

# Service Specification

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<b>Specification Title:</b>	<b>Crime Prevention and Support</b>
<b>Specification Number:</b>	<b>S4.2.1 Social Crime Prevention Programme</b>

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## 1 Background

### 1.1 Population or community need

The high levels of crime pose a serious threat to democracy, freedom and the rights of South Africans.

Threats such as the rising levels of gang-sterism in our community, high incidents of bullying that is in the rise and reported from our schools, high levels of teenage pregnancy and alcohol linked levels that may result from lack of alternative lifestyles and unemployment in our communities are but some of the social ills needing to be curbed in order to reduce threats to our communities and democracy.

For this reason, the Government departments and civil society organizations participate in the broader government strategy in dealing with crime by contributing to the prevention as well as establishment of the most effective justice system.

The Child Justice Act, Act 75 of 2008 was introduced to establish a Criminal Justice System for children in conflict with the law, in accordance with the values underpinning our constitution and our International obligations, by among others, creating as a central feature of this new criminal justice system for children, the possibility of diverting matters involving children who have committed offences away from the Criminal Justice System, in appropriate circumstances, while children matters that are not diverted are to be dealt with in the criminal justice system in child justice courts.

## **1.2 Population- and community-level outcomes or results**

Deployment of effective strategies that would curb and attempt to reduce levels of crime may result but without limitation through the following:

Enhanced Capacity Building

Strengthened Community Awareness and Advocacy

Provision of Integrated Social Crime Prevention Services

Collaborative Interventions

Improved Monitoring and Evolution of programmes

## 2 Service overview

### 2.1 Description and objectives of the service

National Bodies Providing Social Crime Prevention Programmes In at least four or more provinces in line with Probation Services Act 35 of 2002 as amended and Child Justice Act 75 of 2008

Structured and evidence-based social crime prevention, early intervention and community engagement programmes - Social Crime Prevention and Victim Empowerment develops, supports and monitor the implementation of policies, legislation and programmes aimed at protecting, empowering and supporting victims of crime and violence.

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

OBJECTIVE 1: Capacity Building of affiliates, and CBOs on Social Crime Prevention Programmes and Diversion Services
OBJECTIVE 2: Implementation of Comprehensive Integrated Social Crime Prevention Programmes and Diversion Services
OBJECTIVE 3. Implementation of Integrated School Based Social Crime Prevention Programmes

### 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)	1.1. Development of Social Crime Prevention Training Programme	2024
	1.2. Training of affiliates and CBOs on Developed Social Crime Prevention Programmes	2024
	1.3. Implementation of Social Crime Prevention	2025/26
	1.4. Mentoring and Coaching of trained affiliates and CBOs on developed Social Crime Prevention Programmes	2026/27
as above)	2.1. Provision of Awareness and Advocacy on Social Crime Prevention Programmes.	2024/5 – 2026/27
	2.2. Provision of Diversion Services to children and youth at risk and in conflict with the law.	2024/5 – 2026/27
		2024/5 – 2026/27

	2.3. Monitoring and Evaluation of Integrated Social Crime Prevention Programmes and Diversion Services	
OBJECTIVE 3 (As above)	3.1. Provision of an Integrated Safer School Based Social Crime Prevention Programmes.	2024/5 – 2026/27
	3.2. Provision of School Based Restorative Services	2024/5 – 2026/27
	3.4. Provision of School Based Anti-Bullying Services	2024/5 – 2026/27
	3.5. Monitor and Evaluate Implementation of Integrated School Based Social Crime Prevention Programme and Anti-Bullying Services	2024/5 – 2026/27

## Description of the beneficiaries to be served or service users

Children, youth and adults at risk and in conflict with the law.

