

**Terms of reference (ToRs) Case Study
Collation and Dissemination Expertise**

Sharing of Municipal case studies on the aligned implementation of WPSS local government guidelines and NSP GBVF for the Inclusive Violence and Crime Prevention (VCP) programme	Project number/ cost centre: 2018.2076.0-003.00
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0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CPTED	Crime Prevention through Environmental Design
CNPS	Comprehensive National Prevention Strategy
CSPS	Civilian Secretariat for Police Service
GBV(F)	Gender-based Violence (and Femicide)
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Development Cooperation)
ICVPS	Integrated Crime and Violence Prevention Strategy
IDP	Integrated Development Plan
IUDF	Integrated Urban Development Framework
MCSN	Municipal Community Safety Network
NDP	National Development Plan
NSP GBVF	National Strategic Plan on Gender-based Violence and Femicide
SACN	South African Cities Network
SALGA	South African Local Government Association
ToR	Terms of Reference
USRG	Urban Safety Reference Group
VCP	Inclusive Violence and Crime Prevention Programme
WPSS	White Paper on Safety and Security

1. Context

The "Inclusive Violence and Crime Prevention Programme" (VCP III) is a joint South African-German technical cooperation project, with co-funding from the Canadian government, that seeks to contribute to the national development priority of creating a safer South Africa. It works to improve the framework conditions for the effective, aligned and evidence-based implementation of South Africa's national overarching policy framework on violence and crime prevention, the White Paper on Safety and Security (WPSS) with its Integrated Crime and Violence Prevention Strategy (ICVPS), the National Strategic Plan on Gender-Based Violence and Femicide (NSP GBVF) and the Comprehensive National Prevention Strategy (CNPS), as well as the Integrated Urban Development Framework (IUDF) that recognises safety as cross cutting issue.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is responsible for the implementation of the German contribution to the programme on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as the commissioning party and Global Affairs Canada (GAC) as a co-financing party. The multi-partner VCP Steering Committee is co-chaired by the Department of Cooperative Governance (DCoG) and the Civilian Secretariat for Police Service (CSPS).

The programme supports multi-stakeholder-driven interventions towards addressing the root causes of violence and crime in South Africa through capacitating different sectors and levels of government for prevention work as well as activating and supporting different non-state societal resources and aligning their efforts. The programme recognises social and gender norms as key determinants of (gender-based) violence and crime, and accordingly applies an intersectional understanding of violence and prevention and strives to integrate gender-transformative approaches in its work.

The programme's activities in its current, third, commission (July 2019 – June 2024) can be described in four areas of intervention:

1. Supporting children and youth to grow up in a safe environment and become more resilient to violence and crime through in- and out-of-school peer-led interventions and the promotion of youth-focussed psycho-social wellbeing programmes.
2. Localizing prevention through strengthening capacities of key state- and non-state actors, such as local government for community safety planning, municipal and local non-governmental organizations for area-based approaches to violence prevention as well as the faith-based sector for the prevention of gender-based violence in particular.
3. Supporting the implementation and funding strategies for the White Paper on Safety and Security, the National Strategic Plan on Gender-based Violence and Femicide as well as the Integrated Urban Development Framework.
4. Generating and disseminating knowledge and evidence for effective violence prevention, emphasizing an evidence-informed and data-driven approach to violence prevention coordinated and supported through strong networks of practitioners for exchanging knowledge and experience.

Local government, as the closest interface between the state and communities, plays an important role in translating visions and recommendations from the policy landscape into implementation. Section 152 of the Constitution (1996) and the Municipal Systems Act (2000), speak to the constitutional responsibility of local government to promote a safe and healthy

environment for its citizens. The White Paper on Safety and Security (WPSS) provides guidelines to support the fulfilment of this constitutional responsibility, emphasising the significance of evidence in effective programme design for violence prevention and the enhancement of community safety.

The Inclusive Violence and Crime Prevention Programme (VCP) seeks to support the above and contributes to the national development priority of creating a safer South Africa as envisioned by the National Development Plan (NDP). The programme's approach is to address the root causes of violence and crime through promoting integrated, holistic and developmental prevention approaches that recognise and address specific gender and intersectional drivers of violence.

It is within this context that the VCP programme promotes the identification of evidence-informed approaches in violence prevention. This assignment is geared towards sharing of case studies that show examples of how an aligned implementation of the recommendations of the WPSS and the NSP GBVF on local level can look like. It is therefore envisioned that this project will:

- support evidence-informed development and implementation of violence prevention interventions on local level;
- contribute to enhancing the institutional memory of local practitioners through documenting practices and examples of violence prevention;
- strengthen capacities of local practitioners through exchange and learning of case studies, demonstrating not only success but also failures for risk mitigation;
- showcase municipalities' efforts as part of advocating for more political and strategic support for localised violence prevention within all spheres of government and lobbying for the improved institutionalisation of the key role that local government plays for community safety internally and externally;
- promote spatially targeted and context-informed approaches to prevention that foster multi-sectoral partnerships and encourage active community participation for community safety; and
- catalyse more testing and piloting for the identification, replication and upscaling of successful local prevention interventions.

