



# Request for Proposals

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<b>Request issued by:</b>	This Request for Proposals is issued by the <b>National Department of Social Development</b>
<b>Title of Request:</b>	<b>NDSD Request for Proposals for Funding NPOs</b>
<b>Financial year:</b>	This Request for Proposals is for the <b>2024/25-2025/26 and 2026/27</b> financial years
<b>Request Reference Number:</b>	<b>01/2024</b>
<b>Briefing session date and time:</b>	A <b>COMPULSORY</b> briefing session will be held on <b>15/08/2023</b> at <b>10:00-13:00</b> <b>Venue: Dept of Social Development Forum 310 - HSRC Building</b> <b>134 Pretorius Street – PRETORIA</b>
<b>Closing date and time:</b>	All Proposals and mandatory documents must be submitted by <b>22 September 2023</b> at <b>15:00</b>

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# TABLE OF CONTENTS

<b>PART A – REQUEST AND SUBMISSION DETAILS.....</b>	<b>4</b>
<b>1 Introduction .....</b>	<b>5</b>
1.1 Invitation.....	5
1.2 Objectives of this Request.....	5
<b>2 How will the Proposal be evaluated? .....</b>	<b>6</b>
2.1 Stage 1 – Mandatory compliance review.....	6
2.2 Stage 2 – Technical review .....	6
2.3 Stage 3 – Financial review .....	7
<b>3 Briefing session or workshop.....</b>	<b>7</b>
<b>4 Where to access more information .....</b>	<b>8</b>
4.1 Contact details .....	8
4.1.1 General questions.....	8
4.1.2 Technical questions .....	9
<b>5 How to submit the Proposal.....</b>	<b>10</b>
5.1 Submissions by hand, by post or by courier.....	10
5.2 Electronic submissions.....	<b>Error! Bookmark not defined.</b>
<b>6 Deadline for submission of Proposals.....</b>	<b>12</b>
<b>PART B – SERVICE SPECIFICATION(S).....</b>	<b>Error! Bookmark not defined.</b>
<b>List of Service Specifications covered in this Request for Proposals .....</b>	<b>12</b>
<b>1 Background .....</b>	<b>Error! Bookmark not defined.</b>
1.1 Population or community need.....	<b>Error! Bookmark not defined.</b>
1.2 Population- and community-level outcomes or results.....	<b>Error! Bookmark not defined.</b>
<b>2 Service overview .....</b>	<b>Error! Bookmark not defined.</b>
2.1 Description and objectives of the service .....	<b>Error! Bookmark not defined.</b>
2.2 Components of the service.....	<b>Error! Bookmark not defined.</b>
2.3 Description of the beneficiaries to be served or service users .....	<b>Error! Bookmark not defined.</b>
2.4 Geographic coverage of the service.....	<b>Error! Bookmark not defined.</b>
2.5 Time-related elements applicable to the service.....	<b>Error! Bookmark not defined.</b>
<b>3 Staffing requirements .....</b>	<b>Error! Bookmark not defined.</b>
<b>4 Quality and compliance requirements .....</b>	<b>Error! Bookmark not defined.</b>

**5 Key performance indicators..... Error! Bookmark not defined.**

**PART C – EVALUATION CRITERIA..... Error! Bookmark not defined.**

**1 Mandatory compliance criteria ..... Error! Bookmark not defined.**

    1.1 Applicant eligibility criteria ..... **Error! Bookmark not defined.**

    1.2 Administrative compliance criteria..... **Error! Bookmark not defined.**

**2 Technical criteria ..... Error! Bookmark not defined.**

# **Part A**

## **Request and Submission Details**

# 1 Introduction

## 1.1 Invitation

The **National Department of Social Development** (the Department) invites Non-Profit Organisations (NPOs) to submit Proposals<sup>1</sup> in response to this Request for Proposals. The eligible NPOs must operate and provide social services at a national level and have footprint in at least four (4) or more provinces.

The scope of the services to be provided to the target beneficiaries through the project, programme or other intervention delivered by the NPO is described in the various attached [Part B – Service Specification\(s\) for different programmes/services](#).

