



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO BE AN IMPLEMENTING PARTNER FOR THE EUROPEAN UNION FUNDED DSD GENDER EQUALITY AND WOMEN EMPOWERMENT (GEWE) PROJECT

1. Purpose

The purpose of the terms of reference is to appoint a service provider to be an implementing partner for the DSD European Union funded Gender Equality and Women Empowerment (GEWE) Project for a period of 24 months.

2. Project Name

The DSD Gender Equality and Women Empowerment (GEWE) Project.

3. Background

The Department of Social Development (DSD) as the lead and coordinating Department for the interdepartmental and intersectoral Victim Empowerment Programme facilitates the development, implementation and monitoring & evaluation of legislation, policies, programmes and services for victims of crime and violence. DSD is also leading and coordinating the implementation of pillar four of the National Strategic Plan on Gender-Based Violence and Femicide. DSD is mandated to implement initiatives to ensure that survivors of gender based violence have access to appropriate and sensitive response, care and support that facilitate immediate containment, healing and mental and physical well-being. Furthermore, the DSD is expected to coordinate the development and implementation of the minimum core package of services in order to prevent and respond to gender based violence and femicide.

The DSD has been allocated funding from the European Union funded Gender Equality and Women Empowerment (GEWE) Programme in South Africa. The overall objective of this GEWE is to improve the State's implementation capacity to deliver intersectoral psychosocial support services as well as response, care support and healing services to address the social and economic needs of women and girls. The DSD has prioritized the following specific objectives under this project:

- 3.1 Strengthen sector coordination to improve service delivery to GBV victims through implementation of a GBV Integrated Service Delivery.
- 3.2 Improve the provision of the minimum core package of services including trauma intervention services to victims of within the District Development Model.
- 3.3 Economic empowerment of victims to ensure self-reliance.
- 3.4 Support the provision of shelters to save lives of GBV victims.
- 3.5 Evaluate select GBVF prevention interventions in the country to learn best practices and apply lessons learnt from evaluations.

4. Problem statement and motivation

- 4.1 The Constitution of South Africa provides an enabling framework that has guided the introduction of policies and laws to enforce transformation, non-discrimination, non-sexism and equality for women. The South African government has adopted several progressive legislative and policy frameworks in committing itself to achieving gender equality and the empowerment of women in line with several global initiatives.
- 4.2 However, despite the presence of good policy and legislative framework, women and girls are still subjected to discrimination, economic, social and political exclusion; gender based violence and many other problems. Black African women are worst affected by poverty and unemployment with 41.7% of females living below lower-bound poverty line. Although an increase number of women participate in the economy, female participants have harder

time finding a job. Gender Based Violence is arguably one of the most perilous challenges that South Africa is currently facing.

- 4.3 The specific problems that are being addressed by this initiative include lack of capacity for inter-agency collaboration, programme integration, and implementation of the country's multi-sectoral programmes and strategies to respond to Gender Based Violence. It also addresses the absence of a defined core package of interventions focused on prevention and response to gender based violence and femicide. As well as lack of evidence based gender based violence programmes.

5. Scope of work

The service provider is expected to have the capacity to manage the national project and facilitate the overall implementation of the five key result areas in line with the approved business plan as follows:

- 5.1 To develop a GBV integrated service delivery model that strengthens relationships, networks and referrals across service providers facilitating efficient delivery of minimum core package of services in GBVF intervention spaces. This includes development of the integrated service delivery model specific to GBV; develop and implement a financing strategy for social development services that include funding norms and standards; pilot the integrated service delivery model in three provinces through the three Khuseleka One Stop Centres; develop referral pathways protocols for service provision.
- 5.2 To escalate responsiveness to the needs of communities through the provision of the GBV minimum package of services including trauma and healing services within the District Development Model in the identified 30 GBV hotspots. This includes finalise and publish the minimum package of services; finalise costing of the minimum package of services; develop community based response strategies, protocols and interventions; capacity building on provision of services including trauma healing interventions; provide the minimum package by social services practitioners including the

100 GBV ambassadors; facilitate linkages, referrals of adolescents to teenage parenting programmes in schools through active participation in the Integrated School Health Programme by GBV ambassadors