## 2.3 Geographic coverage of the service

In four or more provinces

Objectives	Geographical Areas	Target year/s
OBJECTIVE 1 (as above)	In four or more provinces	All provinces over 3 years
OBJECTIVE 2 (as above)	In four or more provinces	All provinces over 3 years
OBJECTIVE 3 (as above)	In four or more provinces	All provinces over 3 years

## 2.4 Time-related elements applicable to the service

Quarterly reporting timelines

### 3 Staffing requirements

Staffing levels	Staffing should be compliant with Norms and Standards for Diversion
Qualification of staff	As referred in Norm 39 to 46 of Reviewed Minimum Norms and Standard for Diversion
Experience of staff	As referred in Norm 39 to 46 of Reviewed Minimum Norms and Standard for Diversion
Required accreditations or registrations	Accreditation certificate in line with the Policy Framework on Accreditation for Diversion Services in South Africa must be in place (Especially for Diversion Services)

### 4 Quality and compliance requirements

Probation Services Act 35 of 2002 as amended

Child Justice Act 75 of 2008

Reviewed Policy Framework on Accreditation for Diversion Services in South Africa (2018)

Reviewed Minimum Norms and Standards for Diversion (2015)

Children's Act 38 of 2005

## 5 Key performance indicators

### OUTPUT INDICATORS

Objective 1:

Capacity Building

Objective 2:

Awareness and Advocacy

Objective 3

School Based Social Crime Prevention Programmes.

### BENEFICIARY-LEVEL OUTCOMES INDICATORS

Objective 1:

Affiliates and CBOs trained on Developed Social Crime Prevention Programmes and Implementation of Social Crime Programmes

30% in 1<sup>st</sup> Year, 40% in 2<sup>nd</sup> Year and 30% in 3<sup>rd</sup> Year

Objective 2:

Provision of Awareness and Advocacy on Social Crime Prevention Programmes

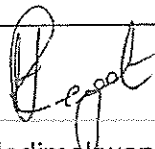
35% in 1<sup>st</sup> Year, 40% in 2<sup>nd</sup> Year and 25% in 3<sup>rd</sup> Year

Objective 3

Provision of School Based Restorative Services, and Anti-Bullying Services

30% in 1<sup>st</sup> Year, 45% in 2<sup>nd</sup> Year and 25% in 3<sup>rd</sup> Year

**SIGNATURE:**



**Signed by** : Modimokwane Legote

**Designation** : Social Work Manager – Social Crime Prevention

**Date** : 27 June 2023

*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.*

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## **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

The NPO or other entity must have a bank account in the name of the entity

**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 (*the declaration must be dated less than three (3) months from the closing date for submitting the proposals*)

**OR**

A confirmation letter from the relevant NPO or other entity's bank – signed and stamped by the bank – detailing:

- 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.

The confirmation letter must be dated less than three (3) months from the closing date for submitting the proposals

The NPO or other entity must have the financial management and internal control systems applicable to the entity in place

**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

**ADMINISTRATIVE  
COMPLIANCE CRITERIA**

**REQUIRED SUPPORTING DOCUMENTATION**

Funding applications must include the NPO or other entity's financial statements in respect of the previous financial year

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 *Annual Income and Expenditure Statement* in the format provided in the Application Form

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. a **small entity**) must submit at least its prior year Annual Financial Statements that have **at least been compiled<sup>1</sup>** by an **independent compiler<sup>2</sup>**

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 reviewer<sup>3</sup>**

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 auditor<sup>4</sup>**.

The NPO or other entity must submit the proposal in the format required by the Department using the application form prescribed by the Department

The official Standard Application Form – with Parts A, B and C completed and signed accordingly by the NPO or other entity

Any additional supporting documentation required in the Standard Application Form

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

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

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

<sup>4</sup> 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
<p><b>Organisational, administrative capacity</b></p>	<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><b>Click or tap here to enter key questions to be considered.</b></p>
<p><b>Technical skills and experience</b></p>	<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><b>Click or tap here to enter key questions to be considered.</b></p>
<p><b>Proven track record of rendering the required services</b></p>	<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><b>Click or tap here to enter key questions to be considered.</b></p>
<p><b>Responsiveness of the proposal to the requirements of the Service Specification</b></p>	<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><b>Click or tap here to enter key questions to be considered.</b></p>
<p><b>Click or tap here to enter criteria.</b></p>	<p><b>Click or tap here to enter key questions to be considered.</b></p>