social development

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Social Development
REPUBLIC OF SOUTH AFRICA

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CALL FOR FUNDING PROPOSALS FROM MENTORSHIPS OF EMERGING CIVIL SOCIETY ORGANIZATIONS (CSOs) WORKING IN THE FIELD OF VICTIM EMPOWERMENT (VEP)

Mentorship Funding Application Guidelines

Background

Victim empowerment programme is aimed to address the high rates of criminal victimization in South Africa through strengthening the country's Victim Empowerment Programme (VEP). Victim empowerment was inaugurated through the 1996 National Crime Prevention Strategy (NCPS). According to the NCPS, the main purpose of the Victim Empowerment Programme (VEP) is to facilitate the establishment and integration of interdepartmental/ inter-sectoral programmes and policies for the support, protection and empowerment of victims of crime and violence with a special focus on women and children. The overall development objective of this programme has thus been defined as follows: *"The Victim Empowerment Programme has contributed to building safe and peaceful communities, strengthening a human rights culture and provides more effective, multi-sectoral, coordinated responses to victims of crime and trauma, particularly children".*

A key challenge of this Programme is turning policies, such as the "Service Charter for Victims of Crime in South Africa" and "Minimum Standards on Services for Victims of Crime" into action. This requires capacity and commitment among all relevant role players and the implementation of expanded victim empowerment interventions, utilising innovative approaches. Within this project, specific attention will be given to the provinces and the community level where much of the responsibility for actual service delivery to victims of crime and violence lies. This will involve strengthening the capacity of Civil Society Organizations (CSOs) to deliver victim empowerment programmes at the community level and strengthening coordination and cooperation between civil society and the government. The specific purpose of this programme is to turn victim empowerment policy documents into concrete action benefiting victims of crime and violence and thereby contributing to the building of safe and peaceful communities.

Recognizing that non-governmental organizations and community based organizations working with victims of crime, trauma and violence perform a major role in delivering services to victims, a major outcome of the project is to strengthen the capacity of civil society to deliver services to these victims.

The principle vehicle for achieving this outcome is the development and implementation of a grants scheme in conjunction with a substantive capacity building programme for government and Civil Society Organizations (CSOs).

What are the priorities for this call for proposals?

The aim of this call for proposal is to strengthen civil society organizations working in the field of Victim Empowerment Programme (VEP) by mentoring emerging organizations to encourage the growth, strengthening and sustainability of organisations working in the field of Victim Empowerment.

RULES FOR THIS CALL FOR FUNDING PROPOSALS

To achieve this objective, the Victim Empowerment (VE) project would like to request applications for mentorship proposals meeting the following criteria.

- Mentoring Civil Society Organizations (CSOs) must have offices in the province where the mentoring intervention will be undertaken.
- Established Civil Society Organizations (CSOs) should propose to mentor and coach 5 emerging/community based Civil Society Organizations (CSOs) working in the field of Victim Empowerment Programme (VEP). Mentoring and coaching services must strengthen the project planning, implementation as well as monitoring performance of the partner organization, and therefore must focus on the development of administrative, finance, as well as programmatic and technical management skills.
- The mentor will be asked to mentor emerging Civil Society Organizations (CSOs) that have been recently awarded grants from Criminal Asset Recovery (CARA) Funds. It is planned to award grants to forty four (44) emerging Civil Society Organizations (CSOs) from the nine provinces for a period of a year. The grants will be awarded from the beginning of September 2012 for a period of a year. However, some emerging Civil Society Organizations (CSOs) may not complete implementation according to schedule. Emerging Civil Society Organizations (CSOs) will be assigned to the mentor from nearby geographic location.
- The maximum budget for the mentorship is 35,000 ZAR per month, based on a maximum of five Civil Society Organizations (CSOs) to be mentored. This budget includes the costs of administrative fees for the mentor, including coaching staffing/mentoring/training costs. The budget will request mentors to indicate costs per month per Civil Society Organizations (CSOs).

