



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028, Tel:  
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VAT No.: 496 026 5751

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<b>BID/RFQ NUMBER:</b>	<b>RFQ0002032022</b>
<b>CLOSING DATE:</b>	<b>18 March 2022</b>
<b>CLOSING TIME:</b>	<b>14:00 P.M</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</b>
<b>DESCRIPTION OF BID:</b>	<b>THE APPOINTMENT OF A CONSULTANT TO DEVELOP A GENDER BASED VIOLENCE AND COVID-19 TRAINING MANUAL AND TRAIN DEPARTMENT OF SOCIAL DEVELOPMENT FRONT-LINE WORKERS</b>
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: Email address: <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a> Copied: <a href="mailto:Celeste@sanac.org.za">Celeste@sanac.org.za</a> Copied: <a href="mailto:Nosiphiwo@sanac.org.za">Nosiphiwo@sanac.org.za</a> Copied: <a href="mailto:Nozuko@sanac.org.za">Nozuko@sanac.org.za</a> Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a>	
Only Email submission is Accepted for this request due to COVID-19 Lockdown restrictions	



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## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO DEVELOP A GENDER BASED VIOLENCE AND COVID-19 TRAINING MANUAL AND TRAIN DEPARTMENT OF SOCIAL DEVELOPMENT FRONT-LINE WORKERS**

### **1. INTRODUCTION**

SANAC seeks to appoint a service provider to develop a GBV and covid-19 training manual with toolkits (GBV risk assessment tools etc.) for the effective prevention and management of Poly-Violence. The training manual will be used to train Social Service Practitioners (SSP) (Social workers, Social Auxiliary workers, Child and Youth Care workers, Community Development workers and Social Service paraprofessionals from the community-based organisations.

The SSPs are in the fore front of GBV programmes, providing direct service delivery in terms of prevention and post violence care, including counselling. The paraprofessionals who are largely volunteers provide basic GBV prevention services and advocacy in the communities. The training will include Social Service Practitioners at National and 9 Provinces targeting the 30 GBV hot spots districts (Provinces/ hotspots areas to be specified including the criteria for identification).

### **2. BACKGROUND**

Since the outbreak of COVID-19 identification in 2019 in China, and the declaration of it as a pandemic by the World Health Organisation, this virus has spread exponentially across the globe. Approximately 375m cases and 5.6m deaths due to COVID19 have been reported worldwide. The pandemic has disrupted the health care services, exposing longstanding inequalities, including adverse working and education conditions, economic disparities, and exacerbating the existing social vulnerabilities in the society.

Responding to the epidemic, South Africa has implemented some measures to combat the spread of COVID-19, including the imposition of hard lockdowns, quarantining individuals for varying periods of time, and encouraging people to maintain social distancing. These drastic



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measures were responding to a situation where there were no vaccines or effective treatment for the virus, leading to a drastic alteration in the day-to-day lifestyle of the individuals and communities. The containment measures implemented have inadvertently resulted in negative consequences such as job losses, economic vulnerabilities, and psychological health issues resulting from isolation, loneliness, and uncertainty, among others.

### **3. Covid -19 Epidemic and Gender Based Violence in South Africa**

In South Africa, Covid-19 lockdown encouraged spatial distance: a public health measure, with the highest rates in the region whereby an estimated 3.6m people have been infected and approximately 96 000 of them succumbing to the Covid-19 disease. Alongside, South Africa continue to experience other colliding epidemics including GBV, HIV, STI and TB. Unfortunately, like with any other pandemic, GBV thrives in situations where infection control measures through social isolations are implemented, exposing children and women and other vulnerable groups to harassment, sexual and domestic violence. Public life, which is frequently a coping mechanism and an escape for some women and girls at risk of domestic violence, was curtailed by the lockdown rules that forbade their movements. The lockdown imposed to deal with COVID-19 became a breeding opportunity and created greater freedom to abusers to victimise their victims. As such the country has recorded an increase in number of gender-based domestic violence cases against women especially during the hard lockdown. Increasing the violence were the fact that informal sources of help for victims of abuse were limited due to closed economic activities, and community-based helping services for domestic violence were not permitted to open. The perpetrators were consistently at home with the victims, whose help-seeking abilities behaviours were made impossible. Some victims struggled with public transportation to access informal help, visit the police, social workers, and other sources of help. Such a reality calls for an alternative measure that can provide tools, knowledge and means for the front-line workers render a continued support even during the times of crisis as seen with Covid-19.



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#### **4. Purpose of the assignment**

- To appoint a service provider to collate, review and strengthen the existing material on GBV and include information for an effective response to this crisis.
- To train the first responders in the social service space on GBV and Covid-19 and availing toolkits for use the Covid-19 crisis.

