sufficient support, and were not paid for the collection service (Godfrey et al., 2015; Pholoto, 2016; Sekhwela, 2017; Sekhwela and Samson, 2019).

Overall, 92% of waste cooperatives in South Africa fail (Godfrey et al., 2016). If waste picker cooperatives are selected as a modality for S@S in specific municipalities or industries, certain conditions must be met for them to thrive. These include:

1. an evidence-based decision that cooperatives are the best modality for S@S;
2. the members of the cooperative should be interested in and committed to working collectively as a democratic worker cooperative;
3. a formal contract between the cooperative and the industry/municipality that sets out commitments, roles, responsibilities, budget, duration, monitoring and evaluation, revision, dispute resolution, and so on;
4. a fully developed and properly funded multi-year programme plan;
5. support for waste picker cooperatives to develop bids for tenders;
6. payment to the cooperative for the collection service;
7. an area for S@S collection large enough to be economically viable;
8. agreements between the cooperative and independent waste pickers to work together;
9. a comprehensive capacity building and mentorship programme specifically designed to support waste picker cooperatives providing S@S services;
10. facilitators, mentors and support people who have a strong understanding of and commitment to waste picker integration, and waste pickers should be involved in selecting them;
11. complete transparency regarding all aspects of the programme;
12. programme governance by a stakeholder committee;
13. provision of space for sorting, storage, baling and possibly processing that has all required services, facilities and infrastructure ;
14. regular monitoring and evaluation, which should result in revisions to improve the programme



Photo credit: Jonathan Torgovnik, Getty Images Reportage

3.4 Integration into new integrated S@S contracts with private companies

As with all other approaches to integrated S@S, a decision to contract a private company to provide S@S services must be based on objective analysis of the context and comparison with other approaches to S@S (Section H provides a participatory process to generate the relevant information and make evidence-based decisions). It is essential that waste pickers in the area are meaningfully engaged and given the opportunity to present alternatives before a contract is awarded. Effects on waste pickers should be a key criteria in the evaluation of different approaches to S@S and bids by different companies.

If an informed decision is made to contract a private company, careful steps need to be taken to ensure that waste pickers are integrated, harm is minimised, and they are compensated for any loss of livelihood. These must be captured in the company's contract, and where waste picker cooperatives exist there should be a formal agreement with them as well. There are a number of ways in which this can be done. It is, however, crucial that the affected waste pickers and waste picker organisations participate in decisions regarding how they can be integrated so that waste pickers are provided with meaningful options. Some key actions could include:

- employing registered waste pickers in full compliance with labour laws and minimum wages (although this has worked in other contexts, it should be noted that waste pickers in South Africa frequently report that they are not interested in becoming employees);
- contracting and paying waste pickers to collect recyclables, instead of drivers with trucks;
- permitting waste pickers to continue to collect materials and paying them a collection fee on top of the market price. Because they are collecting, the company will need to deploy fewer trucks and such like, so the savings should be passed on to the waste pickers.

Even if waste pickers are integrated in these ways, the SoS system will not disappear, and waste pickers will continue to salvage recyclables. This needs to be factored into the model and contract. A key way to do this is to establish a forum with waste pickers who work in an area where they can raise their concerns, needs and proposals, and where they can raise issues when they arise. The options in 3.1 above will still be relevant.

4. Conclusion

Integrated S@S achieves multiple goals – it increases recycling rates, improves waste pickers' working conditions and incomes, preserves and improves existing green jobs, and is cost effective. It also helps to transform relationships between waste pickers and residents that are still rooted in apartheid dynamics to create more socially integrated municipalities.

Some municipalities (particularly small and rural ones) do not have any waste pickers. Although they won't integrate waste pickers and their system into S@S, it is still useful for the municipality and industry to carefully analyse different options for S@S in these areas and make evidence-based decisions.

In municipalities that do have waste pickers, they may not work in the streets in all areas of the municipality. However, as landfill waste pickers will be affected by S@S they should be integrated into S@S in these locations.

Section H presents a participatory process to make evidence-based decisions on S@S and all aspects of waste picker integration.



An Enabling National Environment for Waste Picker Integration

Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

Section G

Section G

Overview of Section G

Section G provides an overview of initiatives and commitments at the national level to support waste picker integration.

Outcomes

After reading this section the reader will:

- be better able to design recycling and waste picker programmes that are feasible within the existing national environment;
- have a deeper understanding of the kinds of changes required to create an enabling environment for waste picker integration.

Experiences from around the world show that creation of an enabling national environment is important to facilitate successful waste picker integration. Key aspects include: legislation and policy, integrated extended producer responsibility (EPR), funding mechanisms, creation of an occupational classification, support for organising waste pickers, awareness programmes, and provision of social benefits.

1. Legislation and policy

A large number of policies and acts affect waste pickers and waste picker integration in South Africa. These include the National Environmental Management: Waste Act, the Local Government: Municipal Finance Management Act, the Municipal Systems Act, the National Road Traffic Act, the National Waste Management Strategy, the Industrial Policy Action Plan, and the Waste Phakisa.

Experience from Brazil demonstrates that successful integration requires the alignment of existing acts and policies with the goal of waste picker integration (Dias, 2011b). Government, through the Department of Environmental Affairs, will explore whether and how to revise relevant legislation and policy to facilitate waste picker integration.

2. Integrated extended producer responsibility

As previously discussed, South Africa is in the process of establishing Extended Producer Responsibility (EPR). Government, through the Department of Environment, Forestry and Fisheries (DEFF) has confirmed that waste picker integration is an important component of EPR, and industry has been actively involved in the development of this Guideline. The definition of waste picker integration, the waste picker integration principles, and the waste picker integration process in the Guideline provide a strong basis for the development of “integrated EPR”.



Photo credit: African Reclaimers Organisation



Box 24 – Brazil Inter-ministerial Council and Waste and Citizenship Forums

Brazil is one of the world's most progressive countries in integrating waste pickers into solid waste management and recycling systems. Many achievements in this integration are owing to the existence of participatory bodies called Waste and Citizenship Forums. The National Waste and Citizenship Forum (FNLC) was established in 1998 under the leadership of UNICEF. Subsequently, national, state and municipal forums were launched (Dias, 2011c).

Waste and Citizenship Forums bring together diverse government and non-governmental actors, including organizations from civil society and from the public and private sectors, to discuss and debate public issues related to solid waste management. Significantly, they involve the organisations of waste pickers (catadores), and serve to explore the most effective ways to integrate these informal workers into municipal systems (Dias, 2011c).

At the national level, a federal inter-ministerial committee for the social inclusion of waste pickers (the CIISC) was created by President Lula in 2003. The CIISC holds regular meetings with representatives of the National Movement of Catadores (Dias, 2011c).

The open and ongoing dialogue made possible through the CIISC and the Waste and Citizenship Forums has been essential to improving the livelihoods and working conditions of Brazil's informal waste pickers, while helping to expand recycling programs and thus reduce the strain on landfills (Dias, 2011c).

In the ten-city Informal Economy Monitoring Study (see <http://www.wiego.org/wiego/informal-economy-monitoring-study-iems>), surveys and focus group discussions held in 2012 in Belo Horizonte, Brazil, revealed the positive impact of the participatory process. Unlike in other cities, the waste pickers who participated in Belo Horizonte identified government as one of their most important supporting institutions (Ogando et al., 2017). Most had positive opinions about the policies and practices of the city agency, which has worked in partnership with informal waste pickers since the early 1990s (Dias, 2011c).

3. Funding mechanisms

One of the main challenges confronting municipalities is the lack of funding mechanisms dedicated to supporting waste management in general and waste picker integration in particular. As a result, municipalities draw on other funds, such as the Expanded Public Works Programme (EPWP) to finance waste picker programmes. These funding mechanisms can create unnecessary restrictions on the kinds of activities that can be undertaken.

There is a pressing need to secure funding opportunities to support waste picker integration programmes. There are some ways that municipalities can secure additional funding for waste picker integration. Crucially, as extended producer responsibility (EPR) is implemented, this should unlock new funding for waste picker integration.

Municipalities should consider the reallocation to waste picker activities of operational funds saved through the diversion activities of informal waste pickers. For example, for every tonne or cubic metre of landfill airspace saved by the work of waste pickers, the equivalent value and associated municipal collection cost should be diverted to support the work of waste pickers through integrated S@S activities.

Municipalities can also access funds made available as a result of national government's Waste Phakisa (https://www.environment.gov.za/projectsprogrammes/operationphakisa_chemical_waste_economy) to integrate waste pickers into separation at source. The Waste Bureau, Treasury, EPR and donors are all possible sources of funding.

It is important that waste picker organisations be involved in deciding how all funds from various sources should be allocated. Requiring all programmes that receive funding to collect recyclables to promote waste picker integration and abide by the Waste Picker Integration Principles will ensure that funding is available for waste picker integration, and that recycling programmes advance rather than undermine waste picker integration.

4. Occupational classification

Waste picker integration requires official recognition of waste pickers and the work that they do.

In 2002, Brazil created an occupational classification for catadores (collectors of reusable and recyclable materials). The classification differentiates the work of catadores from people who collect solid waste. Creating this occupational classification officially recognised the work of catadores, enabled catadores to declare their profession, and enabled the Brazilian government to collect accurate statistics on the number of catadores in the country (Dias, 2011b).

The DEFF and the Stakeholder Working Group have developed a draft job description for the work that waste pickers perform and are in the process of registering an occupational classification for waste picking.



Photo Credit: groundWork

5. Support for organising waste pickers

Organised waste pickers are better able to develop proposals regarding how recyclables should be collected, the role they should play in the recycling economy and value chain, and the form that waste picker integration can take. They are also better placed to engage and negotiate with other stakeholders. The South African Waste Pickers Association (SAWPA) was formed in 2009. It has coordinators and members in all provinces. There are also locally based organisations in a number of municipalities and many waste pickers at landfills have elected committees to represent them. Much work remains to be done to strengthen these organisations and help them to grow, and to support the development of democratic waste picker organisations across the country.

Industry, national government and municipalities are committed to providing resources to waste picker organisations, NGOs and academics for waste picker organising as a key component of waste picker integration. It is important to note that waste picker organising initiatives and waste picker organisations must remain independent, and other stakeholders should not seek to influence or control them.

6. Waste picker integration support programme

This Guideline is designed to guide municipalities, industry, other relevant organisations and waste pickers as they develop and implement waste picker integration initiatives. The next phase of the Waste Picker Integration Guideline process is the development of a waste picker integration support programme that will create additional resource materials, increase stakeholders' knowledge and capacity to implement integration, and support participatory waste picker integration processes. Waste pickers must play a key role in the design and implementation of the support programme. The Waste Bureau, national government, EPR, and donors are possible sources of funding for this programme. DEFF commits to developing and seeking funding for the Waste Picker Integration Support Programme.

7. Awareness campaigns

Conducting awareness campaigns to change perceptions of waste pickers and deepen understanding of the importance of waste picker integration is an essential part of creating a supportive environment for waste picker integration. Such campaigns can be run by a number of different organisations including national government, the South African Local Government Association (SALGA), the South African Cities Network (SACN), Packaging South Africa and other industry bodies. Ideally they should be coordinated. It is essential that waste picker representatives and NGOs that support them are involved in designing, overseeing and implementing all awareness campaigns. Waste picker organisations and NGOs may also run awareness campaigns, but it is important that other stakeholders take responsibility for raising awareness within their constituencies, as well as amongst the general public.



Photo credit: groundWork



Photo credit: African Reclaimers Organisation



Box 25 – Social Benefits for Waste Pickers

Social benefits such as unemployment, sickness, maternity, child care and pension benefits provide support to workers at times when incomes are insecure. Social benefits can prevent vulnerable informal workers from falling into even worse forms of poverty, and are especially important for waste pickers whose incomes are regularly at risk and who often do not have savings to rely on when they are unable to earn (Lund & Srinivas, 2005). For women waste pickers, care of children and of other family members can severely reduce the amount of time they have available to work and generate an income.

There is increasing global recognition that providing informal workers with social benefits is important, not only because it is a human right, but because it makes economic sense by reducing poverty and is an investment in building a healthier and more stable workforce (Alfers et al., 2017). Section 20 of R204, the recommendations of the International Labour Organisation (ILO) concerning transition from the informal to the formal economy, states that “Members should progressively extend the coverage of social insurance to those in the informal economy and, if necessary, adapt administrative procedures, benefits and contributions, taking into account their contributory capacity” (ILO, 2015). Section 25 further states that members should reduce registration costs, length of registration and compliance costs, promote access to public procurement; and improve access to inclusive financial services, skills development, and social security coverage.

The South Africa Law Reform Commission is currently investigating the possibility of extending a maternity benefit to self-employed informal workers through amendments to the Unemployment Insurance Fund to allow contributions from the self-employed. This could be widened to include unemployment insurance coverage for all self-employed informal workers, including waste pickers.

The Decent Work Country Programme’s Recommendation 204 Task Team, which operates through the National Economic Development and Labour Council (NEDLAC) and in which waste pickers are represented, has turned its attention towards social protection. A dormant discussion exists within NEDLAC about the integration of social benefits into a National Social Security Fund, which should include simplified contribution arrangements for own-account and other informal workers. Proposed reforms to the health system (through the National Health Insurance) and early childhood development schemes may increase opportunities for waste pickers to access better quality social services.

There is also a need to explore interventions specifically tailored to meet waste pickers’ needs. For example, due to the hazardous nature of waste pickers’ work and the unhealthy conditions they work in, an enabling environment could include the provision of additional health care services such as mobile clinics.



Photo credit: PETCO



Seven Steps To Integrate Waste Pickers

Photo credit: Melanie Samson

Section H

Section H

Overview of Section H

Section H:

- presents a participatory process that can be followed to design and implement waste picker integration programmes and plans;
- provides examples of how key challenges related to waste picker integration can be addressed;
- highlights that waste picker integration should deepen and develop over time.

Outcomes

After reading this section the reader will:

- know how waste pickers can be meaningfully engaged in the development and implementation of waste picker integration and recycling policies and programmes;
- have concrete ideas for waste picker integration activities that can be modified and implemented;
- understand how to work collectively with other stakeholders to develop a Waste Picker Integration Plan.

1. Introduction

Currently few, if any, South African municipalities or industries have comprehensive plans to integrate waste pickers. As a result, projects with waste pickers tend to be ad hoc and do not necessarily address the most crucial issues or improve waste pickers' working conditions and incomes. Insufficient attention has been paid to the possible effects of recycling programmes on waste pickers, and the selection of approaches to remove recyclables from the waste stream have generally not been evidence-based.

The participatory process outlined in this section can assist stakeholders to reach agreements on the form integration should take and to implement waste picker integration. Given the long history of stigmatization and exclusion of waste pickers, this will not be easy. It will require firm commitments by municipalities and industries to transform assumptions about waste pickers and waste picking and to address unequal power relations. All parties will need to commit to the principles and the process, and be open to developing new understandings and approaches.

The process is generic and designed as if stakeholders are starting from scratch. Stakeholders in each industry and municipality will need to tailor it to fit their current reality. Smaller municipalities with fewer resources and less capacity will likely have to follow a truncated process. If there are no waste pickers in a municipality then the process will not apply.



Box 26 – Evidence-based policy making

The South African government advocates 'evidence-based policy making and implementation'. This ensures that decisions and plans take into account as many relevant factors as possible and that the best decisions are made.

South African municipalities and industries have very little information on waste pickers or their system of separation outside source. Programmes to collect recyclables and support waste pickers have therefore been developed without a clear understanding of their potential effects on waste pickers. As a result, many programmes and contracts have not achieved their desired results and waste pickers have been negatively affected and compromised.

It is essential to start gathering evidence and generating data. Evidence does not only come from formal research. The lived experiences of waste pickers and other parties are crucial sources of evidence and information. Piloting and monitoring and evaluation processes are also sources of evidence. In addition, analysis of experiences in other contexts also generates ideas and lessons that can inform decisions.

The waste picker integration plan process therefore gathers evidence required to develop a baseline and develop the plan, as well as to ensure that data is generated for use in future revisions and planning processes.

2. Participatory waste picker integration process

As participation is an essential component of waste picker integration, the process for developing, implementing, monitoring, evaluating and revising the waste picker integration plan must be participatory.

The level and form of participation in waste picker integration processes in each context will vary based on historical relationships between waste pickers and other stakeholders, as well as the level of waste picker organisation. The key point is that the form of participation must be agreed and there should be a commitment to deepening the form of participation over time. Measures should be put in place to strengthen waste picker organising so that waste pickers can more fully represent themselves during the period of the plan and in the development of future plans.

It is important that all types of waste pickers participate so that plans do not exclude or harm them and they can each contribute their knowledge about the recycling system and their ideas. This means that any waste picker integration process should include the following types of waste pickers:

- female and male
- street and landfill
- South African and non-South African
- old and young
- all other relevant groups.

3. Seven steps for waste picker integration

There are seven key steps for waste picker integration:



The remainder of this section presents detailed guidance on how to move through each step. Box 27 provides a detailed overview of the seven step process.



Box 27 – Overview of Seven Steps for Waste Picker Integration

1. Prepare

- a. *Establish internal team – Establish an internal waste picker integration team.*
- b. *Learn – Deepen knowledge about waste pickers and waste picker integration.*
- c. *Commit – Commit to implementing waste picker integration.*
- d. *Analyse – Analyse existing commitments and programmes.*

2. Partner

- a. *Connect – Connect with waste pickers.*
- b. *Engage, listen and share – Start meeting with waste pickers on a regular basis, listen to their perspectives and the issues they raise, share all relevant information.*
- c. *Collaborate – Establish an inclusive waste picker integration working group to plan and oversee waste picker integration.*
- d. *Forge a common understanding of what exists – Gather data and develop a common understanding of the existing recycling system and different stakeholders' roles, priorities and issues.*
- e. *Support – Provide waste pickers with support to organise and strengthen existing organisations.*

3. Plan

- a. *Rectify problems – Address negative effects of existing recycling programmes.*
- b. *Register waste pickers – Register all waste pickers.*
- c. *Meet key needs – Address waste pickers' most pressing needs.*
- d. *Integrate into new programmes – Integrate waste pickers and their informal system into new recycling programmes.*

4. Enable

- a. *Align regulatory environment – Align by-laws, permits, policies, plans.*
- b. *Secure skills – Ensure the internal team has the relevant skills to implement waste picker integration.*
- c. *Educate staff – Provide ongoing training for officials.*
- d. *Educate the public – Run awareness campaigns and conduct educational activities.*
- e. *Secure funds – Raise funds for waste picker integration and collection of recyclables.*

5. Institutionalise

- a. *Include in planning documents – include in Integrated Development Plans (IDPs), Integrated Waste Management Plans (IWMPs), Business Plans and so on.*
- b. *Create new KPIs – make waste picker integration part of relevant staff's KPIs.*
- c. *Monitor, evaluate and revise – Revise the WPIP based on evidence from M&E.*
- d. *Create a platform – Establish a permanent waste picker integration platform.*
- e. *Adopt the WPIP – Finalise and adopt the WPIP.*

6. Implement

- a. *Implement the WPIP – implement all activities in the WPIP.*
- b. *M&E – Monitor and evaluate the implementation.*

7. Revise

- a. *Revise the WPIP – Revise the WPIP based on evidence generated from implementation.*
- b. *Institutionalise changes – Make relevant changes to policies, planning documents, KPIs and so on.*

4. Developing waste picker integration plans

Successful waste picker integration requires a programmatic approach that gives effect to the Waste Picker Integration Principles. Waste picker integration plans (WPIPs) are an important tool to help achieve this goal.

