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BID/RFQ NUMBER:	RFQ0002031
CLOSING DATE:	04 March 2022
CLOSING TIME:	11:00 AM
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	Appointment of Service provider for Baseline evaluation of the OVCY-III programme of the Department of Social Development
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
Email address:	
Beullah@sanac.org.za	
Copied: Nomfundo@sanac.org.za	
Copied: Mbali@sanac.org.za	
Only Email submission is Accepted for this request due to COVID-19 Lockdown restrictions	

Terms of Reference: Baseline evaluation of the OVCY-III programme of the Department of Social Development

1. Introduction

SANAC, in cooperation with the Department of Social Development, seeks to appoint a consultant to conduct a baseline study to inform programme activities for the orphans, vulnerable children and youth (OVCY III & IV) project. The OVCY is a project of the Department of Social Development with the overall goal to contribute to the improvement of livelihoods of orphaned and other vulnerable children and youth aged 15 to 24 years. The baseline study will be conducted in three (3) sites as follows: Esidumbini in Kwa Zulu Natal, Ga-Taeatswala in Limpopo, and Schweizer Reneke/Ipelegeng in North West. These three sites are an addition to the six (6) Community Care Centres (CCCs) sites (Charlestown and Idlebe in KwaZuluNatal, Ventersdorp and Letlhakeng baseline study conducted in North West, Bonn and Mamvuka-Limpopo) in 2020.

2. Project Background

In 2010, the National Department of Social Development in partnership with the German Financial Cooperation (FC) bilateral cooperation launched the Care and Support Project for Orphans and Vulnerable Children which is now is implementing phase III and IV to provide youth with skills to enhance their employability or to equip them with entrepreneurial skills.

3. Overall Goal and Objectives of the OVCY III programme

The project will contribute to the improvement of livelihoods of orphaned and other vulnerable children and youth aged 15-24 years.

3.1 The expected outcomes of OVCY III include

Children and youth (15-24) in the target districts develop into responsible and self-efficient/reliant adults and integrate purposefully into the labour market and society.

4. Purpose of the baseline study

The baseline study is to provide analysis of the situation prior to implementation of the Phase III OVCY Programme in order to inform detailed project design and activities as well as to establish a benchmark against which the progress and achievements of the programme can be measured and assessed. The baseline will be conducted in three (3) sites in Esidumbini (KZN), Ga-Taeatswala,(Limpopo), and Schweizer Reneke/Ipelegeng.(North West).

The purpose of the baseline study is twofold:

1. Provide information on existing social support services, educational and skills training opportunities as well as income/job opportunities in the selected communities and their gaps. This assessment should highlight the gaps in the soft and hard skills needs in the respective communities where the three CCCs reside and opportunity for provision of these services.

2. Establish a baseline for the project's objective, including the indicators from the impact matrix and indicators on knowledge, attitudes, perceptions and practices of orphans and vulnerable children and youth (15-24) in the following areas:
 - Career counselling and guidance
 - Soft skill training
 - Hard skill training including computer literacy
 - Psychosocial support
 - Educational support
 - Sports and recreation, linkages to health
 - Social services and social and behaviour change communication programmes.

3. Provide information on skills providers available in the district areas (e.g. TVET colleges or other institutions for further education)

5. Baseline Methodology

The service provider will not be expected to design a data collection methodology as this were developed for the baseline of the three (3)sites.

6. Sampling

The applicant should consider the most appropriate sample size and appropriate sampling approach taking into consideration:

1. The evaluation team should anticipate the different contexts of each of the three (3) sites which are KwaZulu Natal (Esidumbini), North West (Schweizer Reneke/Ipelegeng), and Limpopo (Ga- Taueatswala). The team should make provision for additional translation or time required for access and data collection
2. A sample of orphans and vulnerable children and youth as well as other relevant stakeholders per community to be representative of the whole community
3. The time needed to collect sufficient data per site

7. Timeframes and deliverables

The table below sets out key deliverables and deadlines for the evaluation expected to be undertaken within three months of signing the contract.

	Tasks	Key outputs/deliverables
1	Inception meeting Planning meeting	Inception report, workplan with milestones
2	Literature review- relevant district data only	Information to be added to the 3x site reports
4	Fieldwork planning and logistics Finalisation of field work plan	Fieldwork plan
5	Training of fieldworkers on data collection tools	Fieldworker training
6	Fieldwork Ongoing data capture	Data analysis plan Final evaluation report template
7	Data analysis Report writing Report writing per site Stakeholder workshop to present draft report	First draft report Draft findings presentation
8	Report reviewed Comments incorporated Final report submitted	Final (3x) site reports added to main report of 6 original sites and updated baseline dataset

8. Baseline Study Areas

The baseline study will be conducted in the three (3) communities in which the CCCs are established; KwaZulu Natal (Isidumbini), North West (Schweizer Reneke/Ipelegeng), and Limpopo (Ga- Taueatswala).

Deliverables

- Confirm baseline methodology, work plan and timelines
- Development and approval of data collection tools
- Conduct fieldwork
- Analyse data and present findings
- Submission of draft report
- Present research findings

- 1 report for each of the three (3 community sites)
- 1 final consolidated report
- Updated impact matrix with data and indicators of the three sites

9. Submission of proposals

The technical proposal should include the following

- Proof of business/ consultancy registration
- A Proposal response to the terms of reference.
- A project plan that states the methodology and approach for accomplishing the task, time-frames and outputs (excluding cost for the project).
- Profile of the organization and description of similar work undertaken (attach similar work undertaken),
- Contact numbers, names and CVs of workers/officials assigned to the project, including their roles and responsibilities,
- All relevant tender documents as per the bid document provided.