#### **5. SCOPE OF WORK**

SANAC seeks to appoint a consultant/ consultancy to undertake the following assignment:

##### **Phase 1:**

- a) Identify and collate the existing gender-based violence training material and Covid-19 and risk assessment toolkit to equip the first responders in social service sector, ensuring women and children are protected against any abuse.
- b) Package a responsive and solution orientated training material for the prevention and the management of GBV, implementable during crisis including at the time of Covid-19.

##### **Phase 2:**

- c) Through the guidance and support from the National and Provincial Department of Social Development, the Civil Society Forum deliver training to the first responders on Gender Based violence and Covid-19 response. This will be a face -face training with an alternative for a virtual, in the prevention and the management of gender-based violence/ poly-violence communities at risk of violence and abuse.
- d) Develop and consult the guidelines for the establishment of a community emergency response teams for the protection of women and children at risk of poly-violence. The emergency response team should be based in the communities



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- e) Guide Social Development Practitioners with the establishment of Community Disaster Management Plans.

## **6. EXPECTED DELIVERABLES**

- a) Project Inception report – detailing the consultant’s approach to the overall assignment, with a detailed project conceptual framework and a workplan.
- b) Print ready training manual and toolkits demonstrating the response by the first responders during Covid-19 that is protective and preventative, including the presentation slides.
- c) Training of the first responders from the 9 Provinces targeting 30 GBV hotspots districts and 1 National training at National level. Each training should have a minimum of 30 participants.
- d) Guidelines to establish community emergency response team against Gender Based Violence
- e) Evidence of an established and trained community emergency response teams against poly-victimisation
- f) A draft of a Community Disaster Management Plan in the management of gender-based violence during Covid-19.
- g) Training Project Report with attached attendance registers.

## **7. DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE**

SANAC Trust intends to contract a service provider with relevant experience and qualifications:

- Postgraduate university degree in Social or Community development Sciences or other relevant discipline, with speciality in gender studies



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- Demonstrate a thorough understanding of the gender-based violence in the context of other epidemics.
- Experience in working with government institutions preferable the Department of Social Development and non-governmental organizations in supporting gender prevention and management.
- Familiarity and experience in designing gender training materials, analysis tools and methodologies
- Demonstrate experience in facilitation and knowledge in implementing and managing programmes during a disaster and crisis situations
- Proven track record of delivering similar projects timeously to a high standard under tight deadlines.
- Excellent analytical and strategic programming skills
- Outstanding communication and facilitation skills
- Excellent proficiency in oral and written English.
- Ability to work under pressure

## **8. TIME -FRAMES**

The timeframes for the delivery of this assignment to commence immediately on the appointment and contracting of the service provider.

## **9. CONSULTANCY MANAGEMENT ARRANGEMENT**

The consultant will work closely with SANAC and DSD team under the leadership of the Global Fund TSU Manager.

## **10. EVALUATION CRITERIA**

Proposals will be evaluated on a scale of 1–3 in accordance with the criteria below. The rating will be as follows:



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Bidders are required to obtain a minimum threshold of 70% to be evaluated further on price and BEE

### Functionality Criteria

Element	Weight	Score
1) Relevant qualifications and demonstrate expert knowledge on gender-based violence, the effects of Covid -19 and how this has affected the vulnerable populations. <ul style="list-style-type: none"> <li>• 0 points = Lack of qualification and knowledge</li> <li>• 15 points = Moderate qualification and knowledge</li> <li>• 30 points = Relevant qualification and knowledge</li> </ul>	30	
2) Knowledge, skills, and experience in the development of training materials. <ul style="list-style-type: none"> <li>• 0 points = No skills and experience</li> <li>• 15 points = Moderate skills and experience</li> <li>• 30 points = Advanced skills, knowledge &amp; experience</li> </ul>	30	
3) Facilitation knowledge and experience <ul style="list-style-type: none"> <li>• 0 -2-years training experience – 0</li> <li>• 5- 10 years training experience- 10</li> <li>• 10 years and more experience - 20</li> </ul>	20	
4) Experience in working with government institutions preferably the Department of Social Development and/or non-governmental organizations. <ul style="list-style-type: none"> <li>• &gt;1 – 2 years’ experience – 0</li> <li>• 2- 5 years’ experience -5</li> <li>• 5 year and more experience -10</li> </ul>	10	



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5) Confirmed and verified provided contactable references (2 references)	10	
Functionality	<b>100</b>	

### 1) Proposal Format

A detailed proposal in response to this ToR is due on **18 March 2022 by 16h00pm** containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Please send your proposals to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za) the following should be attached to the proposal as annexures:

- i) Annexure A: Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) Annexure B: Summary of experience. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience
- iii) Annexure C: Summary details of proposed team
- iv) Annexure D: Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference.
- v) **Annexure E: CSD Summary report- with compliant status**

**Proposals should indicate your ability to undertake both tasks, availability, and daily rate to undertake the terms of reference above and the associated costs including travel, accommodation, and daily subsistence allowance, covering the consultancy team. SANAC will cover the logistical expenses of participants, these include hiring of training facilities, accommodation and transport costs.**