A structured approach to identifying, selecting, collating, documenting/ packaging and sharing case studies and learnings from municipalities on the local implementation of violence and crime prevention approaches is proposed. These case studies may be sourced from municipalities that the VCP Programme is directly or indirectly supporting through different measures, or through engagement with partners of the programme. An agreed upon number of case studies must include examples of GBV prevention approaches, area-based prevention interventions, such as public space projects, and cross-disciplinary or multi-sectoral partnership and collaboration. The case studies can be project- or process-related on a municipal-wide level or a smaller scale approach such as a precinct, neighbourhood, park, or other.

2. Tasks to be performed by the contractor

The above-mentioned tasks and corresponding deliverables are further defined as follows:

2.1 Identify, select and present case studies

- 2.1.1 Identify case studies led by or in partnership with municipalities in existing VCP Programme supported measures including but not limited to the Municipal Community

Safety Network (MCSN), [Safer Places Resilient Instructions and Neighbourhoods Together \(SPRINT\)](#), Safety in Precinct Management (SPM), [Dialogues for Urban Change \(D4UC\)](#), [Centre on African Public Spaces \(CAPS\)](#), [Urban Safety Reference Group \(USRG\)](#); and partner led/shared processes such as [NSP GBVF 100-Day Challenges](#). This should be done through engagement with relevant VCP Programme advisors, partners from national and local government and desktop research. The service provider may suggest other potential case studies that are not VCP related in line with the WPSS and the NSP GBVF.

- 2.1.2 Select 15 final case studies through engagements with the GIZ-VCP team and relevant partners based on the following criteria:
 - At least 1 case study from each of the nine (9) provinces
 - Each case study must speak to at least one of the below mentioned themes.
 - At least four (4) of the selected case studies must include a GBV prevention intervention component
 - Each case must have a lesson for replicability, upscaling and/ or risk mitigation

The service provider may suggest other criteria or key categories to guide comparison of the case studies e.g., financing structure, partners composition, policy alignment etc.

Engagements with partners and GIZ-VCP personnel for the identification and selection of cases will be virtual.

Deliverables/Scope	Estimated Time
Analyse source material from but not limited to the measures mentioned above and discussion findings to identify a selection of a minimum of 15 and a maximum of 20 case studies with representation of all of the below themes (more than one theme can be reflected in one case study): <ul style="list-style-type: none"> - Urban safety and/or safety in public space (at least five (5) case studies on this theme) - Safety through Environmental Design - Transversal safety governance/ multi government or multi-sectoral partnerships for safety - Policy development, implementation and alignment for violence prevention - Gender-based violence prevention interventions (at least four case studies on this theme) - Innovative resourcing of violence prevention interventions - Youth led violence prevention in cities 	Up to 5 days
Develop and present a short overview of all identified case studies for the selection process. The overview of each case should outline the theme/ category of the municipal case, partner landscape, key focus of the case study/ distinct exemplary practice/ lesson, and alignment/ contribution to the WPSS/ICVPS, NSP GBVF/CNPS and/or the IUDF. The service provider may suggest other significant elements, including a suggested format for each case study.	Up to 3 days

This overview does not have to be long and its sole intention is to guide the selection of the final case studies through engagements with the VCP Team and selected partners.	
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2.2 Collation, Documentation and Packaging of Case Studies

- 2.2.1 Collection of further information including statistics, visuals and interviews for collation and documenting using different formats and media. Final case packaging can be following the 2.3 process, where deemed necessary.

Deliverables/Scope	Estimated Time
Documentation of each municipal case study (taking into consideration guidelines in 2.1 into a suitable format, such as: A0 poster(s), compendium booklet, leaflet(s), digital publication, audio or simple video formats etc. The service provider may propose the suitable format(s) for the case studies in engagements with GIZ-VCP.	Up to 52 days

2.3 Dissemination and Communication of Case Studies

- 2.3.1 Design and facilitation of up to 6 virtual engagements spread across the remaining project period and 1 final physical engagement where the municipalities have a chance to present their own cases to an audience of other municipalities, provincial and national departments and potentially other interested or relevant participants. The shared case studies need to represent cases from at least six (6) of the nine (9) South African provinces. Virtual engagements can be arranged by theme e.g., “public spaces for community safety” where at least 2 case studies will be shared. The virtual engagements should be ongoing throughout the project on a regular timeframe (e.g. every two months). The format of the virtual engagements may vary; however, the layout should ideally have some form of recognition character. The physical engagement will close off the entire project, formally launching all the case studies and advocating for evidence-informed interventions aligned to the implementation of the above-mentioned policies.