The objectives of waste picker integration plans are to:

1. involve waste pickers in all decisions that affect their work, livelihoods and lives;
2. ensure that waste pickers and their SoS system are integrated into formal systems to collect recyclables and all levels of the value chain;
3. develop locally relevant, cost-effective programmes aligned with the waste picker integration principles that increase current diversion of recyclable and reusable materials from landfills and grow the recycling economy;
4. generate data required to develop a comprehensive understanding of the intended and unintended effects of each integrated recycling option, and make evidence-based decisions when selecting options;
5. ensure that waste pickers' conditions and livelihoods are improved and not worsened by formal recycling and waste picker integration programmes;
6. minimise and mitigate harm caused to waste pickers by existing recycling and waste picker programmes to the greatest extent possible;
7. create alternatives for affected waste pickers when negative effects cannot be avoided;
8. develop a coherent waste picker integration plan with a clear budget, timeline and allocation of responsibilities to ensure effective implementation.

If stakeholders work through the Seven Steps they will be able to complete the template for a WPIP in Annexure 1.

It is acknowledged that if municipalities retain responsibility for separation at source and waste picker integration, many may require additional funding and support to fully implement the approach to waste picker integration outlined below.

5. Implementing the Seven Steps

The remainder of Section H guides stakeholders through the seven steps in the participatory waste picker integration process. For each step it provides:

- some background information to understand relevant issues and why the step is necessary;
- objectives;
- key questions to ask;
- suggested actions.



Photo Credit: groundWork



PREPARE

// Establish an internal team

// Learn

// Commit

// Analyse

1. Establish an internal team

It is important that the organisation initiating waste picker integration establishes an internal team that will be responsible for its role in the waste picker integration process.

Ideally this team should include people from relevant levels (decision makers and people on the ground) and relevant departments, with a range of relevant skills required (facilitation, outreach/organising, technical and so on).

It is essential that the internal integration team is led by someone with decision-making authority so that the group can actually make decisions and progress. The integration team should have the support of the CEO, MD or Municipal Manager.

Objective

- To create a team in the initiating organisation that has the relevant knowledge, skills and powers to work towards successful waste picker integration.

Questions

- What knowledge does the organisation need to develop a waste picker integration plan?
- What skills are needed?
- What are all of the relevant departments/units of the organisation?
- Who will represent these departments and units?
- Who has decision-making authority and can lead the team?

Suggested Actions

Leadership:

Appoint someone with decision making authority to lead the organisation's work on waste picker integration and assume responsibility for establishing and managing the team.

Departments:

Identify all of the different departments in the organisation whose work affects waste pickers and which should have representation on the team. In municipalities these may include waste management, local economic development, parks, police, environment, roads and social development. In industry this may include people or units responsible for EPR and recycling programmes, and members of decision-making bodies.

Skills:

Identify all of the skills required by the team. These include:

1. Budgeting
2. Financial analysis
3. Outreach and organising
4. Facilitation
5. Translation
6. Communication
7. Planning
8. Policy analysis and development
9. Development of by-laws
10. Programme design
11. Programme management
12. Monitoring and evaluation.

Brief: Develop a brief for the team that includes responsibility for the organisation's role in all WPIP activities, and commitment to the Waste Picker Integration Principles.

Establish the team: Establish the team and hold a first meeting where team members receive the brief and develop a work plan according to the sections below.

Note - If resources permit it could be useful to partner with an organisation with relevant expertise, collaborate with an academic institution, or contract an external facilitator to assist in catalysing support within the organisation and designing and facilitating this processes.

2. Learn - Develop the internal committee members' understanding and commitment

Historically, waste pickers have not been considered to be part of official waste management and recycling systems. They have been seen as nuisances who mar the image of cities and do not belong in modern waste management systems. Industry has been aware of the volume of inputs provided by waste pickers, but has not seen waste pickers as key stakeholders in the industry.

In South Africa, all levels of government and industry are starting to recognise the contributions of waste pickers and the need for waste picker integration. Yet due to pre-existing assumptions and beliefs about waste pickers, this requires a major shift in the way waste pickers and their role in waste management and the recycling value chain are understood and valued.

Before work can be started on developing programmes, it is necessary to ensure that all members of the internal team understand:

- who waste pickers are;
- the role waste pickers play in the recycling economy;
- the contributions waste pickers make to industry, municipalities and the environment;
- why waste pickers must be respected and their contributions valued;
- how the formal and informal recycling systems work and relate to each other;
- how waste pickers can be harmed by formal recycling programmes;
- what waste picker integration is;
- the Waste Picker Integration Principles;
- why waste picker integration is necessary;
- why waste pickers must be involved in the process of developing, implementing and monitoring waste picker integration.

Objective

- To ensure that all members of the internal team have the base knowledge required to begin working on waste picker integration.

Questions for the internal team

- Do we value waste pickers?
- Do we listen to waste pickers and address their concerns?
- Do we know how waste pickers collect and revalue recyclables?
- Do we understand what waste picker integration is?
- Do we understand why it is necessary to integrate waste pickers?
- Do we understand why a participatory process is so important?
- Do we understand how separation at source and waste picker integration are related?

Suggested Actions

1. Read and discuss Sections A to G of the Guideline, as well as other resources listed in Annexure 3.
2. Invite waste pickers and representatives from waste picker organisations, as well as NGOs and academics who have expertise on waste picker integration, to come and talk with you.
3. If possible, ask an outside facilitator with relevant expertise to design and facilitate a workshop for you based on the Guideline.
4. Ask waste pickers to show you how their recycling system works.
5. Spend a day working alongside a waste picker.

3. Commit to waste picker integration

Waste picker integration is often driven by individuals who are passionate about the issue. If they leave the organisation, work on waste picker integration can fall by the wayside. There is therefore a need to develop an institutional commitment to working with waste pickers and developing a WPIP.

Objective

- To ensure that there is a formal commitment to developing a WPIP and implementing waste picker integration.

Questions for the internal team

- What is the appropriate structure to establish a formal commitment to WPIP?
- What processes must be followed to secure this commitment?

Suggested Actions

1. Draft a simple statement that commits to:
 - a. integrating waste pickers;
 - b. developing and implementing a WPIP that is aligned with the Waste Picker Integration Principles;
 - c. deadlines for the completion of the WPIP and commencement of integration programmes.
2. Follow correct procedures to ensure that the commitments are formalised.

4. Analyse existing policies, commitments, programmes and projects

Before starting work on integration, it is important to know what the organisation has already committed to that directly or indirectly affects waste pickers.

4.1 Policy commitments and targets

Objective

- To have comprehensive information on all current organisational policy commitments and targets related to waste pickers and recycling.

Questions for the internal team

- Which policy documents and plans include commitments and targets related to recycling and waste pickers?
- What are the commitments?
- What are the time frames?
- What are the targets and indicators?
- What are the budgets?
- Who is responsible?

Suggested Actions

1. Assign someone or a small group to collect all relevant documents within a specific time-frame.
2. Write a report including a table that presents the following information for each document: all relevant commitments, targets, time-frames, indicators, budgets and people responsible (see the WPIP Template in Annexure 1 for an example).



Photo credit: PETCO

4.2 Gather data on existing and planned recycling and waste picker programmes

In order to take decisions about how waste pickers and their separation outside source system should be integrated, it is necessary to understand the existing formal recycling system and programmes, as well as any current plans to change the system or create new programmes.

Objective

- To gather all relevant data on the organisation's existing and planned recycling and waste picker programmes.

Questions for the internal team

- What are all of the existing official recycling and waste picker programmes, contracts, and projects (including details of the time-frames, activities, budgets and so on)?
- How are these funded?
- What new recycling and waste picker programmes and projects are planned (including details of the time-frames, activities, budgets and so on)?
- How were decisions made about current and planned recycling and waste picker programmes and projects (for example, what evidence is it based on, is it based on a model, and so on)?
- For municipalities and landfill site operators:
 - Are waste pickers working on our landfills? Are they legally authorized to work there? When is each landfill scheduled to close?
- For municipalities:
 - What are the relevant by-laws? What do they say?

Suggested Actions

1. Assign someone or a small group to write a document within a specified time frame that addresses all of the questions listed above (see the WPIP Template in Annexure 1 for an example of a table that captures this information).

4.3 Analyse the data

Objective

- To develop an evidence-based understanding of existing and planned recycling and waste picker programmes, and how these affect or will affect waste pickers if implemented as planned.

Questions for the internal team

- What does the data tell us about the current system, programmes and projects?
- What does the data tell us about how waste pickers have been considered?
- What are some areas we think could be changed in order to address negative effects? [Take note that this is about developing your own understanding, not about developing a fixed position to stick to when you start meeting waste pickers].

Suggested Actions

1. Assign a person or group of people to write a short document that presents and analyses the data gathered. The document should also describe how the official recycling system functions and where official waste picker projects and programmes fit in.



PARTNER

// Connect with waste pickers

// Engage, listen and share

// Collaborate

// Develop a common understanding

// Support organising and strengthening organisations

1. Connect with waste pickers

Now that the internal team has developed an understanding of waste picker integration and the organisation's existing recycling and waste picker programmes, it is sufficiently prepared to connect with waste pickers and invite them to work together to develop a waste picker integration programme.

It is important that existing waste picker organisations and all different types of waste pickers are included. If the organisation already has a committee that engages with waste pickers do not assume that it is the most appropriate forum to work with waste pickers, as it may not be fully inclusive, and may have entrenched power dynamics that will undermine developing a new working relationship.

The initiating organisation may be responding to demands from waste pickers related to integration and the effects of existing recycling programmes. If it is waste pickers who raised the issue, it is important for the internal team to start by meeting with them to understand their concerns and proposals, and to commit themselves to a process to work with them respectfully and according to the principles in the Guideline. If the initial approach is made by waste pickers, it is even more important that the internal team prioritises understanding waste picker integration and analysing the formal programmes so that it can meaningfully engage the waste pickers.

Objective

- To successfully connect with all types of waste pickers and inform them about the initiating organisation's interest in working with them and their representatives to develop a waste picker integration programme.

Questions for the internal team

- How do we connect with waste picker organisations?
- How do we connect with waste pickers on landfills?
- How do we connect with waste pickers working in the streets?
- How do we ensure that we include women and men, the young and the elderly?
- How do we connect with non-South African waste pickers?
- How do we build trust?

Suggested Actions

1. Start by finding out about relevant waste picker organisations, waste picker forums, NGOs and academics.
2. Below are some suggestions regarding how connections can be made with waste pickers:
 - Contact the waste pickers you already know. These include waste pickers you have met with, waste pickers who have participated in the organisation's projects to date, waste pickers who have registered with the initiating organisation or other organisations, waste pickers who have attended workshops, waste pickers who have lodged complaints, requested meetings, or protested. Inform these waste pickers and ask them to tell other waste pickers they know about the proposal to develop an integration plan and the meeting.
 - People who work in industry recycling projects, municipal waste management services and at landfills meet waste pickers on a daily basis. Municipal departments, such as Local Economic Development, and corporate social responsibility programmes may also have connections with waste pickers. Explain the integration initiative to them and ask them to assist in reaching out to waste pickers.
 - Make everyone aware of the need to prioritise connecting with waste pickers of all ages, women waste pickers, non-South African waste pickers and to actively seek different groups and kinds of waste pickers. Ideally other women waste pickers and non-South African waste pickers should play a leading role in this process.
 - Make conscious efforts to ensure that you seek out all different kinds of waste pickers in all possible locations, so that some groups are not inadvertently prioritised over others.

2. Engage, listen and share

Generally, waste pickers have had negative experiences with municipal officials and industry. They have been stigmatized, harassed, and treated extremely disrespectfully. They have not been consulted in the design of recycling and waste picker programmes, and have been negatively affected by separation at source programmes as well as other recycling initiatives. Many have tried and failed to secure meetings with local government and industry representatives. As a result, they may be very wary when approached about integration.

It will take time to create the positive relationships necessary for waste picker integration. Meeting regularly and respectfully, sharing all relevant information, being transparent, being open to learning, and meaningfully engaging issues raised by waste pickers are all important to build trust. Waste picker engagement should be as inclusive as possible; all types of waste pickers must be engaged, and different approaches may be required with different groups.

Objective

1. To build trust with waste pickers and waste picker organisations.
2. To learn more about the daily lives of all different kinds of waste pickers, how they work, what issues they face, and what ideas they propose.
3. To get to know waste pickers and waste picker organisations.
4. To share information.

Questions for the internal team

- How will we start or improve discussions with waste pickers?
- How can we work together with waste picker organisations, NGOs and academics to do this?
- What form should meetings and exchanges take?
- How can we transform power relations?
- How will we ensure that we meet with all types of waste pickers?
- How can we ensure that women participate fully and raise their own issues?
- What information do we need to share with waste pickers about the waste management system, waste picker programmes, recycling programmes, the recycling value chain, local and national government policies, and industry plans?

Suggested Actions

1. Start meeting with waste pickers and their organisations on a regular basis.
2. Agree with waste pickers and their organisations on how they would like to be engaged.
3. Listen to and understand waste pickers' concerns and proposals.
4. Acknowledge that waste pickers have been mistreated in the past and commit to changing this.
5. Acknowledge the unequal power relations between your organisation and waste pickers. Be conscious of the power you hold and consciously work to relinquish it and create equitable relations. Listen to waste pickers about how this can be done. Agree with waste pickers on how to create an equitable space.
6. Ensure that you meet with all different kinds of waste pickers – young and old, South African and non-South African, landfill and streets, and so on. Be sure to meet women and men in each of these groups and to create spaces for women to identify and share their needs, concerns, demands and proposals.
7. Share all relevant information with waste pickers, as well as NGOs and academics who support them.

3. Collaborate with waste pickers

3.1 Plan and hold the first formal meeting on integration

As already discussed, waste pickers must be centrally involved in waste picker integration. It is vitally important to work with existing waste picker organisations to plan and run the first formal meeting on integration. If there are no waste picker organisations, or if they are weak, when you meet with waste pickers in the 'engage and share' phase, ask them to share ideas about what they would want from a first formal meeting on integration and how it should be organised. They may nominate people to represent them. At the first meeting on integration, make clear that you would like elected representatives to be involved in the future. Be humble. Acknowledge that you are there to learn.

The focus of the first formal meeting should be to hear from waste pickers what problems they face, what their needs are, how these could be met, and how they would like to approach integration. Conclude the first meeting by agreeing on an inclusive working group that will develop the integration plan.

Objective

- To hold a successful first formal meeting on integration with waste pickers and other relevant parties and agree on a way forward for developing a waste picker integration plan.

Questions

- Who will organise the first meeting?
- Who should attend the first meeting?
- When will the meeting be?
- Where will it be?
- What budget is needed (including transport money for waste pickers)?
- What should be discussed?
- How will it be organised?
- How will decisions be taken forward?

Suggested Actions

1. Allocate someone within your organisation to be responsible for your organisation's role in organising the first meeting.
2. If there are waste picker organisations, relevant NGOS or academics working at the appropriate scale (local, provincial or national), establish a team with them to organise the first meeting.
3. Agree on the agenda.
4. Make a plan regarding how information about the first meeting will be disseminated and widely shared.
5. Ensure that representatives from all relevant parts of your organisation are aware of the meeting and will attend.
6. The first meeting could be focused on learning more about waste pickers' key issues and what they would like to be done, discussing the importance of working together to integrate waste pickers, and agreeing on a way forward.
7. Organise a venue that is easily accessible to waste pickers using public transport.
8. Schedule the meeting at a time convenient for waste pickers. Waste pickers are only paid when they work. If the meeting is held on a weekday they will earn even less than they already do. The ideal day is on a Sunday (most waste pickers sell on Saturdays). Remember, if officials in the initiating organisation are employed, they will not suffer financial harm if they attend a meeting on a weekend. Holding a meeting at a time convenient for waste pickers also demonstrates respect and understanding of the work they do.
9. Budget for catering and to pay for waste pickers' transport to the meeting.
10. Organise translators if necessary.
11. Ideally, the first meeting should be quite open so that as many people as possible are made aware of the process.
12. Elect members to the Stakeholder Waste Picker Integration Working Group. Note that it may be necessary to meet a number of times before it is appropriate to hold elections.
13. Agree on the date for the next meeting.
14. Agree on a small team to plan the next meeting.

3.2 Establish an inclusive and accountable Stakeholder Waste Picker Integration Working Group

The working group should include representatives of all relevant parts of the initiating organisation, all different kinds of waste pickers (women and men, young and old, street and landfill, South African and non-South African and so on), NGOs and academics with relevant expertise.

The working group members should agree to some basic ground rules regarding how to work together. These include:

- mutual respect;
- listening to each other;
- being open to changing your minds;
- ensuring that everyone participates equally.

The working group will also need to agree on how decisions will be made, and what the group will do if agreement cannot be reached.

Everyone should keep in mind that this working group is not a permanent body. The role of the working group is to develop the Waste Picker Integration Plan. Longer-term structures and processes to oversee implementation and future work will be agreed to in the plan. It will be easier to agree on more permanent structures once the different stakeholders develop a common understanding of the issues and have experience working together. So, it is important not to spend months negotiating how the working group will work.

It is essential that close to the beginning of its work, the working group agrees on the deadline to complete and adopt the WPIP and commence integration activities (some of which could start before the finalisation of the entire plan).

