

Service Specification

Specification Title:	Services to Persons with Disabilities
Specification Number:	SP2.3 Services to Persons with Disabilities

1 Background

1.1 Population or community need

Services to Persons with disabilities is one of the seven service focus areas of the national department of social development. It focuses on social welfare and Socio-Economic services to persons with disabilities i.e., children and Persons with Disabilities their families, and caregivers/ Care attendants. Intention of the service is to improve the lives of Persons with Disabilities. In doing that we are guided by the macro and micro policies of the departments and framework guiding services to Children and Persons with Disabilities, which inform the mandate of the national department of social development.

Services to Persons with disabilities are aimed at creating an enabling environment for the delivery of equitable developmental welfare services through the formulation of policies, norms and standards and best practices and support to implementing agencies. The key priorities of this programme relate to Research, Mainstreamed and Social specific disability services targeting Children with disabilities and marginalised groupings in at least four rural provinces.

1.2 Population- and community-level outcomes or results

The envisaged outcomes in relation to this programme are that:

Services to Persons with Disabilities promotes the empowerment and rights of persons with disabilities, and are accelerated through mainstreaming of disability/other approaches and the strengthening of disability specific services.

2 Service overview

2.1 Description and objectives of the service

Services to Services to Persons with Disabilities are aimed at empowering, supporting and protecting service beneficiaries.

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

OBJECTIVE 1:

Capacity building, empowerment and service delivery to affiliated organizations and beneficiaries.

OBJECTIVE 2:

Facilitate research and development of best practice models to inform Services to Parents, Children and Persons with disabilities including marginalised groupings

OBJECTIVE 3:

Facilitate and coordinate advocacy and awareness programmes on the rights of persons with disabilities.

2.2 Components of the service / activities

The proposals will be assessed in line with the following service delivery area for all the years considered for funding:

Research, Mainstreamed and Social specific disability services targeting Children with disabilities and marginalised groupings in at least four rural provinces.

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

Objective	Activities	Financial Year/s
<p>OBJECTIVE 1. Capacity building, empowerment and service delivery to affiliated organizations and beneficiaries</p>	<p>1.1 Facilitate the development and implementation of capacity building and empowerment (and life skills) programs related to DSD disability macro and micro policies, local and global policies, legislations and treaties on disability for organisational staff and beneficiaries.</p>	<p>Financial Year/s 2024/25 – 2025/26 AND 2026/27</p>

	<p>1.2 Facilitate the development of Policies and implementation plans/guidelines to guide service delivery</p> <p>1.3 Participate in local, national and international workshops and conferences towards further development and empowerment for persons with Disabilities, to maintain current trends.</p>	
<p>OBJECTIVE 2</p> <p>Facilitate research and development of best practice models to inform Services to Parents, Children and Persons with disabilities including marginalised groupings</p>	<p>2.1 Conduct and develop research reports on current disability issues, supporting your project.</p> <p>2.2 Develop and monitor the implementation of the practice models,</p> <p>2.3 Develop database, documentation and case management</p>	<p>Financial Year/s 2024/25 – 2025/26 AND 2026/27</p>
<p>OBJECTIVE 3</p> <p>Facilitate and coordinate advocacy and awareness programmes on the rights of persons with disabilities</p>	<ul style="list-style-type: none"> - Promotion of disability, education and awareness programmes - Facilitate capacity building and public awareness of the WPRPD and DSD macro and Micro policies. - Facilitate participation of persons with disabilities in the mainstreamed services and society - Promotion of leadership and self-representation amongst persons with disabilities 	<p>Financial Year/s 2024/25 – 2025/26 AND 2026/27</p>

Description of the beneficiaries to be served or service users

- Persons with disabilities, parents of children with disabilities and their Children and the marginalised groupings.
- Communities

2.3 Geographic coverage of the service

Objectives	Geographical Areas	Target year/s
OBJECTIVE 1 (as above)	At least four (4) or more provinces in line with current policies (WPRPD and DSD policies) and legislations.	2024/25 2025/26 & 2026/27
OBJECTIVE 2 (as above)	At least four (4) or more provinces in line with current policies (WPRPD and DSD policies) and legislations.	2024/25 2025/26 & 2026/27
OBJECTIVE 3 (as above)	At least four (4) or more provinces in line with current policies (WPRPD and DSD policies) and legislations.	2024/25 2025/26 & 2026/27

2.4 Time-related elements applicable to the service

Normal working hours apply.

3 Staffing requirements

Staffing levels	Relevant professionals/practitioners with knowledge of the Services to Persons with Disabilities programmes
Qualification of staff	Relevant Qualification
Experience of staff	The staff should have extensive knowledge and skills to work in the programmes focusing on the provision of services to persons with disabilities. Knowledge and understanding of relevant legislation, policies and norms and standards promoting disability inclusion.
Required accreditations or registrations	Registration and accreditation with relevant statutory bodies <i>where applicable</i>

4 Quality and compliance requirements

- The Constitution of the Republic of South Africa, 1996
- White Paper on Rights of Persons with Disabilities
- Policy on Disability
- Government Priorities
- NDP (National Development Plan) Vision 2030

5 Key performance indicators

OUTPUT INDICATORS	BENEFICIARY-LEVEL OUTCOMES INDICATORS
<p>Objective 1:</p> <ul style="list-style-type: none"> • Number of capacity building (life skills) programs related to DSD disability macro and micro policies, local and global policies, legislations and treaties on disability for organisational staff and beneficiaries conducted. • Policies and implementation plans/guidelines to guide service delivery developed. • Participate in local, national and international workshops and conferences towards further development and empowerment for persons with Disabilities, to maintain current trends. 	<p>Objective 1:</p> <ul style="list-style-type: none"> • Number of skilled staff and beneficiaries on Disability legislation and policies. • Details of beneficiaries reached (Statistics) • More directed and effective service delivery guided by the aligned with the policies and guidelines. • Increase in number of staff that are well-informed on the current developments relating to services for persons with disabilities and this contributes to improved services for beneficiaries.
<p>Objective 2</p> <ul style="list-style-type: none"> • A number of current disability research reports developed. • Practice models developed and monitored. • Database developed for effective documentation and case management. 	<p>Objective 2</p> <ul style="list-style-type: none"> • Increased body of knowledge on current disabilities. • Well informed sector on disability issues. • Documented practise models that contribute towards improved service delivery. • Central depository for management of cases.
<p>Objective 3</p> <ul style="list-style-type: none"> • Number of awareness programmes promoting disabilities. 	<p>Objective 3</p> <ul style="list-style-type: none"> • Increased awareness on disability issues.

<ul style="list-style-type: none"> • Number of public awareness sessions conducted on WPRPD and DSD macro and Micro policies. • Facilitate participation of persons with disabilities in the mainstreamed services and society • Promotion of leadership and self-representation amongst persons with disabilities 	<ul style="list-style-type: none"> • Capacitated communities on the WPRPD and DSD macro and Micro policies. • Increased participation of persons with disabilities in the mainstreamed services and society. • Improved leadership and self-representation amongst persons with disabilities
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SIGNATURE:

Signed by :



Designation : Director: Services to Persons with Disabilities

Date : 28 July 202

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.

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.
- 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>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>
Click or tap here to enter criteria.	Click or tap here to enter key questions to be considered.