



**REQUEST FOR INFORMATION (RFI): ENVIRONMENTAL TRAINING AND PROJECT MANAGEMENT SERVICES  
TO ASSESS AVAILABLE TRAINING, CAPACITY-BUILDING AND PROJECT MANAGEMENT SERVICE OFFERINGS IN THE MARKET FOR THE IMPLEMENTATION OF THE RIVER WARDEN SKILLS DEVELOPMENT PROGRAMME**

**1. Purpose**

- 1.1. This is a Request for Information (RFI) relating to environmental training, skills development, and project/programme management services available in the market.
- 1.2. The City of Cape Town is exploring appropriate service offerings to support the implementation, expansion, and long-term sustainability of the River Warden Skills Development Programme.
- 1.3. The RFI seeks to gather market intelligence on capable service providers that can deliver accredited and non-accredited environmental training, workplace-based learning, mentoring, monitoring and evaluation, and programme/project management services aligned to Expanded Public Works Programme (EPWP) principles and municipal environmental priorities.

**2. Background**

- 2.1. As a municipality and local government entity, the City of Cape Town is required to comply with applicable legislative and policy frameworks, including but not limited to the Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA), Expanded Public Works Programme (EPWP) Guidelines, Generally Accepted Municipal Accounting Practice (GAMAP), and the Municipal Standard Chart of Accounts (mSCOA)
- 2.2. As a municipality and a local government entity, the City of Cape Town needs to comply with various policies and regulations, for example, Municipal Financial Management Act (MFMA), Preferential Procurement Policy Framework Act (PPPFA), Generally Accepted Municipal Accounting Practice (GAMAP), and municipal standard chart of accounts (MSCOA).
- 2.3. The City of Cape Town consists of thirteen (13) directorates of which the majority are responsible for providing services to communities and citizens. These services include for example basic services, water, energy, sanitation, library services and environmental management, biodiversity conservation, climate resilience.
- 2.4. The River Warden Skills Development Programme is an environmental public employment and skills development initiative aimed at building practical, transferable skills among participants while improving river health, ecological functioning, compliance, and community awareness within priority catchments.

2.5. The programme combines on-the-job environmental work with structured training, mentorship, and project-based learning, and requires professional support to ensure quality, compliance, impact measurement, and continuous improvement.

### 3. Request for Information

3.1. This Request for Information (RFI) is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Cape Town in its eventual implementation activities.

3.2. The responses to the Request for Information will provide the City of Cape Town with information about products currently available in the market to support its required business capabilities.

3.3. The City of Cape Town may request additional information from the respondents and may request demonstrations (proof of concepts) to be provided. It is therefore important that respondents provide accurate and honest information in their responses.

3.4. This Request for Information will be published with the aim of collecting information on multiple products and solutions offerings.

### 4. Timeline

The City is currently requesting research on environmental training and project management services.

4.1. RFI Release date: Monday, 4 May 2026

4.2. RFI Closing date: Thursday, 4 June 2026

### 5. Product and Solution Offering Information

The business need is to procure and source environmental training and project management services that can:

- Support skills development and capacity building of River Warden participants;
- Provide structured programme and project management support;
- Ensure quality assurance, monitoring, evaluation, and reporting;
- Align with EPWP requirements, environmental legislation, and City strategies;
- Provide targeted support, training, and capacity building to permanent City staff who will be responsible for mentoring, supervising, and managing River Warden Skills Development Programme participants, including coaching on leadership, workplace mentorship, compliance, reporting, and performance management within an EPWP and environmental programme context.
- Support Small, Medium and Micro-Enterprise (SMME) development through mentorship, enterprise support, and guidance on business formalisation and registration, including but not

limited to CIPC registration, tax compliance, sector-relevant compliance requirements, and pathways for transitioning programme participants into environmentally focused SMMEs.

## 6. Environmental Training Services

Respondents are requested to provide information on their environmental training offerings, including but not limited to:

### A: Training Scope and content

- Environmental awareness and stewardship
- Freshwater ecosystem health and river management
- Invasive alien plant management and biodiversity conservation
- Waste management, pollution prevention, and circular economy principles
- Health and safety, including environmental OHS
- Climate change, resilience, and nature-based solutions
- Community engagement and environmental education
- Introduction to Small, Medium and Micro-Enterprise (SMME) development within the environmental sector, including basic entrepreneurship, cooperative models, environmental services enterprises, and pathways from public employment programmes into sustainable SMMEs

### B. Training Methodology:

- Classroom-based, field-based, and blended learning approaches
- Workplace-based learning and experiential training
- Mentorship and coaching models
- Recognition of Prior Learning (RPL), where applicable

### C. Accreditation:

- Indicate whether training is accredited or non-accredited
- Relevant SETA alignment and unit standards (if applicable)
- Certification provided to participants