Objective

- To establish a legitimate Waste Picker Integration Working Group that includes all relevant parties and has decision-making authority.

Questions for the stakeholders

- Are all relevant groups represented on the working group? If not, how will we ensure that they are?
- How will we organise the first meeting?
- What will we discuss at the first meeting?
- What ground rules should guide the work of the working group?
- How will the group make decisions and resolve disputes?
- How will working group members communicate with each other?
- What is the time frame for the development of the plan?

Suggested Actions

1. Allocate a small team to organise the first meeting.
2. Confirm the date with all working group members.
3. Secure a budget to pay for the waste picker representatives' transport and to compensate them for lost earnings.
4. At the first meeting:
 - a. agree on who will chair the first meeting;
 - b. agree on how the chair will be rotated amongst stakeholders in future meetings;
 - c. agree on basic ground rules including mutual respect, listening to each other, being open to changing your minds, and ensuring that everyone participates equally;
 - d. check whether there are any other people who should be part of the group;
 - e. agree on the process you will use to develop the plan (ideally it will be based on this process in Section H of the Guideline);
 - f. agree on how members will communicate with each other, how minutes will be circulated, and so on;
 - g. agree on support to be provided to waste pickers to ensure that are able to communicate, meet and prepare for future meetings, get mandates and so on;
 - h. Agree on the time frame for the process to develop the WPIP;
 - i. Agree on the date for the next meeting, who will organise it and how minutes and agendas will be circulated, keeping in mind that waste pickers typically have limited internet access.

4. Forge a common understanding of what exists

Stakeholders in the working group often have little experience of working together. They may have a history of hostile relations and likely do not have a strong understanding of what the other stakeholders do and what their priorities and problems are.

In addition, each stakeholder likely has a different understanding of the formal and informal recycling systems. The first step in developing a WPIP is, therefore, for stakeholders to get to know and understand each other, and to create a comprehensive view of the waste management and recycling systems that includes the formal and informal actors and processes.

Objective

- To build a common understanding of the entire existing recycling system to act as a foundation for all other work.

Questions for the working group

- What work do we each do, and what are our respective priorities related to recycling?
- What are the main challenges and problems we each face related to recycling?
- What does the entire recycling system in our municipality or industry look like? Who are all of the key actors and how does it work?

Suggested Actions

It is important to take time to answer these questions. If stakeholders don't develop a common understanding of the system, they won't succeed in developing an integration plan as they won't know what is being integrated. Once stakeholders understand each other a bit more and have the experience of listening to each other and reaching a shared understanding of the existing system, it will become easier to trust each other and continue working together.

The following process is based on activities conducted in the first workshop of the National Stakeholder Working Group that developed the Guideline on Waste Picker Integration. Your working group could follow a similar process. The process can be completed in a two day workshop. It is best to have an outside facilitator (preferably with knowledge of waste picker integration), or a skilled facilitator from one of the stakeholders organisations (for example someone from the Local Economic Development Department in a municipality, or an educator or organiser in an NGO).

National Stakeholder Working Group process:

1. Start by having each person introduce herself or himself. Each person should share his or her greatest hope and greatest fear related to waste picker integration.
2. Participants should break into their stakeholder groups to discuss what they do in a typical working day, noting which activities relate to recycling. There should be separate groups for waste pickers working in the streets and those working in landfills, municipal officials, industry representatives, national officials, NGOs and so on. Each group should ensure that they discuss the different experiences of men and women. The groups should then present their day to the plenary. Take time for people to ask questions. Participants will be surprised at what they learn.
3. Break into stakeholder groups again. Each group should be given a large piece of paper and koki pens to draw the most comprehensive diagram possible of the recycling system in their municipality or industry. Each group should hang their picture on the wall with prestik. The groups will then present their picture to the plenary. The plenary then discusses the commonalities and differences, and works together to develop one common picture that is as comprehensive as possible. Make sure to mark where waste pickers are active, what they are doing, how their system works, and how they are affected by changes in the formal system.
4. Collectively create a list of all of the different actors in the recycling system and note what they do, whom they relate to and what kind of power they have. Add any actors who weren't included in the picture.
5. Either before or after going through the process above, each member could spend a day or a few days working with someone from a different stakeholder group (waste pickers with staff and vice versa) to learn more about each other's realities.



Photo Credit: PETCO

5. Support waste pickers to organise and strengthen existing organisations

The importance of supporting waste pickers to organise is discussed in detail in the Guideline. When waste pickers are organised in democratic movements and organisations they can collectively deepen their knowledge of the waste management system and global recycling value chain; identify and analyse key issues affecting them; develop positions, proposals and demands; have a mandate to engage other stakeholders; negotiate agreements; and play an active role in waste picker integration processes.

Support can come in many forms. Examples are provided in the suggested actions below.

Objective

- To support the development and sustainability of democratic waste pickers' organisations that can represent waste pickers' interests; engage with other stakeholders at local, provincial, national and industry levels; and play an active role in integration.

Questions for the working group

- What kind of financial support can be provided?
- What kind of infrastructural support can be provided?
- What information and analysis should be provided?
- What human resources does the initiating organisation need to support waste pickers to organise?
- How can the initiating organisation become more accessible to waste pickers?

Suggested Actions

1. The working group should ask waste pickers and existing waste picker organisations what support they need. Waste picker members should lead this process.
2. The working group should develop clear plans to support organising and waste picker organisations.
3. The initiating organisation should provide waste pickers with access to appropriate buildings and spaces for meetings.
4. Ensure that waste pickers, waste picker organisations and NGOs and academics who support them receive all information needed to understand the formal service and value chains, the initiating organisation, waste picker integration and so forth via written documentation, videos, workshops, meetings and the like.
5. The initiating organisation should provide waste picker organisations and NGOs that work with them with funding to support organising, strengthen their organisations, and assist them in accessing other sources of funding.
6. Ensure that the initiating organisation has staff with skills relevant to providing meaningful support to waste pickers and ensure that they have time to do so.



PLAN

// Rectify problems

// Register waste pickers

// Meet needs

// Integrate into new programmes

In order to develop the most appropriate plan for integration, stakeholders should follow the steps below to develop programmes to:

- rectify existing problems;
- register waste pickers;
- meet key needs;
- integrate waste pickers in the development of new programmes.

It is important to keep in mind that stakeholders do not need to choose just one type of approach to waste picker integration. It is also useful to pilot different approaches to see what works best in specific contexts, and to revise these approaches as conditions change. As stakeholders develop more experience and expertise, and as the foundation for integration is solidified, more extensive approaches can be adopted.



Box 28 – Key features of pilot projects

Pilot projects must have:

- clear objectives;
- specified start and end dates;
- a clear process for monitoring, evaluation and extraction of lessons learned;
- mechanisms for drawing on these lessons in full-scale implementation and the design of other initiatives;
- direct waste picker participation in all phases of the pilot.

It may seem like piloting will take too much time. However, it will save time and resources in the long run by ensuring that waste picker integration programmes are evidence-based and contextually relevant.

1. Rectify problems - Address negative effects of existing formal recycling programmes

As already discussed, waste pickers are often negatively affected by formal recycling programmes, as these programmes typically ignore the existence of the waste pickers' system of separation outside source and are designed as if no recycling system already exists. Often private companies are contracted to do separation at source and are paid a fee for collecting separated recyclables, which are the same recyclables that waste pickers' livelihoods depend on.

As discussed above, these kinds of formal recycling programmes reduce or eliminate waste pickers' access to materials, exacerbate their poor working conditions, criminalize waste pickers and increase the harassment that they face. Waste pickers' incomes can decrease to such an extent that waste picking is no longer a viable economic activity and they lose the jobs they created for themselves.

They also don't necessarily increase recycling rates, as the S@S programme collects many of the materials previously collected by waste pickers. As resident participation rates are low, many recyclables remain in the trash, but now waste pickers find it harder to access them.

There is also evidence that even programmes designed for waste pickers can have negative effects, such as leading to a decrease in income (Ahmed and Ali, 2004; Pholoto, 2016; Samson, 2019; Scheinberg, 2012; Sekhwela, 2017; Sekhwela and Samson, 2019). Section F identified a number of ways that waste pickers (and other stakeholders) are negatively affected when waste pickers are not included in S@S programmes. When waste pickers join integration programmes, they may earn less than when they worked independently and also lose their autonomy.

Addressing the negative effects of existing approaches to recycling and waste picker programmes and ensuring that they are revised to align as much as possible with the waste picker integration principles is one of the most urgent first steps in waste picker integration.

1.1 Analyse what exists and how it affects waste pickers

In order to rectify problems and hardships suffered by waste pickers as a result of existing waste picker integration and recycling initiatives, it is necessary to conduct careful analysis to identify all problems and issues, as well as their sources.

Objective

To identify how existing official recycling and waste picker projects, programmes, contracts and commitments affect waste pickers and waste picker integration positively and negatively.

Questions for the working group

- What are the existing commitments related to recycling and waste pickers?
- What are all of the existing official recycling and waste picker projects, programmes and contracts?
- How do they align with the Waste Picker Integration Principles? Which principles are upheld and which are undermined?
- How have they affected the different kinds of waste pickers and waste picker integration? How have they affected women waste pickers? How have they affected landfill waste pickers?
- What is the existing system for collecting and disposing of waste?
- How does the existing system for collecting and disposing of waste affect waste pickers and waste picker integration?

Suggested Actions

1. The initiating organisation should share the information gathered in Phase One about existing policies, commitments, programmes, projects, and contracts.
2. All types of waste pickers should share their experiences of how they have been affected. It is important to ensure that women and landfill waste pickers participate. Other members of the committee should ask questions to learn as much as possible.
3. NGOs and academics who do research on waste pickers should share their knowledge about how waste pickers have been affected.
4. The information shared in 2 and 3 above is often sufficient to identify required revisions. If more information is required, conduct research on the effects. This research does not need to be formal or academic – it can be done by stakeholders. If it is conducted by researchers it should be as participatory as possible. This is even more important if waste pickers are weakly organised or not organised at all.
5. Discuss and reach a common understanding of the effects on waste pickers. Pay attention to the different kinds of waste pickers (gender, ethnicity, landfill and street, nationality and so on).

1.2 Develop measures to redress negative effects of existing waste picker integration and recycling programmes

Objective

- The primary objective is to quickly redress the negative effects of existing recycling programmes and waste picker initiatives for waste pickers.

Questions for the working group

- What negative effects of recycling programmes have been identified?
- What negative effects of waste picker projects have been identified?
- What caused the negative effects?
- What changes need to be made to eliminate these negative effects?
- How can these changes be made?
- When can these changes be made? Which ones can be addressed immediately and which ones require more time?
- How can affected waste pickers be compensated for negative effects that cannot be addressed before the end of the existing project, programme or contract?
- What meaningful alternative work can be provided for affected waste pickers?
- What education and training can be provided to affected waste pickers?
- What lessons have been learned for future projects, programmes or contracts?

1. Based on the analysis, decide on concrete actions to redress the negative effects.
2. Box 29 below presents some ways waste pickers can be integrated into existing S@S contracts. Many of these proposed actions can also redress negative effects of other recycling initiatives (such as paying residents for their recyclables) and waste picker projects. When waste pickers are displaced by new recycling programmes this can be seen as a form of retrenchment, and consideration should be given to provision of alternative ways to generate income and compensation for loss of income.
3. Develop an implementation plan to redress negative effects, including objectives, outputs, targets, time frames, budget, allocation of responsibilities, and KPIs.
4. Form an inclusive team to implement these actions within clearly specified time frames. Include waste pickers.



Box 29 – Integrating waste pickers into existing S@S contracts

As discussed in Section F, S@S contracts with private companies can have multiple, devastating effects on waste pickers as they lose access to the materials on which their livelihoods depend. In South Africa, we have seen how this can result in protests by waste pickers, public outcry and a deterioration of relationships amongst stakeholders in the sector.

The negative effects of existing contracts should be taken into account when developing the next round of S@S programmes. In addition, when negative effects are identified, it is important that these be rectified as soon as possible.

Members of the working group should agree on immediate actions based on the specific problems identified and the context. Some ways to possibly reduce the harm of existing contracts include:

- *permitting waste pickers to collect materials from bins and from bags for recyclables;*
- *informing workers, security guards and residents that waste pickers are permitted to collect the materials so that they do not harass waste pickers or accuse them of stealing;*
- *permitting waste pickers to sell materials to their choice of buyer;*
- *paying higher prices and a collection fee when waste pickers sell to the company or a linked buy back centre (This is possible as private companies receive higher prices than waste pickers because they sell in bulk and are also usually paid a collection fee);*
- *providing mobile buy-back centres that also pay better prices and collection fees;*
- *when there are vacancies, prioritise hiring registered waste pickers who work in the area or at landfills affected by S@S;*
- *paying waste pickers rather than owner-drivers to collect recyclables;*
- *compensating affected waste pickers for loss of livelihood;*
- *providing training programmes and assistance for waste pickers to move into new occupations in waste management, recycling and other sectors;*
- *holding regular meetings with affected waste pickers to discuss ongoing problems and solutions.*

2. Register waste pickers

There is widespread agreement that registration is a fundamental component of waste picker integration. Registration ensures that as many waste pickers as possible know about integration; provides accurate data on how many waste pickers there are, who they are and where they work; and, if designed properly, allows waste pickers to experience the first benefits of integration.

Many attempts by municipalities in South Africa to register waste pickers have failed, as waste pickers could not see any benefits and were fearful of how the information would be used. When waste pickers are involved in designing and running registration campaigns, and when there is a clear benefit for waste pickers, registration has a greater chance of success. It is important to recognise that when waste pickers work on registration they are forfeiting their daily income, so the registration campaign should include a budget to pay them for their work.

At a minimum, registration should include the provision of a photo identity card that includes the name of the waste picker, the municipality, industry or business that is registering the waste pickers, and a registration number. Registration forms should capture this information, as well as additional information including: gender, race, age, how long they have worked as a waste pickers, where they work, work that they did before waste picking, work that they do alongside waste picking, whether they work individually or collectively, whether they sell individually or collectively, contact details.

In many places in the world waste pickers are registered by municipalities. In South Africa, municipalities, industries and businesses have all expressed interest in registering waste pickers. The DEFF is working to create a common registry for all waste pickers. In the meantime, registration must proceed, and ways of combining the registries will be explored.

Questions for the working group

- Why do we want to register waste pickers?
- Who should do registration?
- How should registration be done?
- How will we pay waste pickers who are part of the registration team?
- What is the budget for registration?
- What is the time-frame for registration and issuing cards?
- How will we ensure that we register women waste pickers?
- How will we ensure that we register non-South African waste pickers?

Suggested Actions

Some actions the working group could undertake to design and implement a successful registration process are:

1. Discuss why each stakeholder is interested in registration and what they hope it will achieve.
2. Ensure that there are clear benefits of registration for waste pickers and the organisation registering them.
3. Recognise that registration works best when waste pickers play a central role.
4. Agree on what information and documents waste pickers will require for registration. Ensure that these do not exclude non-South Africans.
5. Agree on how waste pickers will prove that they work as waste pickers. Verification is best done by other waste pickers.
6. Agree on what kinds of information will be included on the cards and in the registry.
7. Develop strategies to reach all kinds of waste pickers (landfill and streets, men and women, South African and non-South African, old and young). To reduce apprehension, it is useful to include women in registering other women, and non-South Africans in registering non-South Africans. It is also important for waste picker representatives to make advance visits to each area to meet with waste pickers, explain the benefits of registration, explain how the registration process will work, and obtain numbers of waste pickers who will help to mobilise others on registration day.

8. Identify registration venues that are easily accessible to waste pickers.
9. Agree on time frames for completing registration and issuing cards.
10. Develop a budget that includes paying waste picker representatives who are conducting registration for lost earnings and for their work on registration.
11. Ask for advice from metros and municipalities that have run successful registration campaigns.

3. Meet key needs

Although waste pickers are successful at extracting recyclable and reusable material from the waste stream, they work under harsh conditions and face many obstacles. They have a number of pressing needs that affect their daily work which can be addressed while new official recycling programmes that integrate waste pickers are put into place.

These include:

- secure access to materials on the streets and at landfills;
- sorting spaces;
- ending harassment and improving relationships with residents, security guards and police;
- improved access to municipal and industry officials;
- meaningful engagement;
- social plans for landfill waste pickers.

They also have needs related to broader aspects of integration, such as:

- empowering women;
- addressing gender inequalities in the sector;
- amending landfill licences to permit waste picking while it is being phased out and ensuring appropriate plans are made for landfill waste pickers;
- improved occupational health and safety and access to health services;
- obtaining identity documents;
- training, education and work placements to facilitate career mobility within and beyond the sector;
- building organisational capacity;
- improving their social status and recognition of their work.

As these needs and their relative importance are context specific, waste pickers involved in and affected by each particular integration process must identify and prioritise their own needs. It is important to note that action can be taken on many of these issues while the WPIP is still being developed. This will improve waste pickers' conditions, demonstrate commitment to integration, and build the trust required to sustain the integration process.

Objective

- To identify the waste pickers' key needs related to their current work.
- To identify waste pickers' key broader needs related to integration.
- To develop plans to meet these needs to the greatest extent possible.

Questions for the working group

- What process will be used for waste pickers to identify and share their pressing needs?
- How will these needs be prioritised?
- How can funding be sourced to meet these needs?
- Who will be responsible for overseeing the programme to address key needs?

Suggested Actions

- Agree on a process through which all of the different kinds of waste pickers can identify and prioritise their needs. This could be, for example, through a series of workshops with each key group, one large workshop that breaks into groups, general meetings held by waste picker members of the Working Group, or participatory research.
- Ensure that women in each group are provided with opportunities to identify and share their needs, that these are recorded and prioritised, and that a programme is developed to address them.
- Identify funds available to address the prioritised needs and raise new funds.
- Agree on a detailed plan for meeting key needs to the greatest extent possible. The plan should include objectives, outputs, targets, time frames, activities, budgets, allocation of responsibility, and KPIs.



Photo credit: PETCO

4. Integrate into new recycling programmes

By this step in the process, working group members have:

- developed a common understanding of what waste picker integration is and how the current waste management and recycling systems (both formal and informal) function and relate to each other;
- analysed how waste pickers are affected by existing projects, programmes and contracts;
- taken steps to mitigate any negative effects.

The working group now has all of the information required to make evidence-based decisions on new waste picker integration approaches and programmes. As discussed in Step 3, it is useful to pilot, monitor and evaluate approaches before moving to full-scale implementation.