- 5.3 To pilot the provision of economic empowerment activities as an element of reintegration and aftercare services for GBV victims within Khuseleka One Stop Centres selected shelters and treatment centres. This includes forging partnership with TVET Colleges, SETAs for skills development; conduct training on prioritised skills and trade vocational programmes; facilitate placement of trained beneficiaries and follow-ups, facilitate linkages of women in shelters to existing government women empowerment programmes.
- 5.4 To support the operations of four state owned shelters for victims of GBV in four districts which are without sheltering services. Facilitate the finalization of the acquiring suitable buildings fit for shelters between Department of Public Works and Provincial DSD in the four districts without shelters; Installation of equipment to make the shelters are ready for accommodation of GBV victims; identification of CSOs in each district to manage the operation of the sheltering services in line with the relevant policies; provision of shelter services and minimum package of services for victims of GBV in the four shelters; develop a sustainability plan for the four shelters.
- 5.5 To conduct impact evaluations for two GBVF prevention programmes including the GBVF ambassadors programme, to apply the lessons learned and consequently strengthen GBVF interventions in the country.

6. General Conditions

- 6.1 The general conditions of contract as prescribed by the National Treasury will be applicable in all instances.

7. Outputs/ Deliverables

The preferred service provider is expected to:

- 7.1 Provide a project inception report.
- 7.2 Submit the costed project plan covering all the activities with timeframes.
- 7.3 Submit monthly progress reports.

7.4 Submit annual progress reports in line with reporting timelines as stipulated in the contract.

8. Time Frames

8.1 The project is planned to be conducted over a period of 24 months from the date of signing the contract.

9. Skills, Knowledge and Experience Required

9.1 The service provider must have adequate project management skills.

9.2 The service provider must have adequate financial management skills

9.3 The service provider must have adequate qualified human resources

9.4 The service provider must have adequate knowledge of the Victim Empowerment and Gender Based Violence Sector.

9.5 The service provider must have adequate experience in the VEP and Gender Based Violence Sector.

9.6 The service provider must have an understanding of the Public Finance Management Act, Treasury Regulations and Division of Revenue Act.

9.7 The service provider must have knowledge and understanding of the National Strategic Plan for Gender Based Violence and Femicide.

10. Bid Proposal

The comprehensive proposal submission should include:

10.1 A detailed plan reflecting project time-frames, costing and outputs.

10.2 Profile of the including a description of similar work undertaken.

10.3 Number, names and resumes (abbreviated CVs) of the persons assigned to the project.

10.4 A summary of the roles, responsibilities and time spent by each person on this project.

10.5 The names and the contact numbers of references where similar work was undertaken.

10.6 The cost structure should be inclusive and as detailed as possible.

- 10.7 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 10.8 A workplan indicating timeframes should be provided with the proposal.
- 10.9 Progress will be monitored monthly based on the workplan and time frames provided by the service provider and approved by the DSD.

11. Special conditions

- 11.1 The Department of Social Development (DSD) reserves the right to award work to any of suitable service provider.
- 11.2 The Department reserve the right not to award the contract should it deem fit not to award.
- 11.3 The Department reserves the right to appoint an independent auditor for financial auditing of the appointed service provider(s).
- 11.4 The successful service providers will be paid in tranches in line with the milestones set out in the project plan or as mutually agreed by the Department and service provider.
- 11.5 Payment will be effected within 30 days of receiving satisfactory progress reports as per contract signed.

12. Proprietary rights

- 12.1 DSD shall become the owner of all information, documents, advice, and reports collected and compiled by the service providers to be appointed.
- 12.2 The copy rights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- 12.3 All information, documents, and reports must be regarded as confidential until made public by the DSD.
- 12.4 DSD shall retain intellectual property rights to all work undertaken in terms of this bid.

13. DSD roles and responsibility

- 13.1 DSD officials will be available to the successful service providers for clarity, consultation, discussion, monitoring and reporting.
- 13.2 DSD officials will provide the successful service providers with all relevant documents pertaining to the project.

14. Reporting arrangements

- 14.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 14.2 The service providers will provide dedicated overall project manager for this project.
- 14.3 The comprehensive reports will be submitted by the service provider in line with project milestones as stipulated in the agreed and approved project plan.

15. Tariffs and payment

- 15.1 Payment will be effected within 30 days after receipt of satisfactory detailed invoice from the successful service provider.
- 15.2 Payment will be in accordance with the completion of work to the satisfaction of the DSD based on the milestones for the project as agreed to and signed off.