## 1.2 Objectives of this Request

**The objectives of this Request for Proposals are:**

- To invite eligible NPOs that are nationally based NPO to submit Proposals in response to this Request.
- To provide the following information to interested NPOs:
  - The specific projects, programmes or other interventions that the Department wishes to fund through this Request;
  - The requirements to be considered for this funding proposal
  - The population and community challenges the projects, programmes or other interventions should aim to address;
  - The results for the target beneficiaries (i.e., outputs and beneficiary-level outcomes) the projects, programmes or other interventions should aim to achieve;
  - Outline how the Department will evaluate the Proposals received;
  - Details for the compulsory briefing session to be held by the Department;
  - How and where interested NPOs can access more information;
  - How and where interested NPOs can access assistance in completing their Proposals;
  - How to submit the Proposal; and
  - The deadline for submitting the Proposal.
- [Click or tap here to enter an additional objective.](#)

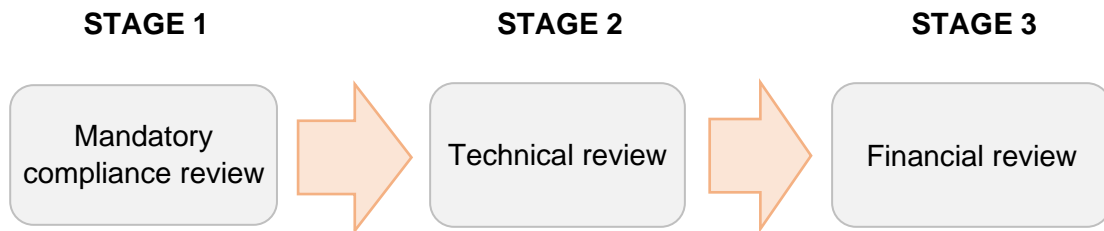
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<sup>1</sup> The Proposal comprises the Department's properly completed and signed official standard application form submitted by the NPO or other entity – together with the required supporting documentation

## 2 How will the Proposal be evaluated?

The Department will select and convene an Evaluation Panel that will evaluate the Proposals received in response to this Request.

Each Proposal that is received by the **22 September 2023 at 15h00** will be evaluated in the following three (3) stages:



### 2.1 Stage 1 – Mandatory compliance review

The **mandatory compliance review** will comprise the following two (2) reviews:

- An *applicant eligibility review* to ensure that the NPO submitting the Proposal meets the eligibility criteria to receive funding set out in [Part C – Evaluation Criteria](#) of this Request ([Section 1.1](#)); and
- An *administrative compliance review* to ensure that the NPO has submitted all the administrative information set out [Part C – Evaluation Criteria](#) of this Request ([Section 1.2](#)).

**Compliance with the mandatory compliance requirements will be assessed on a ‘Yes/No’ basis.**

**Proposals that do not meet these mandatory compliance requirements will be disqualified.**

### 2.2 Stage 2 – Technical review

Proposals that pass the *mandatory compliance review* will then undergo a *technical review*. This review will broadly consider whether:

- The NPO understands the requirements set out [Part B – Service Specification Form\(s\)](#) of this Request; and
- The Proposal submitted sufficiently demonstrates the ability of the NPO to deliver the services required.

In performing this review, the Evaluation Panel will assess each proposal against the criteria and questions listed in [Part C – Evaluation Criteria](#) of this Request ([Section 2](#)).

## 2.3 Stage 3 – Financial review

The financial review will consider the following:

- The extent to which the services proposed in the Proposal will deliver value for money:
  - Do the expected results justify the proposed costs?
  - Could the same services be provided at a lower cost?

## 3 Briefing session or workshop

It is advisable for the NPOs to attend the briefing session to gather all the relevant information that will assist with the application process. A mandatory briefing session or workshop will be held and the details are as follows:

<b>Date:</b>	Tuesday, 15 August 2023
<b>Time:</b>	10:00 – 13:00
<b>Address:</b>	National Dept of Social Development HSRC Building 134 Pretorius Street – PRETORIA
<b>Physical room:</b>	Forum 310 – Ground Floor

## 4 Where to access more information

### 4.1 Contact details

#### 4.1.1 General questions

Applicants with **general questions** related to this Request should contact the Departmental officials listed below prior to submitting their Proposals. Please note that responses to the general questions from the officials **DO NOT** indicate a commitment to fund the applicant's Proposal.

