

Service Specification

Specification Title:	Services for Orphans and Vulnerable Children
Specification Number:	SP3.6.1 Community-Based Care Services for Children

1 Background

1.1 Population or community need

Community based care services to vulnerable children are implemented in line with Section 143 (Chapter 8) and 213 (Chapter 14) of the Children's Act 38 of 2005 and the seven domains of Core Package of Services i.e. child care and protection, food and nutrition, psychosocial support, HIV and AIDS, Health Promotion; Economic strengthening and Educational support. Services are provided to vulnerable children aged from 0-18 years from both rural and marginalized communities. Vulnerable children include the following:

- Orphans
- Child headed households
- Children living and working on the streets
- Children with disabilities
- Children with chronic illnesses
- Children from dysfunctional families, poor households and communities

1.2 Population- and community-level outcomes or results

- Increased number of vulnerable children accessing services through community based prevention and early intervention services.
- Improved outcomes for vulnerable children provided with prevention and early intervention services.
- Increased knowledge and understanding by community leaders on issues affecting vulnerable children.

2 Service overview

2.1 Description and objectives of the service

Services to orphans and vulnerable children are provided through community-based prevention and early intervention services to ensure the protection of the constitutional rights of children; and in line with the relevant legislative prescripts such as Children’s Act 38 of 2005 and the Constitution of the Republic of South Africa, 1996.

Funding will be considered in line with the following **Objectives**:

OBJECTIVE 1: To develop and coordinate advocacy, awareness and creating conversations, dialogues and public education programmes on vulnerable children.

OBJECTIVE 2: To render prevention and Early Intervention Programmes to vulnerable children.

2.2 Components of the service / activities

Below are the activities aligned to the Objectives listed in 2.1 above.

Objective	Activities	Financial Year/s
OBJECTIVE 1. (as above)	<p>1.1 Conduct promotion, education and awareness campaigns on vulnerable children including child headed households.</p> <p>1.2 Conduct door-to-door visits to create awareness on issues that affect vulnerable children.</p> <p>1.3 Conduct dialogues with community leaders, traditional and ward councillors on vulnerable children including parental rights and responsibility of parents and caregivers of vulnerable children.</p> <p>1.4 Conduct outreach services to identify, register vulnerable children including child headed households and refer to the relevant programmes for further intervention.</p>	2024-2027

OBJECTIVE 2 (as above)	<p>2.1 Deliver services to vulnerable children in line with OVC strategy programmes and the core package of services.</p> <p>2.2 Conduct capacity building on implementation of the orphans and vulnerable children programmes.</p> <p>2.3. Conduct network meetings with other stakeholders to promote services to vulnerable children.</p> <p>2.4. Monitor implementation of community based care services through on-site visits to implementing provinces.</p>	2024-2027
---------------------------	--	-----------

Description of the beneficiaries to be served or service users

Vulnerable children include the following:

- Orphans
- Child headed households
- Children living and working on the streets
- Children with disabilities
- Children with chronic illnesses
- Children from dysfunctional families, poor households and communities

2.3 Geographic coverage of the service

The NPO(s) to be considered should operate in Eastern Cape, KwaZulu-Natal, Mpumalanga, Northern Cape and Limpopo provinces targeting rural and marginalised communities. These provinces are targeted due to varying social ills such deliberate neglect of children, violence against children, ritual killings, harmful cultural practices and substance abuse amongst others.

Objectives	Geographical Areas	Target year/s
OBJECTIVE 1 (as above)	Eastern Cape- OR Tambo District- Lusikisiki, Libode KwaZulu-Natal- Ethekeini District- Pinetown and Zululand-Uphongolo Mpumalanga-Enhlanzeni District- Bushbuckridge Northern Cape- ZF Magcawu District- Postmasburg and Frances Baard-Plaffontein Limpopo- Sekhukhune-Fetakgomo Tubatse Local Municipality	Year 1: 5 provinces Year 2: 5 provinces Year 3: 5 provinces
OBJECTIVE 2 (as above)	Eastern Cape- OR Tambo District- Lusikisiki, Libode KwaZulu-Natal- Ethekeini District- Pinetown and Zululand-Uphongolo Mpumalanga-Enhlanzeni District- Bushbuckridge Northern Cape- ZF Magcawu District- Postmasburg and Frances Baard-Plaffontein Limpopo- Sekhukhune-Fetakgomo Tubatse Local Municipality	Year 1: 5 provinces Year 2: 5 provinces Year 3: 5provinces

2.4 Time-related elements applicable to the service

Provision of community based care (prevention and early) services to vulnerable children must be offered during business hours. However, should there be a need for services outside business hours, appropriate referrals should be made to the relevant organisations in the community