It is important to explore how each proposed initiative affects the entire waste management and recycling system.

Objective

- To develop new waste picker integration and recycling programmes aligned with the waste picker integration principles.

Questions for the working group

- How will we develop new recycling and waste picker integration initiatives in line with the Waste Picker Integration Principles?
- What approaches are relevant to our context?
- Which are feasible?
- How can we pilot them?
- What are the targets, indicators, budgets and time-frames? Who will be responsible?
- How will we review the pilots and make revisions for implementation?

Suggested Actions

1. The committee should review all of the work done in Step 1.
2. Go through Section F on Integrated S@S, Annexure 2 for some ideas to address key challenges, and the resources in the reference list and Annexure 3 that could be useful for gaining a better understanding of different ways waste picker integration has been approached.
3. Discuss how these approaches could be relevant to your situation and what would need to be changed. Discuss other ideas proposed by members of the group.
4. Remember that new programmes, including S@S, should align with the waste picker integration principles. Section F includes several approaches to integrated S@S that should be considered.
5. Based on the working group's understanding of the waste management and recycling systems, identify all of the different ways that waste pickers could be negatively affected, and whether the Waste Picker Integration Principles could be undermined. Identify ways to eliminate these problems.
6. Agree on which approaches and activities to undertake in this WPIP.
7. Agree on which ones will be piloted and how.
8. Develop targets, indicators, budgets and time-frames and allocate responsibility for each initiative.



ENABLE

// Align regulatory environment

// Secure skills

// Educate staff

// Educate the public

Successful waste picker integration requires an enabling environment. As discussed in Section F, national government is committed to creating an enabling national environment. Municipalities and industries should also create enabling environments. The creation of an enabling environment includes a number of different types of interventions. Start with the ones that are most important and most feasible and develop time frames for the rest.

1. Align the regulatory environment to facilitate waste picker integration

Historically in South Africa, waste management bylaws and landfill permits were written to enforce collection, transportation and burial of waste at landfills. They did not promote either recycling or waste picking. Unless they are changed, they will undermine waste picker integration and the achievement of separation at source targets. But waste bylaws are not the only ones that affect waste picker integration. Bylaws on issues such as transportation and registration of service providers are also relevant.

Even though the revision of bylaws relates more directly to municipal waste picker integration programmes, business and industry integration initiatives may also require engagement with municipalities to amend their by-laws.

Objective

- To ensure that bylaws and permits enable waste picker integration.

Questions for the working group

- Which bylaws affect waste pickers and waste picker integration?
- How do they affect waste pickers and waste picker integration?
- How does the landfill site permit affect waste pickers and waste picker integration?
- How should the bylaws and permit be revised to support waste picker integration?

Suggested Actions

1. Assign a person or small group to gather all of the relevant bylaws and identify how they affect waste picker integration and the achievement of S@S targets.
2. These findings should be presented to the working group so that the group can identify how they should be revised.
3. A team of people with relevant skills should revise the bylaws and present them back to the group for finalisation.

2. Secure skills

Work on waste picker integration requires a range of skills that are not typically found in waste management departments or industry bodies. In Belo Horizonte, Brazil, the waste management department created a social mobilisation unit and hired sociologists and social workers to facilitate work with catadores [collectors of reusable and recyclable materials] (Dias, 2011d).

Objective

To ensure that the initiating organisation has the skills required for waste picker integration.

Questions for the working group

- What skills do we need to implement waste picker integration?
- Do we have all of these skills in the department responsible for waste picker integration?
- Which other departments have skills we require?
- How can people with relevant skills be co-opted into or hired by the lead department?
- What relevant knowledge and skills do current staff and officials possess?

Suggested Actions

1. Identify which skills and knowledge are required for waste picker integration. These include expertise in working with informal workers, facilitation skills, translation skills, organising skills, outreach skills, participatory planning, and development of popular forms of communication.
2. Conduct a skills audit of staff working in the department responsible for recycling programmes and contracts and waste picker integration to identify which skills you already have. Many staff may have relevant skills that are not currently being put to use.
3. Try to reallocate people with necessary skills to focus on waste picker integration and explore whether it is possible to make work on waste picker integration a component of the work of staff with relevant skills in other departments.
4. Add work on waste picker integration to all relevant staff's KPIs.
5. Apply for funding to contract new staff.



Photo Credit: Jonathan Torgovnik, courtesy of WIEGO

3. Educate – Build officials’ skills and knowledge

Municipal officials, elected representatives, and staff in industry organisations and businesses who are working on recycling programmes and waste picker integration must be educated and capacitated to implement waste picker integration. It is particularly important that officials, representatives and staff who are working on separation at source and recycling programmes and contracts receive this training, as otherwise they will continue to unintentionally undermine waste picker integration.

Objective

- To ensure that relevant staff, officials and elected representatives working on recycling and waste picker integration have the knowledge and skills required to design and implement programmes and contracts that advance and do not undermine waste picker integration.

Questions for the working group

- What additional knowledge and skills are required?
- Who can design and provide the education and training to address knowledge and skills gaps?
- How will the working group ensure that education and training is ongoing?
- What role will waste pickers play in providing the education and training? How will they be remunerated?
- How can this education and training be integrated into people’s work?

Suggested Actions

1. The working group should work with experts in the field to develop an ongoing training programme.
2. Drawing on the skills audit, the working group and experts should identify the key knowledge and skills required.
3. The programme should include all people who work with waste pickers and recycling.



Photo Credit: Jonathan Torgovnik, courtesy of WIEGO



Photo Credit: Melanie Samson

4. Educate the public

Objective

- To ensure that residents and businesses understand what waste picker integration is and why it is important.

Questions for the working group

- What are the key messages?
- What are the best ways to disseminate these messages?
- How frequently will awareness activities be conducted?
- How will waste pickers be involved in the dissemination and how will they be paid?
- What is our budget for the awareness activities?

Suggested Actions

1. The working group should review Sections A to E of the Guideline and other resources that relate to understanding waste pickers and waste picker integration.
2. Drawing on this material as well as working group members' experiences, discuss what members of the working group think the key messages should be. Ensure that these align with the waste picker integration principles.
3. Develop an action plan.
4. Secure the budget.
5. Ensure that the people running the campaign receive sufficient education, training, payment and support.



INSTITUTIONALISE

// Align policies & plans

// Process to monitor, evaluate, revise

// Create a platform

// Adopt the WPIP

1. Align policies and plans

Waste picker integration will only be prioritised if it is included in key strategy and planning documents. For municipalities, these include the Integrated Development Plan (IDP) and Integrated Waste Management Plan (IWMP). Industry, businesses and other organisations will have business plans and strategy documents.

Objective

- To ensure that commitments to waste picker integration and the WPIP are institutionalised.

Questions for the working group

- What are the key planning and strategy documents that need to include these commitments?

Suggested Actions

1. Representatives of the working group should prepare submissions, advocate for them and participate in the revision and drafting of the relevant documents.
2. Ensure that the required commitments and targets are included in the relevant documents.

2. Process to monitor, evaluate and revise

Monitoring and evaluation (M&E) of how recycling programmes (such as S@S) and waste picker specific programmes are advancing waste picker integration and waste diversion are essential components of WPIPs. It is also crucial that evidence gathered through the M&E analysis leads to necessary revisions in the programmes and informs the development of new plans and programmes. Waste pickers have the greatest insight into how these programmes are affecting their work. M&E must be participatory and include waste pickers as well as all other relevant stakeholders.

Objective

- To ensure that negative effects and failures of existing recycling and waste picker programmes are identified and corrected.
- To ensure that strengths of existing programmes are identified so that they can be replicated.
- To ensure that the development of new plans and programmes is evidence-based.

Questions for the working group

- What are all of the recycling and waste picker specific programmes that must be monitored and evaluated?
- How frequently should monitoring and evaluation take place?
- How will the monitoring, evaluation and revision (ME&R) system be developed?
- What needs to be monitored and evaluated to ensure that recycling and waste picker specific programmes advance waste picker integration?
- What indicators have been established?
- What form will the M&E take?
- What mechanisms will be used to ensure that revisions are made based on evidence from the M&E?
- How will waste pickers and all relevant stakeholders be involved in all phases of the ME&R?

Suggested Actions

1. If necessary, co-opt additional members from the stakeholder groups with expertise in monitoring, evaluation and revision or outside experts or both.
2. Develop a comprehensive ME&R plan.

3. Create a platform – Establish a Waste Picker Integration Committee

Experiences in South Africa and around the world demonstrate that initiatives to integrate waste pickers cannot succeed unless waste pickers are involved in their design, implementation, evaluation, and revision (Dias, 2011c; Nas and Jaffee, 2004; Nzeadibe and Anyadike, 2012; Gutberlet, 2008; Scheinberg, 2012). The WPIP should therefore include the establishment of a permanent waste picker integration committee. Municipal committees should include representatives from: waste picker organisations; representatives elected by autonomous waste pickers if there are no organisations; all relevant local and district municipal departments; academics; and NGOs. These committees could also include representatives of buy-back centres and industry. Industry committees should include representatives from relevant industry organisations; recyclers; waste picker organisations; relevant levels of government; academics; and NGOs. They can also include brand owners.

3.1 *Designing and agreeing on the committee*

Objective

- To establish a permanent waste picker integration committee to oversee and ensure the success of waste picker integration in the municipality, industry or company.

Questions for the working group

- Who should be represented on the committee?
- How should the committee be structured?
- How often should the committee meet?
- What is the committee responsible for?

Suggested Actions

1. The working group should identify any existing committees or forums that perform some of the functions that will be part of the committee's work.
2. Assess how they are functioning – identify strengths and weaknesses that can inform the design of the new committee.
3. Identify relevant organisations and key people who should be part of the committee.
4. Convene an initial meeting to discuss different ways the committee could be structured that align with the Waste Picker Integration Principles.
5. Develop concrete proposals.
6. Agree on a set period of time within which the stakeholders will obtain mandates.
7. Meet to reach agreement. This could take several meetings.

3.2 Decision-making

The Waste Picker Integration Committee is designed to discuss key issues, make decisions related to waste picker integration and recycling, and ensure that they are implemented. It therefore needs to have an effective mechanism to make decisions within reasonable time frames. There must also be a mechanisms for resolving disputes.

Objective

- To ensure that clear decision-making processes are agreed, and that there is an agreed way to resolve disputes.

Questions for the working group

- How will decisions be made?
- How will disputes be resolved?

Suggested Actions

1. All decisions should be informed by the Waste Picker Integration Principles.
2. It is ideal to make decisions by consensus.
3. There are a number of different ways that disputes could be resolved. The committee's rules could allow for some or all of them to be used in combination. There must, however, be written agreement on which processes could be used in which order.
 - a. Bring in a representative from the DEFF or an expert on the issue to provide advice and help the committee to reach agreement.
 - b. Bring in an outside facilitator who is familiar with the issues to assist the working group to rethink how they are approaching the issue.
 - c. Involve more senior representatives from each organisation.
 - d. Bring in a mediator.
 - e. Bring in an arbitrator.

4. Adopt the WPIP

Objective

- To ensure that the WPIP is officially adopted.

Questions for the working group

- What processes must be followed to formally adopt the WPIP?

Suggested Actions

- Follow correct processes to formally adopt the WPIP.



Photo credit: Jonathan Torgovnik, courtesy of WIEGO



IMPLEMENT

// Implement

// Monitor and Evaluate

1. Implement the WPIP

Once the WPIP has been formally adopted, full implementation can begin. It is important to remember, however, that implementation does not need to wait for the plan to be adopted. Initial work to address pressing issues and those that can be commenced with existing resources should be started as soon as possible after they are agreed by the working group.

Objective

- To implement the WPIP

Questions for the working group

- What are the first steps required to implement the WPIP?

Suggested Actions

1. Convene a meeting of the Waste Picker Integration Committee.
2. Develop and agree on the implementation plan.
3. Begin formal implementation of the plan.
4. Meet regularly to review progress in implementation and address problems

2. Monitor and evaluate implementation

Once the WPIP has been formally adopted, full implementation can begin. It is important to remember, however, that implementation does not need to wait for the plan to be adopted. Initial work to address pressing issues and those that can be commenced with existing resources should be started as soon as possible after they are agreed by the working group.

Objective

- To generate data required to revise and improve the approach to waste picker integration.

Questions for the working group

- What does analysis of the data generated through monitoring and evaluation tell us about the successes of the programme?
- What does the analysis tell us about problems encountered?
- What lessons can be drawn?

Suggested Actions

- Ensure that monitoring and evaluation are implemented as per the WPIP.
- Agree on a small team to analyse the data on a quarterly basis.
- Regularly review the analysis at working group meetings in order to identify strengths, challenges and ways to address these.



REVISE

// Revise the WPIP

// Institutionalise changes

1. Revise the Waste Picker Integration Plan

Objective

- To revise the WPIP based on lessons drawn from monitoring and evaluation as well as new needs and contexts.

Questions for the working group

- What lessons can be drawn from the monitoring and evaluation reports?
- How has the context changed?
- What new needs have emerged?
- What new knowledge and skills have been developed?
- How can we strengthen existing programmes?
- Which programmes should be suspended?
- What are the key priorities?
- What new programmes should be put in place?
- How must the budget be revised?

Suggested Actions

1. Follow the agreed process to revise the WPIP.
2. Ensure that the process is fully participatory.

2. Institutionalise the changes

Objective

- To institutionalise the revised or new WPIP.

Questions for the working group

- What processes need to be followed to formally adopt the revised or new WPIP?
- Which policy and planning documents must be revised to include new commitments and targets?

Suggested Actions

1. Follow the correct processes to ensure that the revised WPIP is adopted and new commitments, targets and activities are included in relevant policy and planning documents.



Conclusion

Photo Credit: Frank Ferro

Section I

Section I

Conclusion

For decades waste pickers were the only people systematically removing recyclables from the municipal solid waste stream. Without them landfills would have filled more quickly and the recycling industry would have been constrained in terms of growth. Waste pickers are an important part of the foundation of South Africa's local recycling economy. Unfortunately waste pickers have not received the recognition, respect and remuneration they deserve. Waste picker integration will ensure that waste pickers are included, valued and rewarded for their important work and contributions in diverting waste away from landfill towards reuse and recycling. Waste picker integration will also ensure that the expansion of the recycling economy builds on and benefits waste pickers' thriving informal separation outside source collection system, advancing a new way of integrating the informal economy.

When the stakeholders began developing this Guideline their main concern was that it should be implementable. The Guideline has explained who waste pickers are, what waste picker integration is, why it is important, and how to implement it. Now is the time for all stakeholders to work together to make waste picker integration a reality in South Africa and to achieve all of the many benefits for waste pickers, industry, municipalities, the economy, the environment and society.



Photo credit: Jonathan Torgovnik, Getty Images Reportage



References

Photo Credit: Frank Ferro

Section J

Section J

- Abizaid, O. 2015. ARB: Fighting for an inclusive model for recycling in Bogotá. Inclusive Cities Project, August. WIEGO. Available online: <https://www.wiego.org/sites/default/files/migrated/resources/files/Abizaid-Bogota-Wastepicker-Recycling-Case-Study.pdf> (accessed April 22, 2019).
- Alfers, L. 2015. The informal workers health project. Available online: <https://aet.org.za/the-informal-workers-health-project/> (accessed August 9, 2019).
- Alfers, L., Lund, F. and Moussié, R. 2017. Approaches to social protection for informal workers: Aligning productivist and human rights-based approaches. *International Social Security Review*, 70(4): 67-85.
- Alfers, L. and Xulu, P. 2015. Bringing health services into an informal workplace in Warwick Junction. Available online: <https://aet.org.za/bringing-health-services-into-an-informal-workplace-in-warwick-junction/> (accessed August 9, 2019).
- Ahmed, S.A. and Ali, M. 2004. Partnerships for solid waste management in developing countries: linking theories to realities. *Habitat International*, 28: 467 – 479.
- Balch, O. 2016. The new generation of Buenos Aires trash pickers reenergizing recycling in the capital. *The Guardian*. January, 20. Available online: <https://www.theguardian.com/environment/2016/jan/20/buenos-aires-litter-pickers-cartoneros-recycling-argentina-environment> (accessed July 27, 2019).
- Beall, J. 1997. Thoughts on poverty from a south Asian garbage dump: gender, inequality and household waste. *IDS Bulletin* 28(3): 73-90.
- Blaauw, P.F., Viljoen, J.M.M., Schenck, C.J. and Swart, E.C. 2015. To “spot” and “point”: managing waste pickers’ access to landfill waste in the North-West province. *Africa Growth Agenda*, 4: 18-21.
- Chikarmane, P. 2012. Integrating Waste Pickers into Municipal Solid Waste Management in Pune, India. WIEGO Policy Brief, 8: 1–12. Available online: http://www.inclusivecities.org/wp-content/uploads/2012/10/Chikarmane_WIEGO_PB8.pdf (accessed April 18, 2019).
- Chikarmane, P. and Narayan, L. 2005. Organising the Unorganised: A Case Study of the Kagad Kach Patra Kashtakari Panchayat (Trade Union of Waste-Pickers). Available online: http://www.wiego.org/sites/default/files/resources/files/Chikarmane_Narayan_case-kkpkp.pdf (accessed April 18, 2019).
- Chikarmane, P. and Narayan, L. 2009. Rising from the Waste – Organising Waste Pickers in India, Thailand and the Philippines. *Committee for Asian Women*, 1: 1–101.
- Chintan. 2013. Cooling Agents: An Examination of the role of the Informal Recycling Sector in Mitigating Climate Change. Available online: http://www.chintan-india.org/documents/research_and_reports/chintan_report_cooling_agents.pdf (accessed April 8, 2019).
- Chintan. 2014. Improving Municipal Solid Waste Management through the Integration of the Informal Sector: A Step-by-Step Guide. Chintan: New Delhi.
- DEA (Department of Environmental Affairs). 2011. National Waste Management Strategy, DEA: Pretoria, South Africa. Available online: <https://www.environment.gov.za/documents/strategicdocuments/wastemanagement> (accessed April 18, 2019).
- DEA (Department of Environmental Affairs). 2012. National Waste Information Baseline Report, DEA: Pretoria. Available online: <http://sawic.environment.gov.za/documents/1880.pdf> (accessed April 18, 2019).
- DEA (Department of Environmental Affairs). 2015. The Waste Pickers’ Workshop Report. October 13. Unpublished.