The financial proposal should include the following

- Financial breakdown of costs based on the proposed methodology and assignment

Special conditions

- a) Sanctions or embargoes of the Security Council of the United Nations, the EU or the German government preclude the participation of a bidder. In case a bidder does not sign the KfW “Declaration of Undertaking” (Annex A), this leads to the exclusion of the bidder from the tender process.
- b) The contract shall initially be valid from the date of signing the service level agreement by both parties.
- c) The successful organisation will be paid upon the completion of phases or milestones set out in the project plan.
- d) Payment of invoices will be effected within 30 days after receipt of an invoice and a satisfactory detailed report to be approved by SANAC Trust and DSD.
- e) This tender is financed in full by KfW and therefore the guidelines and procedures of KfW under the Assignment of Consultants will apply in this assignment.

- f) In case guarantees are required, (for example, in the context of an advance payment), the KfW guarantee and bond forms shall be used, according to the financing agreement.

Successful service provider

All resources, equipment and technical skills will be the responsibility of the service provider; these may be sourced by the service provider at no cost to SANAC Trust and if not available outsourced to ensure successful execution of the project at a cost to the service provider.

Evaluation Process and Criteria

Only proposals of bidders who comply with the requirements of these Terms of Reference will be evaluated. Proposals will be evaluated in two stages:

Evaluations Stage 1: Pre-qualification/ initial Screening process

In terms of National Treasury Instruction No.4A of 2016/2017 regarding the Central Supplier Database (CSD), all bidders must register on CSD to provide the following information to be verified through CSD:

- a) Business registration, including details of directorship and membership
- b) Bank Account holder information
- c) Declaration of interest: In the service of the state
- d) Identity Documents of Directors
- e) Tender Default and restriction status.
- f) Anti-Corruption Declaration

In terms of National Treasury Instruction No.4A of 2016/2017 regarding the **Central Supplier Database (CSD)**, all bidders must register on CSD to provide the following information to be verified through CSD:

- g) Business registration, including details of directorship and membership
- h) Bank Account holder information
- i) Declaration of interest: In the service of the state

- j) Identity Documents of Directors
- k) Tender Default and restriction status.

Evaluation stages: Technical Evaluation: Functionality, Price & BEE

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out on the functionality table.
- b) The Functionality, price and BEE criteria will be broken down as follows:
 - Evaluation Stage 1: Functionality total will equal to 100 points:
 - Evaluation Stage 2 (a): Price will equal to 80 points (80/20 pps)
 - Evaluation Stage 2 (b): BEE will equal to 20 pointsThe total allocated overall points will equal to 100
- c) Only Bidders who obtained a minimum point of 70 out of 100 points will further be evaluated on price and BEE
- d) Only bidders which obtain the highest points above 70 points overall on both functionality (Technical), Price and BEE will be recommended for award.
- e) The highest point scorer on overall criteria, namely functionality, price and BEE, will be awarded the bid.

Evaluation criteria

Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

Functionality Criteria

ELEMENT	Rating					Weighting	Total
<p>Approach and methodology</p> <p>Approach and methodology including proposed work plan. The following factors will be taken into account:</p> <ul style="list-style-type: none"> a) Detailed work plan that can be delivered on a realistic timeframe b) Convincing methodology and data collection and analysis tools <p>20 points will be allocated per factor</p> <p>1 point = Addressed poorly</p> <p>2 points =Addressed but with limitations</p> <p>3 points = Addressed adequately</p> <p>4 points = Adequately addressed with advanced understanding in some areas</p> <p>5 points = Extensively addressed</p>						40	
<p>Skills capacity and competence of proposed team</p> <ul style="list-style-type: none"> a) Demonstrable skills set and experience of the team b) CVs of the proposed team members highlighting relevant experience in line with the project objectives <p>15 points will be allocated per factor</p> <p>1 point = Proposed team has very limited skills and experience (1 year or less)</p> <p>2 points =Proposed team has limited skills and experience (between 1- 2 years)</p> <p>3 points = Proposed team with solid skills and experience (between 2 – 5 years)</p> <p>4 points = Proposed team with advanced skills and experience (between 5 – 10 years)</p>						30	

ELEMENT	Rating						Weighting	Total
<p>5 points = Proposed team are technical experts in the field with more than 10 years of experience</p> <p>No points will be allocated if CVs are not provided</p>								
<p>Experience proven track record to deliver similar projects</p> <p>a) Experience of the organisation and of the team in designing, managing and conducting baseline surveys on youth skills development</p> <p>b) References: Names and contact details of two organizations for which similar work has been conducted in the last two years</p> <p>15 points will be allocated per factor</p> <p>The following points are applicable for factor (a) above: 1 point = 0 - 1 year 2 points = 2-3 years 3 points = 3-4 years 4 points = 4- 5 years 4 points = >5 years</p> <p>The following points are applicable for factor (b) above: 4 points = 1 reference submitted of similar work performed in the last 2 years 5 points = 2 references submitted of similar work performed in the last 2 years</p>							30	
Functionality							70	

Applications should be sent to: The Procurement Officer: Ms Beullah Mthombeni, email address beullah@sanac.org.za

Closing date for the application is 04 March 2022 @ 11:00.