- Mentoring organisation must assist partner Civil Society Organizations (CSOs) in implementing their project, including drafting and reporting on progress using approved project reporting formats.
- Mentoring organisations should have demonstrated experience in coaching, training and/or mentoring and propose a clear methodology for transferring skills and knowledge in the areas of: Technical Victim Empowerment Programme (VEP) service delivery, Administration, Project Management, Financial Management and Governance. Preference will be given to mentoring organisations that have previously undertaken training in mentoring.
- Mentoring organisations must commit to coaching and training mentorees at least twice monthly. The mentor must work with a team of staff at the CSO to ensure optimal skill transfer and sustainability.
- Mentors and mentorees must sign a mentoring partnership agreement that clearly outlines the roles and responsibilities of the each partner. The format for this agreement will be provided by DSD National upon signing of the grant agreement. *Please note that the general principles of this agreement are outlined in this TOR.*
- Mentors and mentorees must agree to regular monitoring and evaluating of the mentorship. Both parties will jointly complete a coaching reporting form for each visit to ensure quality documentation of regularly required visits / interactions. These must be submitted to the Department of Social Development (DSD) National jointly with quarterly reports on progress.
- Mentors should preferably speaks the local language of the emerging/community based Civil Society Organizations (CSOs) (if possible).

Eligibility of applicants: who may apply

Mentoring Organisations must meet the following general Victim Empowerment (VE) Project grant criteria:

- Be a Non Governmental Organizations (NGOs), Community-based Organizations (CBOs), and Faith-based Organization (FBO) who is registered as an NPO and maintains a Not for Profit Organization (NPO) compliant status.
- Have previously implemented a project aimed at assisting/training/coaching service providers. assisting victims of crime and violence.

- Have local representation and implementation capacity in target area(s) – i.e. Limpopo, Mpumalanga, Northwest, Northern Cape, Free State and the Eastern Cape,
- Be directly responsible for the preparation and management of the action, not acting as an intermediary,
- Be able to demonstrate sound financial practises i.e. audited financial statements in terms of the PFMA section 38 (i)

In the interest of equal treatment of applicants, the Department of Social Development (DSD) National Victim Empowerment Programme (VEP) cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Partnerships and eligibility of partners
Applications submitted by partnerships, coalitions and affiliations will be accepted, but proposals must clearly indicate who will be responsible and accountable for the achievement of results. The Department of Social Development (DSD) will only enter into an agreement with the principal party.

What is the maximum duration of the grant?
The maximum duration of a Victim Empowerment (VE) project mentoring grant agreement will be up to 12 months.

What is the timeline of the mentorship?
The proposed mentorship should plan to start in early September 2012.

What are the minimum and maximum values to be awarded?
The maximum budget for the mentorship is 35,000 ZAR per month for mentoring up to 5 Civil Society Organizations (CSOs) in surrounding districts. This budget includes the costs of administrative fees for the mentor, including coaching staffing/mentoring/training costs. Please note that cost effectiveness will be a factor in awarding of grants to mentoring Civil Society Organizations (CSOs). The maximum budget should only be proposed if it accurately reflects estimated costs.

Where must project activities take place?
Projects may be implemented anywhere in South Africa.

Can we submit more than one application?
An applicant may not submit more than one proposal in a specific call for proposals i.e. one application per organisation registration number.

An applicant may not be given more than one grant under a specific call for proposals. i.e. an applicant will not be able receive a grant under mentorships and under the simultaneous call for capacity building.

APPLICATION PROCEDURES

How to apply and the procedures to follow?

All documentation must be submitted in English. Forms must be completed in full. ALL sections must be completed including the proposal, logframe, budget and workplan. If some sections of the form are not applicable. Please write N/A. Only documents included on the Other Documentation checklist below will be considered.

A total of two copies of the complete application must be submitted. Two identical applications must be sent in one envelope to each of the following addresses. Late applications and/or incomplete applications will not be considered.

Applications must be sent by registered mail, private courier service or by hand-delivery (a signed and dated receipt will be given for hand deliveries) at the addresses below. No faxes or e-mails will be accepted. Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Where and how to send the applications

Please send two copies of the complete application mailed, couriered or hand delivered in one sealed envelope labelled, "DSD VE Project MENTORING CARA Funding Application, Submitted by *Name of Organisation".* Please ensure that the return address of the organisation is clearly indicated on the outside envelope. **Please write "MENTORING CARA FUNDING APPLICATION DO NOT OPEN" in BOLD CAPITAL LETTERS on the envelope.** Please send to:

Attention: Ms Conny Nxumalo
National Department of Social Development
7th Floor, Office No: 728N
134 Pretorius Street
HSRC Building, Pretoria 0001

Deadline for submissions

The deadline for the submission of applications is **Friday June 15, 2012** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at **12:00 noon** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.