3 Staffing requirements

Staffing levels	<p>Social Workers</p> <p>Auxiliary Social Workers</p> <p>Auxiliary Child and Youth Care Workers</p>
Qualification of staff	<p>Staff members responsible for the implementation of community based care services to vulnerable children must possess the following qualifications:</p> <p>Social Workers</p> <ul style="list-style-type: none"> • Bachelor's degree in Social Work <p>Auxiliary Social Workers</p> <ul style="list-style-type: none"> • NQF Level 4 or 5 certificate in Auxiliary Social Work <p>Auxiliary Child and Youth Care Workers</p> <ul style="list-style-type: none"> • NQF Level 4 or 5 certificate in Child and Youth Care Work
Experience of staff	<p>Social Workers</p> <p>A minimum of three (3) years' experience in child protection and provision community based prevention and early intervention services to vulnerable children.</p> <p>Auxiliary Social Workers</p> <p>A minimum of two (2) years' experience in child protection and provision community based prevention and early intervention services to vulnerable children.</p> <p>Auxiliary Child and Youth Care Workers</p> <p>A minimum of two (2) years' experience in child protection and provision community based prevention and early intervention services to vulnerable children.</p>

Required accreditations or registrations	All the above listed employees should registered with South African Council for Social Service Professions (SACSSP). A proof of current registration (for staff) with the Council must be attached with the application.
--	--


4 Quality and compliance requirements

A National Body must comply with the following legislative prescripts:

- Compliance with Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations
- Registration as a Non-Profit Organisation in terms of the Non-Profit Organisations Act, 1997 (Act No. 71 of 1997) (Valid certificate to be attached on application).
- Compliance with the Children's Act, 2005(Act 38 of 2005) (Proof of registration or designation to be attached on application).
- Employees or staff responsible for the implementation of the programme must be registered with South African Council Social Service Professions (SACSSP) (Proof of registration to be attached with the application).

5 Key performance indicators

OUTPUT INDICATORS	BENEFICIARY-LEVEL OUTCOMES INDICATORS
<p>Objective 1:</p> <ul style="list-style-type: none"> • Number of awareness campaigns conducted. • Number of door-to-door visits conducted. • Number of dialogues held with community (ward councillors and traditional) leaders conducted. <p>Objective 2:</p> <ul style="list-style-type: none"> • Number of network meetings conducted with stakeholders to promote services to vulnerable children. • Number of services offered to vulnerable children through the seven domains of core package of services. • Number of monitoring visits conducted to support the implementation of programmes to vulnerable children 	<p>Objective 1:</p> <ul style="list-style-type: none"> • Number of community members reached through awareness campaigns. • Number of vulnerable children identified and registered during awareness campaigns. • Number of community leaders participated in dialogues. <p>Objective 2:</p> <ul style="list-style-type: none"> • Number of children received core package of services. • Number of monitoring visits conducted to sites implementing services to vulnerable children.

<p>SIGNATURE:</p> <p>Signed by : Ms N. Cekiso</p> <p>Designation : Acting Chief Director: Children’s Services</p> <p>Date : 07/07/2023</p> <p><i>I declare that the service as outlined on the specifications are not the APP or Operational plan targets/ deliverables of the Department. None of the activities in the specifications will be performed by the funded organisations on behalf of the Department.</i></p>	
--	---

Part C

Evaluation Criteria

1 Mandatory compliance criteria

1.1 Applicant eligibility criteria

In performing the eligibility review, the Department will determine whether each NPO or entity submitting a Proposal meets the following eligibility criteria (*as per the Advert*):

- NPOs must be registered in terms of the Non-Profit Organisations Act, No. 71, 1997 and must be constituted to operate at a national level, and proof of registration and areas where it operates must be included in the Proposal.
- Companies must be registered in terms of the Companies Act, No. 71 of 2008. This registration must be current, and proof of the validity of the registration must be included in the Proposal (*where applicable*).
- The Statutory Body must be established and regulated in line with the relevant sector legislation governing its existence and operations, and proof must be included in the Proposal (*where applicable*).
- The NPO or entity must be registered or have at least a conditional registration in the case where it is providing or planning to provide services where registration is a legislative requirement (for example, services set out in the Children's Act, 2005, Older Persons Act, or the Prevention and Treatment of Substance Abuse Act). This registration must be current, and proof of the validity of the registration must be included in the Proposal (*where applicable*).