DEA (Department of Environmental Affairs). 2016a. *Development of Evidence Based Guidelines to Integrate Waste Pickers into South African Municipal Waste Management Systems Workshop: Information sharing with the international experts on the Latin American experiences of waste picker integration. Stakeholder workshop report.* November 16.

DEA (Department of Environmental Affairs). 2016b. *Report on the Determination of the Extent and Role of Waste Picking in South Africa*, DEA: Pretoria, South Africa. Available online: <http://sawic.environment.gov.za/documents/5413.pdf> (accessed April 16, 2019).

DEA (Department of Environmental Affairs). 2018. *South Africa State of Waste Report, First Draft Report*. DEA: Pretoria. Available online: <http://sawic.environment.gov.za/documents/8641.pdf> (accessed July 27, 2019).

DEAT (Department of Environmental Affairs and Tourism). 1999. *National Waste Management Strategies and Action Plans South Africa; Strategy Formulation Phase*. 15 October. DEAT: Pretoria, South Africa.

DEAT (Department of Environmental Affairs and Tourism). 2001. *Polokwane Declaration on Waste Management*. Available online: <http://www.pikitup.co.za/wp-content/uploads/2015/10/Polokwane-Declaration-on-Waste-Management-2001.pdf> (accessed April 3, 2019).

DST (Department of Science and Technology). 2013. *South African Waste Sector – 2012. An analysis of the formal private and public waste sector in South Africa. A National Waste RDI Roadmap for South Africa: Phase 1 Status Quo Assessment*. Department of Science and Technology: Pretoria. Available online: https://www.wasteroadmap.co.za/download/waste_sector_survey_2012.pdf (accessed April 18, 2019).

DST (Department of Science and Technology). 2014. *A National Waste R&D and Innovation Roadmap for South Africa: Phase 2 Waste RDI Roadmap. The economic benefits of moving up the waste management hierarchy in South Africa: The value of resources lost through landfilling*. Department of Science and Technology: Pretoria. Available online: https://www.wasteroadmap.co.za/download/economic_value_sa_waste_rep.pdf (accessed August 3, 2019).

Dias, S.M. n.d. *Waste pickers in Brazil receive payment for environmental services*. Available online: <https://www.wiego.org/informal-economy/waste-pickers-brazil-receive-payment-environmental-services> (accessed May 24, 2019).

Dias, S.M. 2011a. *Integrating Informal Workers into Selective Waste Collection: The Case of Belo Horizonte, Brazil*. WIEGO Policy Brief (Urban Policies) No 4. Available online: http://wiego.org/sites/wiego.org/files/publications/files/Dias_WIEGO_PB4.pdf (accessed May 23, 2019).

Dias, S.M. 2011b. *Overview of the Legal Framework for Inclusion of Informal Recyclers in Solid Waste Management in Brazil*. WIEGO Policy Brief (Urban Policies) No 6. Available online: http://wiego.org/sites/wiego.org/files/publications/files/Dias_WIEGO_PB6.pdf (accessed May 23, 2019).

Dias, S.M. 2011c. *Recycling in Belo Horizonte, Brazil – An Overview of Inclusive Programming*. WIEGO Policy Brief (Urban Policies) No 3. Available online: http://wiego.org/sites/wiego.org/files/publications/files/Dias_WIEGO_PB3.pdf (accessed May 24, 2019).

Dias, S.M. 2011d. *The Municipal Waste and Citizenship Forum: A Platform for Social Inclusion and Participation*. WIEGO Policy Brief (Urban Policies) No 5. available online: http://wiego.org/sites/wiego.org/files/publications/files/Dias_WIEGO_PB5.pdf (accessed May 24, 2019).

Dias, S.M. 2016. *Waste pickers and cities*. *Environment and Urbanization* 8(2): 375-390. Available online: <http://www.wiego.org/sites/default/files/publications/files/Dias-wastepickers-cities-2016.pdf> (accessed July 5, 2019).

- Dias, S.M. 2018. WIEGO's Position on Dump Closures. June 2018. Available online: <https://www.wiego.org/resources/wiegos-position-dump-closures> (accessed September 3, 2019).
- Dias, S.M. and Cidrin, F.C.G. 2008. *The Waste Experts: Enabling Conditions for Informal Sector Integration in Solid Waste Management: Lessons learned from Brazil, Egypt and India*. Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ): 1 – 31.
- Dias, S.M. and Fernandez, L. 2013. Waste pickers – a gendered perspective. In Blerta, C., Dankelman, I. and Stern, J. (Eds), *Powerful Synergies: Gender Equality, Economic Development and Environmental Sustainability*. Geneva: United Nations Development Programme: 153-157.
- Dias, S.M. and Ogando, A.M. 2015a. *From Theory to Action: Gender and Waste Recycling. A Toolkit for Teachers, Researchers and Practitioners. Book 1: Theoretical Considerations on Gender, Empowerment and Waste*. March. WIEGO. Available online: <http://www.wiego.org/sites/default/files/resources/files/Dias-Ogando-gender-and-waste-toolkit-book-one.pdf> (accessed August 5, 2019).
- Dias, S.M. and Ogando, A.M. 2015b. *Rethinking gender and waste: exploratory findings from participatory action research in Brazil*. *Work Organisation, Labor & Globalisation*, 9(2): 51 – 63.
- Dias, S.M. and Ogando, A.M. 2016. *From Theory to Action: Gender and Waste Recycling. A Toolkit for Teachers, Researchers and Practitioners. Book 2: Gender and Waste Recycling: Project Design, Tools and Recommendation*, March. WIEGO. Available online: <http://www.wiego.org/sites/default/files/resources/files/Dias-Ogando-gender-and-waste-toolkit-book-two.pdf> (accessed August 5, 2019).
- GIZ. 2018. *Inclusion of Informal Collectors into the Evolving Waste Management System in Serbia, a Roadmap for Integration*. GIZ Serbia Impact 2 Project. Available online: https://www.giz.de/de/downloads/GIZ_A_Road_Map_For_Integration_online_LiNKS.pdf (accessed April 28, 2019).
- Godfrey, L. 2016. *Approaches to EPR and implications for waste picker integration*. Presentation to DEA / Wits University Panel on EPR and IWMPs, Johannesburg, 21 November.
- Godfrey, L. 2019. *Jobs in waste - Understanding the economics to unlock opportunities*. Presentation at Gauteng Waste to Wealth Seminar, June 7. Pretoria.
- Godfrey, L., Muswema, A., Strydom, W., Mamafa, T. and Mapako, M. 2015. *Evaluation of co-operatives as a developmental vehicle to support job creation and SME development in the waste sector*. Green Economy Research Report. Green Fund. Available online: https://www.sagreenfund.org.za/wordpress/wp-content/uploads/2016/04/GreenFund-Waste-co-operatives-report_CSIR-final.pdf (accessed September 3, 2019).
- Godfrey, L. and Oelofse, S. 2017. *Historical Review of Waste Management and Recycling in South Africa*. *Resources*, 6 (57): 1-11. Available online: https://researchspace.csir.co.za/dspace/bitstream/handle/10204/9717/Godfrey_19704_2017.pdf?sequence=1&isAllowed=y (accessed September 2, 2019).
- Godfrey, L., Strydom, W. and Phukubye, R. 2016. *Integrating the informal sector into the South African waste and recycling economy in the context of Extended Producer Responsibility*. CSIR Briefing Note, February. Available online: https://www.wasteroadmap.co.za/download/informal_sector_2016.pdf (accessed September 3, 2019).
- groundWork. n.d. *Making Waste Work: The South African Waste Pickers Association's Success Stories*. Pietermaritzburg: groundWork. Available online: <https://www.groundwork.org.za/Documents/waste/SAWPA%20pilot%20projects.pdf> (accessed August 5, 2019).

- Gutberlet, J. 2008. *Recovering Resources, Recycling Citizenship: Urban Poverty Reduction in Latin America*. Burlington, VT: Ashgate.
- Gutberlet, J. and Uddin, S.M.N. 2017. Household waste and health risks affecting waste pickers and the environment in low- and middle-income countries. *International Journal of Occupational and Environmental Health*, 23(4): 299-310.
- IADB (Inter-American Development Bank). 2013. *Preparing Informal Sector Inclusion Plans: An Operational Guide*. Available online: <https://publications.iadb.org/en/preparing-informal-recycler-inclusion-plans-operational-guide> (accessed September 3, 2019).
- ILO (International Labour Organisation). 2015. *R204 - Transition from the Informal to the Formal Economy Recommendation, 2015 (No. 204)*. Adoption: Geneva, 104th ILC session (June, 12 2015). Available online: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:R204 (accessed April 18, 2019).
- Linznar, R. and Lange, U. 2013. Role and size of informal sector in waste management – a review. *Waste and Resource Management*, 166: 69-83.
- Lund, F. and Srinivas, S. 2005. *Learning from Experience: A Gendered Approach to Social Protection for Workers in the Informal Economy*. Available online: https://www.ilo.org/public/libdoc/ilo/2000/100B09_139_engl.pdf (accessed April 18, 2019).
- Makhubele, M., Ravhuhali, K., Kuonza, L., Mathee, A., Kgalamono, M.F., Tlotleng, N., Kootbodien, T., Ntlebi, V., Wilson, K., and Naicker, N. 2019. Common Mental Health Disorders among Informal Waste Pickers in Johannesburg, South Africa 2018—A Cross-Sectional Study. *International Journal of Environmental Research and Public Health*, 16, 2618. DOI:10.3390/ijerph16142618.
- Masood, M. & Barlow, C.Y. 2013. Framework for Integration of Informal Waste Management Sector with the Formal Sector in Pakistan. *Waste Management & Research*, 31(10): 93– 105.
- Mkhize, S., Dube, G. & Quazi, T. 2014. *Waste Pickers in Durban, South Africa. Informal Economy Monitoring Study (IEMS)*, November 2014. Manchester, UK: WIEGO. Available online: <http://www.wiego.org/sites/default/files/publications/files/Mkhize-IEMS-Durban-City-Report-Waste-Pickers.pdf> (accessed April 28, 2019).
- Mokobane, A.M. 2016. *Gendered Mobility: Investigating how Gender Influences the Physical Mobility of Four Street Reclaimers in Johannesburg*. Unpublished BSc Honours in Geography Research Report, University of the Witwatersrand.
- Molewa, E. 2016. Text of the speech by the Minister Edna Molewa at the 5th Waste Khoro, Durban, 31 May. Available online: https://www.environment.gov.za/speech/molewa_5th_wastekhoro (accessed August 23, 2019).
- Mothiba, M., Moja, S.J., and Loans, C. 2017. A review of the working conditions and health status of waste pickers at some landfill sites in the City of Tshwane Metropolitan Municipality, South Africa. *Advances in Applied Science Research*, 8(3): 90-97.
- Nas, P.J.M. & Jaffe, R. 2004. Informal Waste Management: Shifting the focus from problem to potential. *Environment, Development and Sustainability*, 6: 337–353.
- National Planning Commission. 2012. *National Development Plan 2030 Our Future - Make it Work*. Pretoria: National Planning Commission. Available online: https://www.gov.za/sites/default/files/gcis_document/201409/ndp-2030-our-future-make-it-workr.pdf (accessed April 18, 2019).

- Ntuli, Z. 2019. *The network of waste picker-led cooperatives in Sasolburg: The struggle for power, resources and integration*. Draft MSc in Geography Thesis, University of the Witwatersrand.
- Nzeadibe, T.C. and Adama, O. 2015. *Ingrained inequalities? Deconstructing gendered spaces in the informal waste economy of Nigerian cities*. *Urban Forum*, 26: 113-130.
- Nzeadibe, T.C. and Anyadike, R.N.C. 2012. *Social Participation in City Governance and Urban Livelihoods: Constraints to the Informal Recycling Economy in Aba, Nigeria*. *City, Culture and Society*, 3: 313 – 325.
- OECD. 2016. *Extended Producer Responsibility—Updated Guidance; ENV/EPOC/WPRPW(2015)16/FINAL*. OECD: Paris, France. Available online: https://read.oecd-ilibrary.org/environment/extended-producer-responsibility_9789264256385-en#page5 (accessed September 3, 2019).
- Ogando, A.C., Skinner, C. and Rogan, M. 2017. *Gender and informal livelihoods: Coping strategies and perceptions of waste pickers in Sub-Saharan Africa and Latin America*. *International Journal of Sociology and Social Policy*, 37(7/8): 435-451.
- Parizeau, K. 2015. *Urban political ecologies of informal recyclers' health in Buenos Aires, Argentina*. *Health & Place*, 33: 67–74.
- Parra, F. 2013. *Waste pickers' recognition as public waste managers in Colombia*. Paper presented at the Municipal Services Project Conference Putting Public in Public Services: Research, Action and Equity in the Global South. Available online: https://www.municipalservicesproject.org/userfiles/Parra_Waste_Pickers_recognition_in_Colombia.pdf (accessed July 27, 2019).
- Pholoto, L. 2016. *The impact of Pikitup's integration and partial work formalization on informal reclaimers: The case of Johannesburg inner-city*. Unpublished BSc Honours in Geography Research Report, University of the Witwatersrand.
- Pholoto, L. 2018. *Theorizing the Relations between Space and Waste: Residents' Insights on Recycling Practices and Waste Pickers in Vaalpark, Sasolburg*. Unpublished MSc in Geography Thesis, University of the Witwatersrand. Available online: <http://wiredspace.wits.ac.za/bitstream/handle/10539/26488/Lethabo%20Pholoto%201339937%20-%20Masters%20Thesis%20-%20Final%20-%20Sept%202018.pdf?sequence=1&isAllowed=y> (accessed September 12, 2019).
- Republic of South Africa. 1998. *National Environmental Act 107 of 1998*. Pretoria: Government Printer. Available online: https://cer.org.za/wp-content/uploads/2010/03/107-of-1998-National-Environmental-Management-Act_18-Dec-2014-to-date.pdf (accessed September 26, 2019).
- Republic of South Africa. 2009. *National Environmental Management: Waste Act 59 of 2008*. Government Gazette No. 32000, Notice No. 278. Available online: https://www.environment.gov.za/sites/default/files/legislations/nema_amendment_act59.pdf (accessed on 18 April 2019).
- Republic of South Africa. 2013. *National Environmental Management: Waste Act (Act 59 of 2008); Waste Classification and Management Regulations*. Government Gazette No. 36784, Notice No. 634. Available online: <http://sawic.environment.gov.za/documents/2177.pdf> (accessed September 15, 2019).
- Republic of South Africa. 2014a. *National Exemption Regulation, 2014*. Pretoria: Government Printer. Available online: <https://cer.org.za/wp-content/uploads/2010/03/Exemption-Regulations.pdf> (accessed September 26, 2019).

Republic of South Africa. 2014b. *National Environmental Management Act, 1998 (Act no. 107 of 199); Environmental Impact Assessment Regulations, 2014*. Government Gazette No. 31382, Notice No. 982. Available online: https://www.environment.gov.za/sites/default/files/legislations/nema_eia2014regulations_g38282.pdf (accessed August 3, 2019).

Republic of South Africa. 2017. *National Environmental Management: Waste Act (59/2008): Call on the Paper and Packaging Industry, Electrical and Electronic Industry and the Lighting Industry to prepare and submit industry waste management plans to the Minister for approval*. Government Gazette No. 41303, Notice No. 1353. Available online: https://www.environment.gov.za/sites/default/files/gazetted_notices/nemwa59of2008_paperandpackagingindustry_electricalandelectronicindustry_gn41303_0.pdf (accessed August 3, 2019).

Reyneke, P. 2017. *Dumpsite bricolage: the urban waste precariat's responses to the formalisation and privatisation of waste management in the City of Tshwane*. Available online: <http://repository.up.ac.za/handle/2263/60414> (accessed July 27, 2019).

Samson, M. 2008. *Reclaiming Livelihoods: The Role of Reclaimers in Municipal Waste Management Systems*. groundWork: Pietermaritzburg, South Africa. <http://www.groundwork.org.za/reports/Reclaiming%20Livelihoods.pdf> (accessed September 3, 2019).

Samson, M. 2015. *Forging a New Conceptualization of "the Public" in Waste Management*. WIEGO Working Paper #32 (Urban Policies). Cambridge MA: WIEGO. Available online: <https://www.wiego.org/sites/default/files/migrated/publications/files/Samson-Public-Waste-Management-WIEGO-WP32.pdf> (accessed September 12, 2019).

Samson, M. 2017. *Not just recycling the crisis*. *Historical Materialism*, 25(1): 36–62.

Samson, M. 2019. *Whose frontier is it anyway? Reclaimer 'integration' and the battle over Johannesburg's waste-based commodity frontier*. *Capitalism, Nature, Socialism*. <https://www.tandfonline.com/doi/full/10.1080/10455752.2019.1700538> (Accessed 20/12/2019).

Samson, M. 2020. *The political work of waste picker integration*. In M. Chen and F. Carré, *The informal economy revisited: looking back, thinking forward*. London: Routledge, pp. 195 – 200.

Scheinberg, A. 2012. *Informal Sector Integration and High Performance Recycling: Evidence from 20 Cities*. WIEGO Working Paper. *Urban Policies*, 23: 1 – 31.

Scheinberg, A., Nešić, J. and Bogdanović, M.M. 2018. *Inclusion of Informal Collectors into the Evolving Waste Management System in Serbia, A Roadmap for Integration*. Paper presented at Eurasia 2018 Waste Management Symposium. www.eurasiasymposium.com.

Scheinberg, A. and Simpson, M. 2015. *A tale of five cities: Using recycling frameworks to analyse inclusive recycling performance*. *Waste Management and Research*, 33(11): 975–985.

Schenck, C.J., Blaauw, P.F., Swart, E.C., Viljoen, J.M.M. and Mudavanhu, N. 2018. *The management of South Africa's landfills and waste pickers on them: Impacting lives and livelihoods*. *Development Southern Africa*: 1-19. DOI: 10.1080/0376835X.2018.1483822.

Schenck, C.J., Blaauw, P.F. & Viljoen, J.M.M. 2016. *The socio-economic differences between landfill and street waste pickers in the Free State province of South Africa*. *Development Southern Africa*, 33(4): 532 – 547.