Deliverables/Scope	Estimated Time
Design, facilitate and coordinate 6 virtual engagements communicating the case studies in collaboration with case study sources (partners) and GIZ.	Up to 15 days
Development and publishing of short written pieces (article or blog) maximum 10 days after each virtual engagement to be shared on the SaferSpaces website and other relevant platforms.	Up to 6 days
Co-design and facilitate one (1) physical event showcasing all of the case studies and synthesising key outcomes of the overall project in relation to the objectives aforementioned	Up to 6 days

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Inception report highlighting adjusted approach	30 November 2022 (desk-top)
Completion of preliminary research to identify potential case studies	10 December 2022 (desk-top)
Development and presentation of overview of identified case studies for final selection with GIZ-VCP and key partners.	15 December 2022 (desk-top)
Collection and collation of detailed case study information, including concluded interviews	Between December 2022 and November 2023 (desk-top + potential travel for site visits and interviews)
Packaging of first half of case studies	Between January and July 2023 (desk-top)
First half virtual engagements and SaferSpaces written pieces	Between February and July 2023 (virtual)
Packaging of second half of case studies	August 2023 – January 2024
Second half of virtual engagements and SaferSpaces written pieces	August 2023 – February 2024
Physical engagement	February 2024
Submission of all project related preliminary products on documentation of case studies for inputs by GIZ-VCP and key partners.	15 March 2024
Submission of all final products taking any inputs from GIZ-VCP and key partners into account.	31 March 2024

Period of assignment: From 30 November 2022 until 31 March 2024.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

The service provider will consider cross-cutting themes such as the programmes aim to contribute to gender equality and empowerment of marginalized groups through violence prevention initiatives throughout the assignment.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ-VCP.

The bidder works in close cooperation with and reports to designated responsible GIZ-VCP staff members.

4. Personnel concept

- The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter □), the range of tasks involved and the required qualifications.
- The below specified qualifications represent the requirements to reach the maximum number of points.

Team Leader / Expert 1

Tasks of the Team Leader / Expert 1

- Overall responsibility for the case studies process (documentation and sharing) as detailed tasks required.
- Coordination and regular communication with GIZ-VCP, partners and others involved in the project.
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local short-term experts if and when required for successful implementation of the assignment. Regular reporting in accordance with the agreed deadlines.

Qualifications of the Team Leader / Expert 1

- Education/training (2.1.1): Post-graduate qualification in communications, journalism, development studies or related field.
- Language (2.1.2): Excellent spoken and written English.
- General professional experience (2.1.3): 10 years of professional experience in the journalistic sector, storytelling and use of different media tools such as video, audio podcast, writing, preferably with local government and/or community driven development interventions as subject.

- Specific professional experience (2.1.4): 10 years of professional experience in projects related to gender-equality, safety, community development, monitoring, and evaluation measures.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in Southern Africa (region), of which 5 years in projects in South Africa (country)
- Development Cooperation (DC) experience (2.1.7): 1 years of experience in DC projects

Soft skills of Expert

In addition to the specialist qualifications, the following skills and competencies are required of the expert:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 1, maximum 4 members

Tasks of the short-term expert pool

- Design and Layout of all products developed during assignment
- Planning and management of virtual and in-person engagements / events related to the assignment (may be provided through Expert 1)
- Planning and management of virtual and in-person engagements / events related to the assignment (may be provided through Expert 1)
- Documentation of virtual and in-person engagements (e.g. blog posts / write-ups on SaferSpaces and other suitable platforms).

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1 expert with university qualification in graphic design, visual arts, or related fields, 2 experts with university qualification in communication, acting, journalism, English or related fields, 1 expert with diploma in event management)
- General professional experience (2.6.3): 1 expert with at least 5 years of experience in the Design sector, 1 expert with at least 5 years of professional experience in the Communication / Editing sector, 1 expert with at least 5 years of experience in the facilitation of engagements with government and non-government participants, 1 expert with at least 3 years of experience in organising and managing virtual and in-person workshops / engagements
- Specific professional experience (2.6.4): 2 experts with at least 5 years of experience in projects related to gender-equality, safety, community development or related fields, 1 expert with at least 3 years of professional experience in graphic design, illustration, editorial design, digital art, iconography and layout designs for diverse publications showcasing social and/or developmental interventions, 1 expert with at least 3 years of experience in planning and managing engagements with governmental officials of all spheres, politicians and civil society organisations on social and developmental topics .

- Regional experience (2.6.5): 1-4 experts with at least 5 years of experience in Southern Africa (region), 1-4 experts with 3 years of experience in South Africa (country)

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel

All Experts : total of 87 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- The VCP programme will support the Workshops logistics of the above-mentioned workshops and session (online and offline)
- The VCP programme will cover costs for the venue and catering for the final physical workshop

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CV of the experts in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV must be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets.

The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **04.01.2022**, all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.

- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal we will conclude that you have read and accepted these terms and conditions.
- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:

- a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
 - **Questions & Answers will be placed on the link provided.**

Bids sent via Dropbox and WeTransfer will not be accepted.