1.2 Administrative compliance criteria

ADMINISTRATIVE COMPLIANCE CRITERIA	REQUIRED SUPPORTING DOCUMENTATION
<p>The NPO or other entity must have a bank account in the name of the entity</p>	<p>A Declaration of NPO or Other Entity Bank Account Details – signed and stamped by the relevant bank – confirming the details of the bank account in the format prescribed in the Application Form (<i>the declaration must be dated less than three (3) months from the closing date for submitting the proposals</i>)</p> <p>OR</p> <p>A confirmation letter from the relevant NPO or other entity’s bank – signed and stamped by the bank – detailing:</p> <ul style="list-style-type: none"> • The name of the NPO or other entity; • The banking details of the NPO or other entity; • The company registration number, if applicable; and • The fact that the bank account is active. <p>The confirmation letter must be dated less than three (3) months from the closing date for submitting the proposals</p>
<p>The NPO or other entity must have the financial management and internal control systems applicable to the entity in place</p>	<p>An NPO or Other Entity Declaration regarding Financial Management and Internal Control Systems in the format provided in the Standard Application Form – completed correctly and signed by an authorised representative of the NPO or other entity</p>

ADMINISTRATIVE COMPLIANCE CRITERIA	REQUIRED SUPPORTING DOCUMENTATION
<p>Funding applications must include the NPO or other entity's financial statements in respect of the previous financial year</p>	<p>An NPO or other entity with annual revenue/income that is less than R 500 000 (i.e. an emerging entity) must submit at least its prior year <i>Annual Income and Expenditure Statement</i> in the format provided in the Application Form</p> <p>An NPO or other entity with annual revenue/income that is equal to or more than R 500 000 but less than R 2 million (i.e. small entity) must submit at least its prior year Annual Financial Statements that have at least been compiled¹ by an independent compiler²</p> <p>An NPO or other entity with annual revenue/income that is equal to or more than R 2 million but less than R 10 million (i.e. a medium entity) must submit at least its prior year Annual Financial Statements that have at least been independently reviewed by a registered reviewer³</p> <p>An NPO or other entity with annual revenue/income that is equal to or more than R 10 million (i.e. a large entity) must submit at least its prior year audited Annual Financial Statements by a registered independent auditor⁴.</p>
<p>The NPO or other entity must submit the proposal in the format required by the Department using the application form prescribed by the Department</p>	<p>The official Standard Application Form – with Parts A, B and C completed and signed accordingly by the NPO or other entity</p> <p>Any additional supporting documentation required in the Standard Application Form</p>

¹ 'reviewed' has the same meaning as in regulation 29(4)(d) of the Companies Regulations and must be distinguished from 'audited'

² Independent Compiler of Annual Financial Statement: An registered external accountant/ bookkeeper/ auditor may compile and sign off the annual financial statements.

³ Independent reviewer of Independently Reviewed Annual Financial Statements: Only registered independent reviewers may sign off the annual financial statements.

⁴ Registered auditor of Audited Annual Financial Statements: Only registered auditors may sign off the annual financial statements.

2 Technical criteria

TECHNICAL CRITERIA	KEY QUESTIONS TO BE CONSIDERED
Organisational, administrative capacity	<p>Does the NPO or other entity have a Board of Directors, Board of Trustees or Management Committee?</p> <p>Does the Board of Directors, Board of Trustees or Management Committee meet? If yes, how often?</p> <p>Does the NPO or other entity have the necessary financial management and internal control systems in place to manage the transfer funding?</p> <p>Click or tap here to enter key questions to be considered.</p>
Technical skills and experience	<p>Does the NPO or other entity have the appropriate professionals – with the necessary technical competencies – to provide the services specified in the Service Specification?</p> <p>Have these professionals delivered projects, programmes or other interventions with a similar technical scope to the scope described in the Service Specification?</p> <p>Click or tap here to enter key questions to be considered.</p>
Proven track record of rendering the required services	<p>Does the NPO or other entity currently deliver, or has it delivered, in the past, a project, programme or other intervention with a similar scope to the scope described in the Service Specification?</p> <p>Does the NPO have an existing footprint of services offered in four or more provinces? If, so please specify the provinces?</p> <p>Click or tap here to enter key questions to be considered.</p>
Responsiveness of the proposal to the requirements of the Service Specification	<p>Does the Proposal demonstrate a good understanding of the problems that the services described in the Service Specification seek to address?</p> <p>Is the location of the project, programme or other intervention proposed by the NPO or other entity accessible to the target beneficiaries?</p> <p>Considering the nature of the services to be delivered to the target beneficiaries, will the activities documented in the Proposal facilitate the achievement of the results (i.e. outputs and beneficiary-level outcomes) described in the Service Specification?</p> <p>Click or tap here to enter key questions to be considered.</p>

**TECHNICAL
CRITERIA**

KEY QUESTIONS TO BE CONSIDERED

**Click or tap here to
enter criteria.**

Click or tap here to enter key questions to be considered.