Schenck, C.J., Blaauw, P.F., Viljoen, J.M.M., Swart, E.C. 2019. *Exploring the Potential Health Risks Faced by Waste Pickers on Landfills in South Africa: A Socio-Ecological Perspective*. *International Journal of Environmental Research and Public Health*, 16, 2059: 1-21. DOI: 10.3390/ijerph16112059

- Sekhwela, M.M. 2017. *The Policy and Practice of Reclaimer Integration in the City of Johannesburg*. Unpublished MSc Dissertation. University of the Witwatersrand. Available online: <http://wiredspace.wits.ac.za/bitstream/handle/10539/24998/Maite%20M.%20Sekhwela%2c%20549973%20-%20Final%20submission%2c%20Masters%20Dissertation%20Nov%202017.pdf?sequence=1&isAllowed=y> (accessed September 4, 2019).
- Sekhwela, M.M. and Samson, M. 2019. *Contested understandings of reclaimer integration - insights from a failed Johannesburg pilot project*. *Urban Forum*: 1-19. DOI: 10.1007/s12132-019-09377-1
- Sentime, K. 2011. *Profiling solid waste pickers: a case study of Braamfontein – Greater Johannesburg*. *Africanus* 41(2): 96-111.
- SACN (South African Cities Network). 2016. *Towards waste picker integration guidelines: SACN workshop on experiences of integrating waste pickers in cities and across the world*. Workshop report. April 12-13. Available online: <http://www.sacities.net/wp-content/uploads/2016/PDF/Workshop%20Report%20on%20Integration%20of%20Waste%20Pickers%20-%20Apr%202016.pdf> (accessed April 18, 2019).
- stats sa (Statistics South Africa). 2019. *Quarterly Labour Force Survey*. Quarter 2: 2019. Statistical Release PO211. StatsSA: Pretoria.
- UNEP. 2018. *Africa waste management outlook*. United Nations Environment Programme: Nairobi, Kenya.
- UN General Assembly. 2015. *Transforming our world: the 2030 Agenda for Sustainable Development*, 21 October, A/RES/70/1. Available online: <https://www.refworld.org/docid/57b6e3e44.html> (accessed on June 18, 2019).
- Velis, C., Wilson, D., Rocca, O., Smith, S.R., Mavropoulos, A. and Cheeseman, C. 2012. *An Analytical Framework and Tool (' InteRa ') for Integrating the Informal Recycling Sector in Waste and Resource Management Systems in Developing Countries*. *Waste Management and Research*, 30 (9): 43–66.
- Vryenhoek, L. 2016. *Growing a Dream: The Vaal Park Recycling Centre*. Available online: <http://www.wiego.org/blog/growing-dream-vaal-park-recycling-centre> (accessed September 12, 2019).
- WIEGO. 2014. *Colombia's Triumphant Recicladores*. Available online: <https://www.wiego.org/resources/colombia%E2%80%99s-triumphant-recicladores> (accessed on April 14, 2019).
- World Bank. 2018. *World Bank Inequality Report*. World Bank: Washington, DC. Available online: <https://wir2018.wid.world/files/download/wir2018-full-report-english.pdf> (accessed September 12, 2019).
- World Bank. 2019. *Solid Waste Management Brief*, April 1. Available online: <https://www.worldbank.org/en/topic/urbandevelopment/brief/solid-waste-management> (accessed September 9, 2019).
- WTO. 2017. *Committee on Technical Barriers to Trade Notice (17-3880)*, July 18, 2017. Available online: *G/TBT/N/CHN/1211*. https://s3.amazonaws.com/dive_static/diveimages/ChinaWTO071817.pdf (accessed September 10, 2019).
- Xulu, P. 2019. *DUT launches a wellness programme for informal traders*. Available online: https://www.dut.ac.za/dut-launches-a-wellness-programme-for-informal-traders/?fbclid=IwAR0yF19LdGh8gf_HR61WYpWLYAPOeBrdNTPH_BARVoKKwceBqjuaJPb1XM (accessed on August 9, 2019).

A photograph of a recycling facility. In the foreground, there is a large, messy pile of plastic waste, including bags and crumpled plastic. In the middle ground, several workers wearing blue uniforms and high-visibility vests are standing around the pile. In the background, a large yellow truck with a crane-like structure is positioned, and another worker is visible near it. The sky is blue with some clouds. The overall scene depicts a busy recycling operation.

Annexures

Photo Credit: PETCO

Section K

Section K

Annexure 1 – Waste Picker Integration Plan Template

This annexure presents a simple template for a waste picker integration plan (WPIP). It can be used by municipalities, industries, and any company or organisation that works with waste pickers or provides recycling collection services.

The template is designed to be used with the Department of Environment, Forestry and Fisheries Waste Picker Integration Guideline for South Africa. The Guideline provides information on who waste pickers are, what waste picker integration means, why it is important, how to integrate waste pickers, and why WPIPs are necessary. Section H of the Guideline presents a participatory process to develop a WPIP. Following these steps will generate all of the information required to complete this WPIP template.

The template includes text drawn from the National Guideline. Instructions are in square brackets. They should be deleted when the section is complete. Text that is underlined indicates where specific information should be inserted. The template also includes tables that can be used to present information. A WPIP can also include additional sections.

[Name of Organisation] Waste Picker Integration Plan 20xx – 20xx

Table of Contents

[Insert Table of Contents]

Abbreviations

IDP	Integrated Development Plan
IWMP	Integrated Waste Management Plan
NGO	Non-governmental Organisation
WPNIP	Waste Picker Integration Plan

1. Introduction

1.1 Background

This Waste Picker Integration Plan (20xx – 20xx) sets out how waste pickers and the system they have created to salvage and revalue recyclable and reusable materials will be integrated with the formal waste management and recycling systems and programmes in name of municipality/company/sector.

[Add a description of how the plan was developed in your municipality/industry – who was involved, how were they involved, the period of time when was it developed, any challenges encountered when developing it, areas that need to be strengthened in future WPIPs, and so on. Include information on how waste pickers and NGOs that assist them were involved in the process.]

1.2 Aim

The aim of this WPIP is to ensure that waste and recycling policies and programmes in name of municipality/company/sector recognise, value and integrate waste pickers and the systems they have created, build on the strengths of the existing system, improve the work and livelihoods of waste pickers, and increase recycling rates.

1.3 Objectives

The objectives of this plan are to:

1. involve waste pickers in all decisions that affect their work, livelihoods and lives;
2. ensure that waste pickers and their separation outside source (SoS) system are integrated into formal systems to collect recyclables at all levels of the value chain;
3. develop locally relevant, cost-effective programmes that increase current diversion of recyclable and reusable materials away from landfills and align with the waste picker integration principles;
4. generate data required to develop a comprehensive understanding of the intended and unintended effects of each integrated recycling option and make evidence-based decisions on the selection of options;
5. ensure that waste pickers' conditions and livelihoods are improved and not worsened by formal recycling and waste picker integration programmes;
6. minimise and mitigate harm caused to waste pickers by existing recycling and waste picker programmes to the greatest extent possible;
7. create alternatives for affected waste pickers when negative effects cannot be avoided
8. develop a coherent waste picker integration plan with a clear budget, timeline and allocation of responsibilities to ensure effective implementation.

2. Principles

This WPIP is guided by the following principles:

1. Recognition, respect and redress – Waste pickers' role in the recycling system is recognised and taken into account. Waste pickers are engaged respectfully. Unequal power relations between waste pickers and municipal and industry officials, as well as those rooted in gender, race, class, nationality and so on, are recognised and addressed.
2. Value waste picker expertise – Officials cannot presume to know what waste pickers want, how they are affected by changes in the recycling and waste management systems, what the best form of integration would be, or how waste pickers work. Successful integration programmes are based on waste pickers' needs and interests – as communicated by waste pickers.
3. Meaningful engagement – Legitimate platforms are created to meaningfully include waste pickers as equal partners in decision-making related to recycling programmes and waste picker integration. Waste pickers are supported to organise themselves so that they can better represent themselves.
4. Build on what exists – Waste pickers' informal system for collecting, preparing and selling recyclables is recognised and valued, and provides the basis for the development of new formal recycling programmes and contracts.

5. Increased diversion and cost effectiveness – New waste picker integration and recycling initiatives increase diversion of recyclables from landfills through cost effective means.
6. Evidence-based - Waste picker integration and recycling policies and programmes are evidence-based. Piloting can assist in generating necessary evidence. Information generated through monitoring and evaluation contributes to revisions and future developments.
7. Enabling environment – Enabling environments for waste picker integration are created at national, provincial and local levels.
8. Improved conditions and income – Official waste picker integration and recycling policies and programmes improve waste pickers’ working conditions, incomes and social security. Waste pickers are provided with alternatives and compensated for any displacement or deterioration of conditions and incomes resulting from official waste picker integration and recycling programmes and contracts.
9. Payment for services and savings – Waste pickers are remunerated for the collection services they provide, for costs avoided by municipalities and industry, and for environmental benefits they generate.
10. Holistic integration – Successful integration of waste pickers requires changing how they are seen and engaged by residents, industry and government. Waste pickers are recognised as active and equal participants in political, economic, social, cultural and environmental processes.

3. Accountability and decision-making

3.1 Responsible official

[Provide details of the responsible official, who should have a senior position with decision-making authority].

3.2 Waste picker integration engagement platform

[As discussed in the Guideline, initiatives to integrate waste pickers cannot succeed unless waste pickers are involved in their design, implementation and evaluation. The WPIP should, therefore, include a waste picker integration engagement platform. The platform should include representatives of all waste picker organisations working at the relevant scale; representatives elected by independent waste pickers; and representatives from all relevant local and district or company or industry departments. In this section, describe the engagement platform. The Guideline suggests discussing this closer to the end of the process once concrete issues have been discussed and relationships have been developed]

3.3 Decision making process

[Provide information on how decisions related to waste picker integration will be made through the engagement platform and how they will be finalised.]

3.4 Resolving disputes

[Provide information on how disagreements between stakeholders will be resolved]

4. Analysis of the current system

[As discussed in the Guideline, before changes are made to the current waste and recycling systems it is important to know what exists.]

4.1 Current commitments related to recycling and waste pickers

[Complete the table of current targets and commitments related to recycling and waste pickers.]

Document	Commitments	Targets	Indicators	Timeframe	Responsibility

4.2 Baseline information on waste pickers in the municipality or sector

[Provide as much information as possible on the number, gender, race and nationality of waste pickers, the areas where they work, the materials they collect, where they sell, how much they earn, and so on. See the Guideline for some ideas regarding how to collect this information.]

4.3 Overview of the existing and planned recycling systems

[Provide an overview of the formal and informal recycling systems and how they intersect. Include all parts of the systems, including buy-back centres, sorting spaces etc. It would be useful to include a diagram].

4.4 Existing and planned official recycling and waste picker programmes and contracts

[Provide information on all official waste picker-specific programmes as well as all recycling programmes and contracts. The Guideline includes a process for gathering this information]

Programme/ Contract	Start Date	End Date	Areas	Activities	How waste pickers are included	Targets	Indicators	Budget	Responsible
Recycling programmes and contracts									
Waste picker specific projects and programmes									

4.5 Current challenges in the formal and informal recycling systems

[Provide information on the current challenges in the formal and informal recycling systems]

4.6 Effects of existing official programmes and contracts on waste pickers

[Provide information on the effects of existing recycling and waste picker programmes and contracts on waste pickers.]

5. Addressing adverse effects of current programmes and contracts

[The most immediate priority of a WPIP is to address the adverse effects on waste pickers of current programmes and contracts. Follow the Guideline process to develop initiatives to address the adverse effects identified in Section 4 of the WPIP, and present them in this section. This section should also include ways to strengthen positive effects of existing initiatives. It can be useful to present the information in the table below and also provide a written overview.]

Contract/ Programme	Effects for waste pickers	Redress actions	Time frame	Targets	Indicators	Budget	Responsible

6. New recycling and waste picker specific programmes

[The Guideline provides some ideas of different ways to integrate waste pickers and their informal recycling system. Follow the process in the Guideline to develop an appropriate approach to integrate waste pickers and their system in the development of new official recycling programmes and projects. Ensure that these are in line with the principles. In this section, provide details on the planned projects, including why they were selected, targets, indicators, time frames, budgets and responsibility. Identify how waste pickers will be included as well as possible negative effects for waste pickers and how these will be mitigated. It is important to include ALL recycling programmes, projects and contracts, as well as all waste picker specific programmes.

It is also useful to complete the summary table below.]

6. (cont'd)

Programme/ Contract	Start Date	End Date	Areas	Activities	How waste pickers are included	Targets	Indicators	Budget	Responsible
Recycling programmes and contracts									
Waste picker specific projects and programmes									

7. Building capacity and support

[Successful waste picker integration requires strengthening the capacity and support of officials, waste pickers, businesses or industry, and residents. Provide details of how this will be done. Include time frames, targets, indicators, budget and allocation of responsibility.]

8. Institutionalizing waste picker integration

[As discussed in the Guideline, to institutionalize waste picker integration, clearly state in this section what targets and so on will be included in relevant documents and what changes are required to bylaws (if relevant), policies and plans in order to achieve your commitments to waste picker integration.]

8.1 IDP [for municipalities]

8.2 Bylaws [for municipalities]

8.4 KPIs

8.5 Existing policies

9. Implementation Plan

[Provide a detailed implementation plan]

10. Monitoring, evaluation and revision

[Provide details on how the WPIP will be monitored and evaluated, how this will feed into revision of the plan and activities, and how waste pickers will be included in this process.]

11. Financial Framework

11.1 Budget

[Provide a full budget for official programmes and budgets to implement the WPIP. Ensure that sufficient funds are allocated to support meaningful engagement by waste pickers]

11.2 Funding sources

[Identify potential sources of funding from all levels of government, the private sector, donors and so on. Identify the person or people responsible for raising funds.]

11.2.1 Municipal funding

11.2.2 Provincial funding

11.3.3 National funding

11.4.4 Private Sector Funding

11.4.5 Donor Funding

11.4.6 EPR funding

12. Appendices

[Attach any necessary appendices]

Annexure 2 – Some ideas to address key challenges

This Annexure includes ideas for some possible ways to address key issues related to waste picker integration which are often faced by municipalities, industry and waste pickers. Neither the lists of challenges nor the suggestions are exhaustive, and not all stakeholders may agree on the specific challenges or the possible solutions presented in the Annexure. They are included here to provide a starting point for discussion.

As the Guideline states, key issues and ways to address them should be identified and agreed through a fully participatory process in which waste pickers are equal partners.

All waste picker integration principles should be complied with when attempting to address any of the challenges discussed below.

Rather than dealing with the challenges in isolation, it is best to address them as part of the participatory process, outlined in Section H, to develop and implement a Waste Picker Integration Plan.

Addressing some key municipal and industry challenges and needs.

Municipal and industry challenges	Possible solutions (to be decided and implemented with waste pickers)
Guidance	
Lack of guidance regarding implementation of waste picker integration	<ul style="list-style-type: none"> • read through this Guideline document • follow the process to develop and implement a Waste Picker Integration Plan in Section H • request assistance from the DEFF • request assistance from waste picker organisations, NGOs and academics with relevant expertise • contract consultants, waste picker organisations, academics and/or NGOs with relevant skills and commitment to the waste picker integration principles
Lack of a comprehensive approach	
Existing projects and programmes are ad hoc	<ul style="list-style-type: none"> • commit to the Waste Picker Integration Principles • establish a committee to oversee waste picker integration that includes waste pickers as equal partners • follow the process in Section H to work with waste pickers and develop, implement and revise a Waste Picker Integration Plan
Funding	
Waste department budgets are already over-stretched and do not include funds for waste picker integration	<p>Municipalities</p> <ul style="list-style-type: none"> • include waste picker integration activities in Integrated Development Plans • apply for EPR funds • seek funding from donors, corporate social investment • work with national government to create dedicated funds for waste picker integration • allocate funds to agreed priorities • develop phased implementation plans to work within budget <p>Industry</p> <ul style="list-style-type: none"> • prioritise waste picker integration and engage waste pickers on allocation of funds from EPR. • agree with other stakeholders on priorities for waste picker integration • encourage business to allocate corporate social investment funding to waste picker integration

Limited internal capacity	
Weak knowledge of waste picking and recycling	<ul style="list-style-type: none"> • internal education as part of Step 1 in the preparation phase of WPIP development process in Section H • ongoing internal education
Lack of data to make evidence-based decisions on recycling programmes	<ul style="list-style-type: none"> • gather and analyse existing information as part of the process to develop a waste picker integration plan, described in Section H. • ensure that all data is disaggregated by gender • ensure that data includes all types of waste pickers • conduct pilot projects • waste picker integration committee monitors and evaluates pilot projects and existing programmes to generate required data • partner with universities to create research projects for postgraduate students, conduct research on policy, practice and experiences of different stakeholders, and conduct participatory research with waste pickers • learn more about different approaches to recycling and separation at source
Lack of reliable data on recyclables extracted from the waste stream	<ul style="list-style-type: none"> • partner with waste pickers, buy-back centres, commercial collection companies and producer responsibility organisations (PROs) to record data on materials purchased from waste pickers and other sources
Insufficient skills to work with waste pickers and implement integration	<ul style="list-style-type: none"> • include staff from other relevant municipal departments (such as local economic development or social development) in the internal waste picker integration committee • seek new appointments and interns
Inadequate time to work on waste picker integration	<ul style="list-style-type: none"> • include staff from other relevant municipal departments (such as local economic development or social development) in the internal waste picker integration committee • seek new appointments and interns
Inadequate time to work on waste picker integration	<ul style="list-style-type: none"> • include waste picker integration in key performance indicators • ask for secondments of people with relevant skills from other departments • hire new staff and interns specifically tasked with working on waste picker integration

Weak relationships and low trust with waste pickers

<p>Weak relationships and levels of trust with waste pickers</p>	<p>Municipalities</p> <ul style="list-style-type: none"> • follow the process in Section H to develop positive working relations with waste pickers and establish a representative and accountable waste picker integration committee • Commit to the waste picker integration principles • Engage waste pickers as partners and include waste picker representatives in all decision making processes • hold meetings at times and places convenient for waste pickers • allocate officials to be responsible for engaging waste pickers with clear office hours for meeting with waste pickers • circulate the official's contact details and location to waste picker organisations and NGOs, and post them at buy-back centres • remember that it takes time to build trust and that respect and benefits for waste pickers are crucial <p>Industry</p> <ul style="list-style-type: none"> • Establish forums that include waste picker representatives as partners at sector and industry level to oversee waste picker integration and collection of recyclables • Follow the process in Section H to develop sectoral and industry WPIPs • Include waste pickers on sector and industry decision-making bodies • Work with waste pickers to develop Industry Waste Picker Integration Plans
--	---