## 7. PROGRAMME AND PROJECT MANAGEMENT SERVICES

Respondents should provide information on their capability to support the programme through:

- Programme and project planning and scheduling
- Governance, risk, and compliance management
- EPWP compliance support and reporting
- Stakeholder coordination and facilitation
- Monitoring, evaluation, and learning (MEL) frameworks
- Data collection, management, and reporting systems
- Impact assessment and continuous improvement processes
- Knowledge transfer and capacity building of City officials

## 8. INNOVATION AND VALUE-ADD

Respondents are encouraged to outline any innovative approaches, tools, or value-added services, including:

- Digital learning platforms or tools
- Environmental data collection and reporting systems
- Behaviour change and community engagement methodologies
- Integration with City environmental strategies and programmes

## 9. GENERAL COMPANY INFORMATION

### A. Company Background:

- Legal status and ownership
- Experience in environmental training and/or project management
- Operating model (direct delivery, partnerships, subcontracting)
- South African footprint and representative details

### B. Experience and Capability

- Summary of relevant projects or programmes
- Experience working with public sector, EPWP, or skills development programmes
- Scale and complexity of previous assignments

## 10. REFERENCES

Respondents should provide at least two (2) contactable references for similar work undertaken, including:

- Client organisation
- Contact person and role
- Nature and duration of services
- Approximate scale of the programme

## 11. INDICATIVE PRICING STRUCTURE

Respondents are requested to provide high-level, indicative information on pricing models, including:

- 11.1. Pricing approach (e.g. per participant, per training module, time-based, programme-based).
- 11.2. Once-off versus recurring costs.
- 11.3. Indicative cost ranges for programmes of a similar scale (for planning purposes only).

**NOTE:** Although the RFI requests the submission of information according to the abovementioned scope, the RFI process allows for additional information, solution proposals, and technologies to be included.

## 12. Interaction with Respondents

- 12.1. Respondents are advised that the City of Cape Town reserves the right not to utilise information gathered during the request for information process in order to complete a specification, which is to be put forth for tendering.
- 12.2. Send any questions to [chandre.rhoda@capetown.gov.za](mailto:chandre.rhoda@capetown.gov.za) should you have any queries.

## 13. Proof of Concept

- 13.1. The City of Cape Town reserves the right to engage respondents to look at different methods to validate and test information provided in response to this RFI. This may include a request for a proof of concept or a demo. This will not result in any financial contribution towards proofing the respondent(s) concepts but will allow the City of Cape Town to engage after the conclusion of this RFI with the aim to ensure the information provided is validated and tested.

## 14.No Obligation

- 14.1. This RFI places no obligation on the City of Cape Town to embark on any subsequent process to obtain any product or solution offering listed herein and respondents hereto shall obtain no preference or favour by responding to the Request for Information.

- 14.2. The City of Cape Town is bound by relevant legislation and formal procurement and other procedures and therefore will follow these procedures should a need arise to procure any technologies in the future.
- 14.3. Responses to this RFI are voluntary. Do not include any proprietary, classified, confidential, trade secret, or sensitive information in your response. The responses will be reviewed by City staff, and individual feedback will not be provided to any respondent. The City of Cape Town will use information submitted in response to this Request for Information at its discretion. The City of Cape Town reserves the right to use any submitted information on its public websites, in reports, in summaries, in any possible resultant solicitation(s), grant(s), or cooperative agreement(s), or in the future development regarding this subject.
- 14.4. This RFI is for information and planning purposes only and shall not be construed as a solicitation, grant, or cooperative agreement, or as an obligation on the part of the City of Cape Town. The City of Cape Town will not pay for the preparation of any information submitted or for the use of such information nor undertakes to protect what the respondents deems to be proprietary or intellectual property. No basis for claims against the City of Cape Town shall arise as a result of a response to this request for information or from the use of such information.
- 14.5. The research obtained from this RFI will inform the technical and functional specification of the proposed goods and services to be obtained, which may then follow an open competitive bidding process, should the City of Cape Town opt to implement such a system (Viability and Feasibility assessment, budgetary provisions, etc.). The City of Cape Town reserves the right not to proceed with any further process, should the research/technology indicate it is not a priority, viable and/or feasible. The City of Cape Town reserve the right to applied different procurement strategies, while exploring different methods to validate and test information provided in response to this RFI.

## 15. Submission Requirements

15.1. Please provide all inputs electronically on or before **16:00 on Thursday, 4 June 2026**

15.2. All responses to be sent: [chandre.rhoda@capetown.gov.za](mailto:chandre.rhoda@capetown.gov.za)

15.3. Email subject line: RFI151\_2025/26 response from [Insert company name]

15.4. Response format: PDF or MS Word

15.5. Length: +/-12 pages including support documentation.

Thank you

### **Demand Management**

Directorate of Finance

Department of Supply Chain Management