16. Evaluation of the proposals

- 16.1 The evaluation of the proposals/bids will be conducted in two phases:
 - 16.1.1 Firstly, the proposals will be evaluated on functionality. The evaluation panel will allocate points on scale of 1-5 in respect of functionality according to the criteria set out in paragraph 16.4. Proposals scoring less than **65 points** in respect of functionality will be disqualified and not be evaluated further.
 - 16.1.2 Thereafter, only the qualifying bids will be evaluated in terms of the preference point system as contemplated in the Preferential Procurement Policy Framework Act of 2022 will be evaluated further.
- 16.3 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below and the rating will be as follows:

16.4 Evaluation matrix

No	Element/criteria	1	2	3	4	5	Weight	Total
16.4.1	<p>Demonstrate extensive knowledge, understanding and experience in the implementation VEP and Gender Based Violence related projects.</p> <p>1 = No evidence that bidder has undertaken similar projects.</p> <p>2 = Bidder has successfully undertaken 1 or 2 similar projects.</p> <p>3= Bidder has successfully undertaken 3 similar projects.</p> <p>4= Bidder has successfully undertaken 4 similar projects</p> <p>5 = Bidder has successfully undertaken 5 or more similar projects.</p>						20	
16.4.2	<p>The Bidder's profile reflects an in-depth understanding, knowledge and experience of the Social Development Sector's core mandate as it relates to the implementation of the National Strategy on Gender Based Violence and Femicide.</p> <p>1= Profile does not demonstrate any of the required qualities.</p> <p>2= Profile makes mention of the required qualities but not convincing.</p>						20	

	<p>3= Profile demonstrates a minimum of the required qualities.</p> <p>4= Profile demonstrates most of the required qualities.</p> <p>5= Profile demonstrates all the required qualities.</p>						
16.4.3	<p>Proposed methodology and approach.</p> <p>1= Proposal does not meet the methodology and approach requirements set out in the TORs.</p> <p>2= Proposal partially meets the methodology and approach requirements as set out in the TORs.</p> <p>3= Proposal fully meets the minimum methodology and approach requirements as set out in the TORs.</p> <p>4= Proposal exceeds minimum methodology and approach requirements as outlined in the TORs.</p> <p>5= Proposal exceeds minimum methodology and approach requirements as set out in the TORs.</p> <p>The proposal further propose value - add items for the project.</p>					20	
16.4.4	<p>Skills, knowledge and experience.</p> <p>1= Team assigned to the project does not meet the skills, knowledge and experience requirements.</p> <p>2= Team assigned to the project</p>					20	

	<p>partially meet the skills, knowledge and experience requirements.</p> <p>3= Team assigned to the project fully meet the skills, knowledge and experience requirements.</p> <p>4= Team assigned to the project exceed the skills, knowledge and experience requirements.</p> <p>5= Team assigned to the project exceeds the skills, knowledge and experience requirements with extra ordinary specialist training.</p>							
	Total functionality						80	

17. Disqualification Criteria

- 17.1 Late submission of proposals
- 17.2 Failure to submit complete and sign all SBD forms. (SBD 3.3, SBD4 and SBD 6.1)
- 17.3 Failure to submit valid Tax pin
- 17.4 Failure to attend the compulsory briefing session

18. Submissions

- 18.1 Prospective bidders must submit their bids proposals in two envelopes.
- 18.2 One envelop with the technical proposal outlining in details a realistic work-breakdown and milestones including other supporting documents, completed bid forms, tax clearance certificate as issued by SARS and legal registration certificate.
- 18.3 One other envelope with financial proposal (pricing schedule) SBD 3.3 with all cost related items (cost breakdown).
- 18.4 The entire proposal should be placed on disc/ USB in a pdf format.
- 18.5 The following information must be endorsed on each envelope

Bid number:

Closing date:

Name of the Bidder:

Technical Proposal or Financial Proposal

The closing date for the submission of bids is the 12 March 2024 at 15:00

18.6 Failure to comply with these conditions of bid will result in a bid being disqualified.

18.7 Bids/Proposals must be submitted as follows:

Deposited in the Tender Box at the Foyer

HSRC Building

134 Pretorius Street

PRETORIA

18.8 **A compulsory briefing session** will be held at the Department of Social Development at 134 Pretorius Street, Pretoria on the **29 February 2022 at 11:00**. Failure to attend the briefing session will result in the bid not to be considered.

19. Enquiries

All enquiries should be directed to the Director: SCM:

Name: Mr. Zolisa Mantantana

Tel: (012) 312 7463

Email: ZolisaM@dSD.gov.za