Weak or no waste picker organisations

<p>Difficulty meeting with waste pickers, reaching decisions and implementing them because there are no representatives</p>	<p>Support waste picker organising by:</p> <ul style="list-style-type: none"> • meeting with waste picker organisations and waste picker activists, asking what they need to organise and strengthen their organisations and work to support these needs • allocating an official or group of officials with relevant skills to assist waste pickers in connecting with each other • contacting and working with existing waste picker organisations • collaborating with NGOs to support waste picker organising • providing meetings spaces for free • encouraging waste pickers to use registration as a way for waste pickers to organise • together with waste picker representatives, holding regular waste picker meetings across the city • ensuring that all types of waste pickers are involved • ensuring that women waste pickers are supported to take leadership roles • allocating a budget to support waste picker organising, including core funding, offices, funding for organisers and organisational work, services, and exchanges with organisations in South Africa and internationally • getting to know, respecting and working with waste picker organisations
---	---

Registration	
Difficulty registering waste pickers	<p>Waste pickers are often wary of registering as they do not trust municipalities and industry, and are fearful of what will be done with their information. To overcome this:</p> <ul style="list-style-type: none"> • design and implement registration programmes with waste pickers • involve existing waste picker organisations and NGOs that support them in the registration campaign and pay the waste pickers • ensure that the benefits for waste pickers of registration are clear and are received within a relatively short period after registration • ensure that registration cards are received within a specified, short timeframe • develop strategies to register all different kinds of waste pickers (men and women, landfill and street, South African and non-South African) • assure waste pickers that the register will not be shared with other parts of the state
Waste pickers without identification documents and non-South African waste pickers	
Some South African waste pickers do not have identification documents	<ul style="list-style-type: none"> • invite Home Affairs to provide on-site services for waste pickers to apply for identification documents
Undocumented non-South African waste pickers	<ul style="list-style-type: none"> • remember that many non-South Africans have documentation permitting them to be in South Africa and work in South Africa • include non-South African waste pickers in registration as it is essential to know how many waste pickers there are, where they work and what work they do • liaise with waste picker organisations and consulates to assist undocumented non-South Africans who do not have any identification to obtain identification from their home country • develop ways to include non-South Africans in programmes (working with industry can assist with this) • seek guidance and assistance from DEFF
Improving success of existing programmes	
Some projects not meeting expected outcomes	<p>Follow the steps outlined in Section H to evaluate and revise existing projects. Some of the key activities include:</p> <ul style="list-style-type: none"> • establishing a committee with waste picker representatives and project participants to analyse, evaluate and revise existing projects • Agreeing on a process to evaluate the project, identify problems and make appropriate revisions • Developing a holistic support programme • Developing and agreeing on a detailed project plan, including monitoring, evaluation and revision for the remainder of the existing projects

Struggling cooperatives	
<p>Some waste picker cooperatives struggling, collapsing, not keeping records, not collecting materials</p>	<ul style="list-style-type: none"> • together with waste picker representatives and cooperative members, evaluate and address needs of cooperatives already included in programmes related to support, infrastructure and equipment • learn from examples of successful cooperatives discussed in the Guideline and in the references and resources • learn from examples of successful incubation and support programmes discussed in the references and resources • work with waste picker cooperatives to develop capacity building and support programmes that address real challenges and take a holistic approach • support waste pickers who want to form cooperatives to do so, but do not force waste pickers to form cooperatives in order to be integrated • develop ways of integrating waste pickers who do not want to join cooperatives (for example, payment of collection fees via buy-back centres; create sorting and storage spaces and infrastructure hubs that independent waste pickers can access) • ensure that cooperatives have the necessary infrastructure, equipment, services and support • ensure cooperative models are financially viable - cooperatives must collect from a sufficient number of houses and receive a collection fee
Improving waste pickers' incomes and conditions	
<p>Ensuring that programmes improve waste pickers' conditions and incomes</p>	<p>The improvement of waste pickers' conditions and incomes is central to waste picker integration.</p> <ul style="list-style-type: none"> • commit to the waste picker integration principles in Section D and to following the process in Section H to ensure that waste picker and recycling programmes do not have unintended negative consequences for waste pickers and achieve the goals of waste picker integration. • remember, the key to successful waste picker integration is to respect, recognise and work with waste pickers and their organisations as partners, and to make decisions through a participatory process.

Promoting gender equity	
Absence of programmes focusing on women waste pickers	<p>Women waste pickers have many gender-specific problems and needs. These can include: increased safety concerns due to gender-based harm at work and at home; that women are more severely affected by lack of ablution facilities; equipment designed to suit men; male control of most valuable materials; and women's exclusion from leadership positions. Few examples exist in South Africa of gender sensitive planning and programming related to waste pickers. Some ways municipalities, industry waste picker organisations, NGOs and other organisations can address this are:</p> <ul style="list-style-type: none"> • work with women waste pickers to hold meetings and workshops for women waste pickers (from both landfills and streets) to find out what particular challenges they face and to collaboratively develop initiatives to address these challenges. • provide education and training on gender, gender planning and gender and waste picking for officials and waste pickers • establish regular forums with women waste pickers, industry and relevant municipalities to monitor implementation of programmes and resolve ongoing problems • ensure that any innovations, such as new trolleys or sorting areas, are suitable for women as well as men • ensure that women receive appropriate personal protection equipment • develop measures to ensure greater access to materials for women (for example, at Palm Springs landfill groups of women alone and men alone take turns salvaging from trucks that enter the landfill) • ensure women are represented on committees and in participatory programme • ensure that the possible negative gender implications of all programmes are identified and eliminated • see Box 7 on Gender and Waste Picking for further discussion and recommendations.
Landfill safety and closure	
Safety issues at landfills	<ul style="list-style-type: none"> • agree with waste pickers on ways they can safely access, pick, sort and store materials, and demarcate spaces for each activity • amend the landfill licence to allow waste picking (see Box 16) • agree on plans to transition waste pickers off of landfills into other work opportunities (in recycling and other sectors) • have regular safety briefing meetings with elected waste picker representatives and managers at landfill sites
Landfill closure and S@S will displace waste pickers	<ul style="list-style-type: none"> • establish a committee with waste picker representatives to develop a social plan for landfill closure (see Box 17) • ensure that waste pickers have full access to information on expected dates of and plans for landfill closure • ensure that waste pickers are compensated and provided with alternatives

Lack of tidiness when collecting from bins

<p>Some waste pickers leave trash outside bins when they salvage materials</p>	<p>Waste pickers don't take all materials and often don't have time to tidy up as they need to collect as many valuable items as possible to support themselves. To maintain greater cleanliness:</p> <ul style="list-style-type: none">• meet with street waste pickers and waste picker organisations to find out how they think the issue could be addressed• encourage residents to separate materials so that waste pickers do not need to go into bins• provide waste pickers with bags for separated materials to give to residents• pay waste pickers a collection fee – greater income security and higher incomes will provide waste pickers more time to tidy up• work with waste picker organisations to discuss the importance of careful salvaging with street waste pickers
--	--

Informal sorting and storage spaces

<p>Existence of informal sorting and storage spaces</p>	<ul style="list-style-type: none">• meet with street waste pickers and waste picker organisations to learn why they create informal sorting spaces in specific locations• work with waste picker organisations and street waste pickers to identify and allocate appropriate land for sorting spaces• create ways to fast track allocation of land for sorting spaces• ensure sorting spaces have adequate facilities and equipment• support recycling hubs where waste pickers can sort and store materials, access other equipment, and access other services such as child care, health services, skills training and refurbishment work.
<p>Waste frequently accumulates where waste pickers sort their materials</p>	<ul style="list-style-type: none">• meet with relevant waste pickers and waste picker organisations to discuss how they think this could be resolved and agree a way forward• encourage residents to separate materials for waste pickers – if waste pickers collect separated materials there will not be large amounts of waste in their sorting areas.• provide residents with bags or bins for recyclables, which can be provided by waste pickers• place skips in informal sorting and storage areas and collect them

Waste pickers in parks

<p>Some waste pickers sort and store materials and sleep in parks</p>	<ul style="list-style-type: none">• meet with waste pickers and waste picker organisations to understand why they sort, store or sleep in parks and how they think this can be addressed, and agree a way forward• allow waste pickers to collect separated materials – they won't need to sleep rough to be close to materials and "beat the trucks"• develop sorting and storage spaces in locations that are convenient for the waste pickers• demarcate areas in parks for recycling hubs or zones where residents can bring recyclables, and waste pickers can sort and store materials and equipment and access ablution facilities• work with other departments and agencies to assist waste pickers to access accommodation in relevant locations• in the meantime, provide skips to reduce waste in parks and agree on how park space can be used
---	---

Road safety	
Trolleys violate road safety	<ul style="list-style-type: none"> • partner with waste picker organisations, universities, NGOs, or companies to design trolleys that comply with existing regulations and that waste pickers want to use (provinces, national government or industry could work with waste pickers to develop prototypes) • amend bylaws to recognise approved trolleys as legitimate vehicles to transport recyclables • provide mobile buy-back centres and create buy-back centres in strategic locations to reduce distances waste pickers must travel; ensure that these pay prices comparable to other locations • involve the local traffic departments in discussions on increasing safety and visibility of waste pickers on public roads
Waste pickers and S@S	
Waste pickers take materials before S@S trucks collect them	<ul style="list-style-type: none"> • evidence from South Africa and around the world establishes that it is not possible to prevent waste pickers from collecting separated materials from public streets • meet with waste picker organisations and relevant waste pickers to understand how waste pickers have been affected by the S@S programme and why they are accessing the materials in this way • negotiate with existing contract holders and affected waste pickers regarding how waste pickers can collect the materials and have these materials included in recycling rates • follow the process in Section H to work with waste pickers to develop S@S systems that comply with the waste picker integration principles and include waste pickers
Legal restrictions on contracting and paying waste pickers to provide collection services	<ul style="list-style-type: none"> • pay individual waste pickers and cooperatives a collection fee via buy-back centres or service providers • explore other innovative ways to compensate waste pickers for collecting recyclables • contract worker controlled cooperatives of waste pickers
Concern that waste pickers will not collect all separated materials	<ul style="list-style-type: none"> • relevant industries could be requested to pay a higher fee out of PRO or EPR funds for collection of materials with lower value – waste pickers will extract the materials from the waste stream as there will be a financial incentive, and industry will more easily comply with EPR.
Concern about reliability of waste pickers	<ul style="list-style-type: none"> • develop collection systems and approaches together with waste picker organisations and relevant waste pickers • ensure that cooperatives and independent waste pickers doing selective collection of S@S materials are aware of the collection schedules and of the importance of collecting on specified days, at specified times • provide support and training to assist waste pickers to develop systems to provide, monitor and evaluate collection by waste pickers • facilitate meetings between waste pickers and residents to discuss service provision • work with cooperatives and independent waste pickers who commit to principles for collection • work with waste picker organisations that coordinate collection services • provide waste pickers with identification cards that include their names and contact details.

<p>Already existing contracts with private companies and non-waste picker cooperatives</p>	<ul style="list-style-type: none"> • meet with waste picker organisations and waste pickers working in or pushed out of the area to understand how they have been affected and how they think the situation can be improved • recognise that it will not be possible to completely stop waste pickers from accessing materials • negotiate with companies and waste picker representatives to include waste pickers who continue to work in the area • compensate negatively affected waste pickers and provide alternatives and support • distil lessons about how waste pickers have been affected and how they can be included for future planning
<p>Resistance from waste pickers</p>	<p>Waste pickers resist and oppose separation at source when they are excluded from decisions about the form it will take, excluded from the S@S programme, and negatively affected (by loss of income, increased working time, increased distances, rough sleeping, and increased harassment, amongst other issues):</p> <ul style="list-style-type: none"> • meet waste picker organisations and affected waste pickers to identify waste pickers' concerns and how they have been negatively affected • reach agreements on redress of harm, inclusion in decisions about S@S, inclusion in S@S, and improvement of waste picker incomes, conditions and security through S@S. • see Section H for detailed guidance on how to integrate waste pickers and their separation outside source system in S@S. • see Section F to learn about different approaches to integrated S@S
<p>Opposition from residents</p>	
<p>Some residents oppose having waste pickers in their areas; some residents and security guards harass waste pickers</p>	<ul style="list-style-type: none"> • work with waste pickers to conduct education campaigns to teach residents and security guards about the important role played by waste pickers and encourage them to sort materials for waste pickers • as part of the education, explain that waste pickers have been or will be registered and that their cards demonstrate that they are registered • facilitate meetings between waste pickers and resident associations • request residents' associations to instruct private security not to harass waste pickers • encourage residents' associations to develop relationships with the waste pickers working in their areas • invite waste pickers to community events and encourage waste pickers to participate

Addressing some typical challenges encountered by industry

Industry faces many of the same challenges as municipalities and other initiating organisations discussed in the previous table. This table addresses challenges that are specific to industry.

Municipal and Industry Challenges	Possible solutions (to be decided and implemented with waste pickers)
Achieving waste picker integration	
EPR will require industry to integrate waste pickers into and up the value chain	<ul style="list-style-type: none"> • Establish a committee that includes waste picker representatives as partners to oversee waste picker integration and separation at source programmes • Require recipients of industry funding to develop collections systems that advance waste picker integration • Fund pilot projects to test different approaches to integrated S@S and to integrate waste pickers into all levels of the value chain. • Make a commitment that all pilots and implementation of integration programmes will align with the Waste Picker Integration Principles and improve waste pickers' incomes, working conditions and status.
Industry transformation	<ul style="list-style-type: none"> • Prioritise waste pickers (and women waste pickers in particular) in gender and racial transformation of the industry and value chain • Include waste picker representatives on governing bodies and committees overseeing the transformation of the industry and value chain • Develop concrete programmes for waste pickers to be part of overall racial and gender transformation of the industry • Ensure that gender equity is an explicit part of transformation • Include waste picker representatives on committees overseeing how the industry understands the shift to a circular economy, and how it will achieve and will include waste pickers in it
Collection rates	
Increasing collection rates	<ul style="list-style-type: none"> • Meet with waste picker organisations to understand and agree how waste pickers could be encouraged and incentivized to increase collection rates • Work with waste picker organisations to develop mechanisms to pay waste pickers and waste picker cooperatives for the collection of recyclables.
Particular challenge of collecting materials that have a low purchase price	<ul style="list-style-type: none"> • Meet with waste picker organisations to understand how waste pickers could be incentivized to collect materials that are not being collected owing to low value. One option is to pay waste pickers a higher collection fee that makes it viable for waste pickers to collect them.
Quality of recyclable materials	
Recyclables are contaminated by organic waste	<ul style="list-style-type: none"> • develop programmes for waste pickers to collect organic materials to reduce contamination and provide a new income stream for waste pickers
Recyclables are mixed	<ul style="list-style-type: none"> • provide waste pickers and residents with different bags for different categories of recyclables • pay individual waste pickers and waste picker cooperatives to sort the materials • create materials recovery facilities that can be owned by, used by, or employ waste pickers
Capacity to absorb recyclables	
Expand the industry to use increased volumes of collected recyclables	<ul style="list-style-type: none"> • industry is already pursuing a number of initiatives to expand the industry. These initiatives should be transparent and waste pickers should be informed about them and included.

Addressing some typical waste picker challenges and needs

Municipal and Industry Challenges	Possible solutions to be agreed by waste pickers and municipalities or industry
Achieving waste picker integration	
Recognition and respect	<ul style="list-style-type: none"> • registration of the occupation nationally • registration and provision of identification cards • inclusion in all relevant municipal and industry planning documents and programmes (such as Integrated Waste Management Plans, Integrated Development Plans, Industry Plans, bylaws and landfill site permits) • fair payment for service provision, environmental protection and economic benefits • education of officials, residents, businesses, industry, police, security, school children and the general public on the important role of waste pickers
Harassment by police, security guards, officials, residents, companies	<ul style="list-style-type: none"> • waste pickers with municipality and industry facilitate meetings with residents and businesses to introduce local waste pickers and make clear that they should not be harassed or stigmatized • municipality or industry or both work with waste pickers to run workshops for police and officials on waste pickers' important contributions and the need to end all discrimination and harassment • address any concerns and misapprehension residents have on work done by waste pickers • municipality or industry or both pay waste pickers as advocacy and education officers, who meet and speak to residents about recycling and S@S, and address concerns
Seen and treated as criminals	<ul style="list-style-type: none"> • municipality or industry or both pay waste pickers as advocacy and community outreach officers to meet and deal with concerns from residents • ensure residents know who is collecting on their streets and ensure advocacy officers address concerns of residents and waste pickers • waste pickers, municipality and industry meet with security companies and community policing forums to address security concerns relating to waste pickers • register waste pickers and ensure all are issued ID cards • waste pickers with municipality or industry meet with security companies and community policing forums to address security concerns relating to waste pickers • include waste pickers in education programmes to residents on S@S
Lack of identification documents	<ul style="list-style-type: none"> • municipality and industry meet representatives of waste pickers to discuss how to assist all waste pickers to obtain ID documents • municipalities and industry could facilitate meetings between waste picker representatives and relevant government departments to resolve lack of ID documents
Registration	
Need identification card to be registered in relevant municipal, national and industry data bases; verify occupation as a waste picker; and verify identity	<ul style="list-style-type: none"> • See Section H(3) and Box 29 on how to conduct successful registration

Exclusion from decision making	
Waste pickers not included in decisions affecting their work and lives	<p>Municipalities, industry, business, donors, NGOs and other organisations working with waste pickers:</p> <ul style="list-style-type: none"> • commit to Waste Picker Integration Principles and inclusion of waste pickers in decision making • collaborate with waste picker organisations and representatives and follow the process in Section H regarding how to establish participatory decision-making processes • meet with waste pickers to hear their concerns and proposals and reach agreements on participatory decision making • collaborate with waste picker organisations and representatives to establish participatory committees with democratically elected representatives for waste picker integration and establishing recycling with waste pickers as partners (See Section H) • committees should have clear objectives, mandates and dispute resolution mechanisms
Little or no access to officials and representatives	<p>Municipalities, industry, business, donors, NGOs and other organisations working with waste pickers:</p> <ul style="list-style-type: none"> • allocate responsibility to several officials or staff for engaging waste pickers; publicise their contact details and the hours when they are available to meet waste pickers • work with waste picker organisations and representatives to establish forums to discuss the waste sector and recycling economy with waste pickers and other stakeholders • work with waste picker organisations and representatives to create spaces for waste pickers to inform officials or staff how they operate and are part of the waste sector and recycling economy • agree with waste pickers on regular dates for meetings of the committee - which includes waste pickers- overseeing waste picker integration
Limited access to materials	
Limited and decreasing access to materials	<p>Municipalities and industry</p> <ul style="list-style-type: none"> • allow waste pickers to collect separated and other materials where S@S contracts exist • require private S@S contractors to integrate waste pickers • support development of relationships between residents and waste pickers • encourage residents to sort materials for waste pickers • design S@S to have waste pickers collect materials <p>Any public or private organisation wanting to support waste pickers</p> <ul style="list-style-type: none"> • commit to giving all post-consumer recyclables to waste pickers and support them to collect the materials • as in Brazil, government could pass legislation requiring all government offices to give recyclables to waste pickers