<b>Name and surname:</b>	Nondumiso Makalima
<b>Title:</b>	Ms
<b>Department/Unit:</b>	NPO Funding Coordination
<b>Telephone number:</b>	012-312-7024
<b>Cellular number</b>	066-480-9579
<b>E-mail address:</b>	NondumisoM@dsd.gov.za
<b>Alternative Email for Enquiries ONLY:</b>	NPOFunding@dsd.gov.za



#### 4.1.2 Technical questions

Applicants with **technical or programme specific questions** related to this Request should contact the Departmental officials listed below prior to submitting their Proposals. Please note that responses to the technical questions from the officials **DO NOT** indicate a commitment to fund the applicant's Proposal.

<b>Technical / Programme Specific Enquiries</b>	<b>Contact Person</b>	<b>Email Address</b>
SP2.2: Services to Older Persons	Ms G. Keetse	<a href="mailto:GailK@dsd.gov.za">GailK@dsd.gov.za</a>
SP2.3: Services to Persons with Disabilities	Ms M. Molamu	<a href="mailto:ManthipiMR@dsd.gov.za">ManthipiMR@dsd.gov.za</a>
SP3.2: Care and Services to Families	Ms S. Mosuwe	<a href="mailto:SarahMa@dsd.gov.za">SarahMa@dsd.gov.za</a>
SP3.3: Child Care and Protection	Mr N. Matsomane	<a href="mailto:NkataneM@dsd.gov.za">NkataneM@dsd.gov.za</a>
	Ms E. Tsatsi	<a href="mailto:EvelynT@dsd.gov.za">EvelynT@dsd.gov.za</a>
SP3.6: Community-Based Care Services for Children	Mr L. Magqibelo	<a href="mailto:LungileM@dsd.gov.za">LungileM@dsd.gov.za</a>
SP4.2: Crime Prevention and Support	Mr M. Legote	<a href="mailto:ModimokwaneL@dsd.gov.za">ModimokwaneL@dsd.gov.za</a>
SP4.4 Substance Abuse, Prevention and Rehabilitation	Ms F. Namathe	<a href="mailto:FaithNa@dsd.gov.za">FaithNa@dsd.gov.za</a>

## 5 How to submit the Proposal

NPOs must submit their Proposals in response to this Request either via hand, post or courier.

### 5.1 Online submissions (Not Applicable)

Not applicable for this Call for Proposal

### 5.2 Electronic submissions (Not Applicable)

Not applicable for this Call for Proposal

### 5.3 Submissions by hand, by post or by courier (Applicable)

NPOs must submit their Proposals in response to this Request **by hand, by post or by courier** at the following address:

Postal Address	Physical Address
<b>For Attention: Mr FP Netshipale</b>	<b>For Attention: Mr FP Netshipale</b>
National Dept of Social Development Private Bag x 901	National Dept of Social Development 134 HSRC Building
<b>PRETORIA</b>	<b>PRETORIA</b>
<b>0001</b>	-

*(NB: The Department does not take responsibility for proposals that are misplaced during transit).*

The Proposal must be submitted in a **sealed envelope or package** with the following details clearly marked on envelope

<b>Request Reference Number:</b>	<b>01/2024</b>
<b>Title of Request:</b>	<b>NDSD: Request for Proposals for Funding NPOs</b>
<b>Service Specification Number/s</b>	NB: If more than one service applied for, please list the Specification Numbers E.g. SP4.2: Crime Prevention and Support SP4.3: Victim Empowerment

## **6 Deadline for submission of Proposals**

The deadline for the submission of Proposals is **Friday, 22 September 2023 at 15:00**.

Proposals that are not received in full by the closing date and time indicated above will automatically be disqualified and will, therefore, not be considered by the Department.

# **Part B**

## **Service Specification(s)**

**List of Service Specifications covered in this Request for Proposals**

***This Request for Proposals contains more than one (1) Service Specification for each service. Eligible NPOs are expected to respond to only the relevant service specification/s quoting the relevant Reference Number/s and Title/s as below.***

<b>Service Specification Number</b>	<b>Service Specification Title</b>
SP2.2	Services to Older Persons
SP2.3	Services to Persons with Disabilities
SP3.2	Care and Services to Families
SP3.3	Child Care and Protection
SP3.6	Community-Based Care Services for Children
SP4.2	Crime Prevention and Support
SP4.3	Victim Empowerment
SP4.4	Substance Abuse, Prevention and Rehabilitation

***Refer to Attached Service Specification/s for Service applying for.***