Limited access to sorting and storage spaces

No official place to sort and store materials

- municipalities and industries audit available land and decide with waste pickers which sites should be designated as sorting and storage spaces
- relevant authorities create ways to fast-track allocation of land for sorting and storage spaces
- relevant parties ensure sorting spaces have adequate facilities and equipment
- municipalities, industry, business, donors and other organisations support recycling hubs where waste pickers can sort and store materials and access other equipment, ablution facilities and services
- relevant parties allocate funds to support the provision of equipped and serviced sorting spaces

Low and insecure income

Low and insecure income

- Municipalities, industry, business, donors and other organisations working with waste pickers
- payment of a fair collection fee to waste pickers
 - equitable distribution of profits in the value chain
 - consistent, fair and transparent prices
 - price support for waste pickers
 - provide trucks and other vehicles to transport materials
 - provide equipment to prepare and process materials, expand and move up the value chain
 - provide comprehensive employment linked programmes to move waste pickers into other, higher positions in the recycling value chain
 - provide comprehensive employment linked programmes to train waste pickers to move into other sectors of the economy
 - provide adult basic education and support for waste pickers to matriculate
 - provide bursaries for waste pickers to pursue post-secondary education
 - develop programmes for waste pickers to collect and process organic waste
 - connect waste pickers to companies that can purchase organic waste or recyclables directly from them

Accredited education and training

Waste pickers require accredited education and training to improve their role in the recycling sector and move into other sectors

- waste pickers, municipalities, industry and SALGA collaborate with relevant Sector Education and Training Authorities to provide access to existing accredited education and training and create new education and training for waste pickers wishing to improve their role in the sector or move into another sector
- efforts should be made to link accredited education and training with employment

Gender-specific needs	
Existing programmes and projects do not include sufficient attention to meeting gender-specific needs	<p>Women waste pickers have many gender-specific problems and needs. These can include: increased safety concerns due to gender based harm at work and at home; that they are more severely affected by lack of ablution facilities; equipment designed to suit men; male control of the most valuable materials; and exclusion from leadership positions. These are some of the ways that any organisation working with waste pickers can address women's needs:</p> <ul style="list-style-type: none"> • commit to gender sensitive planning • hold meetings and workshops for women waste pickers (from both landfills and streets) to find out what particular challenges women waste pickers face and develop initiatives to address these challenges. • establish regular forums with industry and municipality to monitor implementation of programmes and resolve ongoing problems • ensure that any innovations, such as new trolleys or sorting areas, are suitable for women as well as men. • consider measures to ensure greater access to materials for women • provide education for male waste pickers, officials and representatives about gender and waste picking • provide childcare for waste pickers • secure access to ablution facilities for women waste pickers • see <i>Box 7 on Gender and waste picking</i> for additional discussion and suggestions.
Women waste pickers are prevented from accessing the best materials	<ul style="list-style-type: none"> • waste pickers at landfills agree to a schedule that rotates access to trucks at landfills between men and women, as well as older and young waste pickers • waste pickers are supported to develop relationships with business to encourage them to allocate materials to women as part of their corporate social investment • new opportunities in the sector are made available to women first
Women waste pickers have greater safety risks	<ul style="list-style-type: none"> • municipalities and industry facilitate meetings with law enforcement agencies and private security to allow women to access help quickly • municipalities, industry and waste pickers' organisations ensure that women have access to and collect materials in day-light hours • municipalities, industry and waste pickers organisations change collection schedules where possible to accommodate safety concerns
Problems related to S@S that excludes waste pickers	
Loss of access and decreased income (landfills and streets)	<p>See Sections F and H for comprehensive discussions of:</p> <ul style="list-style-type: none"> • how to identify and eliminate harm owing to existing S@S and recycling programmes and compensate waste pickers for any harm from such programmes • how to develop evidence-based, locally relevant approaches to S@S • ways to integrate waste pickers and their collection system in integrated S@S • how to reduce harassment of waste pickers by residents, officials and security guards
Increased harassment	<ul style="list-style-type: none"> • S@S that excludes waste pickers can lead to an increase in harassment. See the section above regarding ideas about how to decrease harassment and discrimination

Challenges of landfill waste pickers	
Unsafe working conditions at landfills	<p>Municipalities and private landfill owners:</p> <ul style="list-style-type: none"> • agree with waste pickers on ways they can safely access, pick, sort and store materials and demarcate spaces for each activity • amend the landfill licence to allow waste picking (see Box 16) • agree on and implement plans to transition waste pickers off of landfills into other work opportunities (in recycling and other sectors) • have regular safety meetings with elected representatives at landfill sites
S@S leads to reduction in materials coming to landfills + landfill reaches capacity	<p>Municipalities and private landfill owners:</p> <ul style="list-style-type: none"> • keep waste pickers informed of S@S plans and plans to close landfills • work with waste picker organisations and affected waste pickers to design and implement a landfill closure social plan that provides landfill waste pickers with compensation, new skills, opportunities to complete their studies and pursue further studies, and placement in other income generating opportunities (see Box 17) • secure funds to pilot and implement alternative income generating opportunities such as composting, rubble for road construction, and so on. • explore continued use of the landfill as a sorting and storage site for materials
Access to clean water and ablution facilities	<p>Municipalities and private landfill owners:</p> <ul style="list-style-type: none"> • enable waste pickers to access clean water ablution facilities • provide clean water and ablution facilities specifically for waste pickers
Health risks	
Waste pickers' health is compromised	<ul style="list-style-type: none"> • See Boxes 11 and 12 for discussion of the health status of waste pickers and ways to decrease health hazards and improve waste pickers' health
Challenges faced by cooperatives	
Some municipalities create and contract cooperatives of community members instead of waste pickers, taking work away from waste pickers	<p>National government, SALGA, municipalities, industry and other relevant bodies should ensure that:</p> <ul style="list-style-type: none"> • officials understand that creating cooperatives of non-waste pickers means that waste pickers lose their livelihoods (unless it is a small town or particular area of a city where there are no waste pickers) • all members of cooperatives are registered waste pickers • waste pickers who join cooperatives do so based on their own desire to work cooperatively • waste picker cooperatives are democratic and that they work with independent street waste pickers (see Box 23 on the Ikageng-Ditamting Cooperative) <p>See Box 23 on the Ikageng-Ditamting Cooperative for more discussion and suggestions regarding waste picker cooperatives</p>

Inadequate support and infrastructure	<p>Municipalities, industry, donors, NGOs and other organisations supporting waste picker cooperatives:</p> <ul style="list-style-type: none"> • evaluate and address needs of existing waste picker cooperatives regarding support, infrastructure and equipment • learn about examples of successful incubation and support programmes • work with waste picker cooperatives to develop capacity building and support programmes that address real challenges and take a holistic approach • support waste pickers who want to form cooperatives to do so via a comprehensive support programme (rather than just training and so on) • ensure that cooperatives have the necessary infrastructure, equipment and services • ensure cooperative models are financially viable - cooperatives must collect from a sufficient number of houses and receive a collection fee
Not being paid for services	<p>Municipality or industry responsible for collection of recyclables:</p> <ul style="list-style-type: none"> • Pay cooperatives a fair fee for collection services based on number of households serviced or tonnes collected
Inadequate equipment and infrastructure	
Lack of access to equipment such as vehicles and baling machines	<p>Municipalities, industry, business, donors, NGOs and other organisations supporting waste pickers:</p> <ul style="list-style-type: none"> • provide cooperatives with infrastructure and equipment to increase incomes, expand and move up the value chain • create recycling hubs where independent waste pickers and cooperatives can access equipment and infrastructure to increase incomes, expand and move up the value chain • ensure that all provision of equipment is accompanied by training and ongoing support
Low levels of organisation	
The majority of waste pickers are not organised and do not have democratic organisations to represent them	<p>All levels of government, industry, business, donors, NGOs and other organisations can support waste picker organising by:</p> <ul style="list-style-type: none"> • asking waste picker organisations and waste picker activists what they need for organising and support this • allocating a budget to support waste picker organising, including core funding, offices, and funding for organisers and organisational work • assisting waste pickers to develop applications and project plans and apply for additional funding • supporting exchanges between waste picker organisation in South Africa and other countries • providing equipment, resources and training for waste picker organisations to produce their own videos, social media and the like. • providing free meeting spaces • not interfering in organising and not creating sweetheart organisations or forums

Annexure 3 – Useful resources

Websites of organisations working with waste pickers and waste picker integration

1. Chintan Environmental and Research Group - <http://www.chintan-india.org/>

Chintan works for environmental justice in partnership with people and groups from diverse sections of society. Our focus is on ensuring equitable and sustainable production and consumption of materials, and improved disposal of waste.

2. Collaborative Working Group - <http://www.cwgnet.net/>

The Collaborative Working Group, or CWG network for interaction in sustainable solid waste management, encourages interaction between partners on key solid waste management issues and provides opportunities for improving the standards and sustainability of the sector, focusing in particular in improved livelihoods and living conditions for the urban poor.

3. Council for Scientific and Industrial Research (CSIR) - <https://csir.co.za/>

Established through an Act of Parliament in 1945, the CSIR's current mission is collaboratively innovating and localising technologies while providing knowledge solutions for the inclusive and sustainable advancement of industry and society. The CSIR is a leader in research and innovation in waste and recycling centres and hosts the Department of Science and Technology's Waste RDI Roadmap (see 12 below).

4. Department of Environment, Forestry and Fisheries - <https://www.environment.gov.za/>

The Department of Environment, Forestry and Fisheries (DEFF) South Africa is responsible for protecting, conserving and improving the South African environment and natural resources.

5. The Department of Trade and Industry (the dti) - <https://www.thedtic.gov.za/>

The Department of Trade and Industry (the dti) is a department of the South African government, with responsibility for commercial policy and industrial policy. The dti and its subsidiary agencies are involved in promoting economic development and Black Economic Empowerment, implementing commercial law (including company law and intellectual property law), promoting and regulating international trade, and consumer protection.

6. Global Alliance for Incinerator Alternatives (GAIA) - <http://www.no-burn.org/>

GAIA is a worldwide alliance of more than 800 grassroots groups, non-governmental organizations, and individuals in more than 90 countries whose ultimate vision is a just, toxin-free world without incineration. GAIA's goal is clean production and the creation of a closed-loop, materials-efficient economy where all products are reused, repaired, or recycled.

7. The Global Alliance of Waste Pickers (Globalrec) - <https://globalrec.org/>

The Global Alliance of Waste Pickers is a networking process, supported by WIEGO, among thousands of waste picker organizations with groups in more than 28 countries covering mainly Latin America, Asia and Africa.

8. groundWork - <http://www.groundwork.org.za/>

groundWork is a non-profit environmental justice service and developmental organization working primarily in Southern Africa in the areas of climate and energy justice, coal, environmental health, global green and healthy hospitals, and waste. groundWork is the South African member of Health Care Without Harm and Friends of the Earth International. It works with waste pickers across South Africa, including the South African Waste Pickers Association (SAWPA).

9. Hasiru Dala - <https://wastenarratives.com/>

Hasiru Dala is an organization of waste workers in Bangalore, India, that works towards improving the livelihood and quality of life of waste pickers by providing total waste management services, through them, to bulk generators of waste. It also provides social services and support to the waste picking community. Hasiru Dala therefore has an impact on both lives and the environment.

10. International POPs Elimination Network - <https://ipen.org/>

IPEN is a global network of people and public interest organizations, which respects and enjoys a wide diversity of cultures, skills and knowledge. The Network aims for achieving a toxin-free future where chemical production, use and disposal does not harm people and the environment. IPEN's global network is comprised of more than 500 public interest, non-governmental organizations in over 100 countries.

11. Kagad Kach Patra Kashtakari Panchayat (KKPKP) - <http://www.kkpkp-pune.org/>

KKPKP is a trade union of waste pickers and itinerant scrap buyers, registered in 1993, based in Pune, India. As of 2014, it had approximately 10 000 members, both women and men. KKPKP also formed a cooperative called SWaCH, which is contracted to manage waste removal in Pune.

12. Waste Research, Development and Innovation Roadmap (Waste RDI) <https://www.wasteroadmap.co.za>

The vision of the Roadmap is to stimulate waste innovation (technological and non-technological), R&D, and human capital development, through investment in science and technology, and in so doing, maximise the diversion of waste from landfill towards value-adding opportunities, including prevention of waste and the optimised extraction of value from reuse, recycling and recovery, in order to create significant economic, social and environmental benefit. The Waste RDI Roadmap is the vehicle through which the South African Department of Science and Technology is fostering innovation, job creation and enterprise development within the South African waste sector. The Council for Scientific and Industrial Research (CSIR) hosts the Waste RDI and oversees its development and implementation.

13. Wasteportal.net - <http://www.wasteportal.net/en>

Wasteportal is a website in which organisations and consultants which are active in waste management jointly work together to collect information on urban waste management with an emphasis on low-income and middle-income countries.

14. Women in Informal Employment: Globalising and Organizing (WIEGO) - <http://www.wiego.org/>

WIEGO is a global network focused on securing livelihoods for the working poor, especially women, in the informal economy. They believe that informal workers need voice, visibility and validity. WIEGO creates change by building capacity among informal worker organizations, expanding the knowledge base, and influencing local, national and international policies. WIEGO works with waste pickers across several countries, including South Africa, Ghana, Côte d'Ivoire, and countries across South America, Asia and Europe.

Videos

1. Chronicles of a Fight for Inclusion - <https://vimeo.com/61184941>

This video presents the history of the successful struggle for inclusion and integration by the recicladores (waste pickers) of the Asociación de Recicladores de Bogotá (ARB).

2. Full Circle - <http://www.cultureunplugged.com/play/3942/Full-Circle>

This is a thought-provoking documentary about the women of Pune, India, working with the recycling co-operative SWaCH. It discusses how their work impacts their lives and the environment around them and how they have bettered their lives and the chances their children have for a better future, by organizing.

3. Just Recycling - www.wiego.org/justrecycling

Just Recycling is a 7-minute video that examines how waste pickers make their cities healthier and more beautiful, lower greenhouse gas emissions, preserve resources and save municipalities a lot of money. Yet despite their environmental and economic contributions, these workers are often overlooked, maltreated—even criminalised.

4. Mainstreaming of Waste Pickers in City's Solid Waste Management System

– <https://www.youtube.com/watch?v=La1zZjvhjwg>

SWaCH is the only wholly owned waste picker cooperative in India. SWaCH is contracted by the Pune Municipal Corporation to provide a door-to-door collection service of waste and recyclables. Mainstreaming of Waste Pickers explains the SWaCH system and how it saves the municipality more than R2.2 million a year.

5. Substitution of Animal Traction Vehicles: <https://vimeo.com/105281204>

In 2003, the national transit code sought to eradicate the animal-pulled carts used by recicladores (waste pickers) in Colombia. This video explains the recicladores' struggle to protect their rights, and the constitutional court ruling that upheld their demands and required municipalities to substitute –not eradicate– animal-traction vehicles in the understanding that these were the livelihood means for this population.

6. Towards Compliance with Order 275 of 2011: <https://www.youtube.com/watch?v=-bcTwAE96IM>

In this video members of the Asociación de Recicladores de Bogotá (ARB) in Colombia discuss the constitutional court ruling that nullified a waste management tender due to its failure to include recicladores (waste pickers), and which requires municipalities to recognise and remunerate recicladores for their work. The recicladores explain how the system works and how it has benefitted them.

7. ARB Model of Recycling: <https://vimeo.com/191547979>

This video explains the innovative recycling system developed by the recicladores (waste pickers) in the Asociación de Recicladores de Bogotá (ARB) in Colombia

8. Waste Pickers and Technology - <http://www.youtube.com/watch?v=mrUSJRINJak>

Waste pickers and new-age technology seem an unlikely partnership – but take a look at what SWaCH and ProtoPrint, an enterprise that makes 3-D printer filament from recycled plastic litter, are doing together.

9. Waste Workers in Pimpri Chinchwad : A Report by KKP KP - http://www.youtube.com/watch?v=uLS9kEIE_ik

For two years, SWaCH members serviced 200 000 households in Pimpri Chinchwad. They ensured that recyclables were recovered and diverted away from the landfills and into recycling. This video is a report on the working lives of waste pickers who are now contract workers — their working conditions, payments, access to waste and earnings.

10. We, Swach (Amit Thavaraj 2010, Marathi/English) - <http://www.youtube.com/watch?v=bMvU5bOHpTU>

The film documents the door-to-door waste collection work of SWaCH. It won the first prize in the amateur category, at the Aapla Paryavaran Film Festival.

11. WIEGO's Gender and Waste Project Brazil - <https://www.youtube.com/watch?v=wnA0D7QwAQ>

WIEGO's waste specialist, Dr. Sonia Dias, and waste picker leader Madalena Duarte, from the MNCR (Brazilian national movement), discuss the gender and waste project and its relevance for the empowerment of both women and men waste pickers.

Photo credit back cover: Jonathan Torgovnik, courtesy of WIEGO



**Department of Environment, Forestry and Fisheries
Department of Science and Innovation**



THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
 Safetynet Capture _____
 Safetynet Verified: _____
 BAS/LOGIS Capt _____
 BAS/LOGIS Auth _____
 Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

Address Detail

	Physical	Postal								
Address <small>(Compulsory if Supplier)</small>										
Postal Code	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

New Detail

New Supplier information
 Update Supplier information

Supplier Type:
 Individual
 Department
 Partnership
 Company
 Trust
 CC
 Other (Specify)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Department Number

--	--

Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Bank screen info

ABSA-CIF screen
FNB-Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank- Banking Platform under the Client Details Tab

Account Type Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number / /

*CC Registration

Bank Stamp

***Please include CC/CK where applicable**

Supplier Contact Details

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

/ /

Date (dd/mm/yyyy)

NB: All relevant fields must be completed