

Terms of reference (ToRs) for the procurement of services below the EU threshold

Monitoring and Evaluation Framework for the Comprehensive National Prevention Strategy on Gender Based Violence and Femicide	Project number/ cost centre: 2018.2076.0- 003.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
GTCC	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
BMZ	German Federal Ministry for Economic Cooperation and Development
GAC	Global Affairs Canada
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
DWYPD	Department of Women, Youth and Persons with Disabilities
NSP-GBVF	National Strategic Plan on Gender Based Violence and Femicide
CNPS	Comprehensive National Prevention Strategy on Gender Based Violence and Femicide

1. Context

Background:

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) as well as the National Strategic Plan on Gender-Based Violence and Femicide (NSP GBVF).

The programme works with a range of South African government partners on national, provincial and local level as well as with relevant civil society actors. One key partner for the development and implementation of the NSP GBVF is the Department of Women, Youth and Persons with Disabilities (DWYPD). At the center of the DWYPD's mandate is the provision of strategic guidance and leadership on women's empowerment and gender equality. In line with this mandate the DWYPD is the principal department providing an enabling environment for a multi-sectoral, coherent strategic policy and programming framework to strengthen a coordinated national response to the crisis of GBVF by the government of South Africa and the country as a whole.

To achieve these results the DWYPD established the Social Empowerment of Women (SEW) sub-programme whose main purpose is to:

- Provide guidance for enhancing existing systems, mechanisms and procedures;
- Address barriers to the equal participation of women in the public and private sectors
- Contribute to the elimination of GBVF

Over and above these, the SEW Unit is responsible for fostering accountability of key stakeholders and role-players as well as monitoring implementation of the NSP on GBVF by the various sectors.

In partnership with DWYPD, the GIZ-VCP programme supported the development of the Comprehensive National Prevention Strategy on Gender Based Violence and Femicide (CNPS), which is an implementation roadmap for Pillar 2 of the NSP GBVF.

Context

The CNPS responds to Pillar 2 of the NSP GBVF, and 'sets out to turn the tide of GBVF in the country by focusing on eliminating the social acceptance of all forms of violence against women, children and LGBTQIA+ persons. This will be done through the development and implementation of long-term, comprehensive, adaptable, context specific and holistic approaches to prevention that target all those living in South Africa". The CNPS is multifaceted and long-term, it focuses on transforming harmful social norms that feed GBV while intentionally reshaping societal values and norms in ways that build positive social cohesion and restores human dignity.

Prevention of GBVF is critical to ensure that human rights are preserved and in view of the enormous cost that GBVF extracts from households, communities and the national economy. The CNPS focuses on a comprehensive, long-term strategy that integrates the expertise and efforts of a wide range of relevant stakeholders, combining their knowledge and practices.

The CNPS emphasizes sustainability, accountability and monitoring and as such requires a comprehensive M&E framework to guide its implementation. The purpose of this contract, will be to develop an M&E framework, through comprehensive consultation in the GBVF prevention sector, and subsequent capacity building of relevant stakeholders.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The Monitoring and Evaluation (M&E) Consultant will under the supervision of DWYPD and the GIZ Inclusive Violence and Crime Prevention Programme (VCP):

- Develop a comprehensive M&E Framework for the CNPS which speaks directly to the NSP on GBVF, Pillar 2: Prevention and Rebuilding Social Cohesion. This development will be done in close consultation with the GBVF prevention sector (multi-stakeholder engagement).
- Provide the necessary training to build capacity for the DWYPD and Pillar 2 task team at national, and provincial levels on how to effectively implement the M&E Framework with respective reporting.

A first phase of the work was concluded during the 2021/ 2022 financial year with an M&E framework for five out of six of the NSP GBVF pillars developed. Pillar 2 of the NSP GBVF was deliberately left out of the scope as the DWYPD was finalizing the development of the CNPS. The CNPS has now been approved by the Minister of DWYPD. The work shall continue through this current financial year 2023/2024 with a series of interactions, consultations, refinement and building of CNPS systems to allow for the collection and reporting of key data (both quantitative and qualitative) of the relevant indicators on a regular basis.

The Consultant will use three key sources as guiding content to develop the CNPS M&E framework:

1. The CNPS, especially the Areas of Action (AoA) and the Framework of Action (FoA);
2. The NSP on GBVF, especially references to Pillar 2; (the NSP on GBVF is the 'parent' strategy informing the CNPS); and
3. The M&E framework developed for all other 5 pillars of the NSP on GBVF(excluding pillar 2)

The M&E framework should be developed with the involvement and close consultation of government and non-governmental stakeholders central to the CNPS. The process should build trust and buy-in in the framework so that partners can commit and report on their performance against GBVF NSP Pillar 2 targets.

To achieve these objectives, the M&E Consultant will need to:

1. Have a thorough understanding of the CNPS and the NSP on GBVF
2. Conceptualize and develop the CNPS M&E Framework explicitly defining the mechanisms and standardized reporting tools/forms required to capture the necessary quantitative and qualitative information;
3. Conceptualization and development of CNPS should be done under the context of considering existing reporting government frameworks
4. Identify and engage relevant departments and stakeholders in a series of consultations to develop and validate the CNPS M&E Framework;

5. Populate the drafts with baseline data where available;
6. Provide comprehensive and realistic recommendations on how to gain baseline data (where it does not exist or is not readily available);
7. Assist the DWYPD in putting in place processes to implement above recommendations (in point 5 above);
8. Integrate inputs received in at least two iterations of drafts of the CNPS M&E framework
9. Identify sources of verification for the CNPS M&E framework using (as much as possible) existing data sources embedded in existing systems;
10. Develop an operational manual of the CNPS M&E framework (including templates for reporting tools)
11. Provide training that builds the capacity of the CNPS M&E project team to process and evaluate the respective data, and use the reporting tools;
12. Test the M&E framework during training;
13. Conduct an orientation workshop/s with the Pillar 2 technical task teams (comprising relevant government and CSOs at national, provincial and local levels) to familiarize them with the CNPS M&E framework;

Outputs/ Deliverables by Consultant:

1. **A draft workplan** including a detailed description of the activities necessary to produce the deliverables under this contract, accompanied by a timetable;
2. **A summary report of the consultations held** on the CNPS M&E System and tools, including the key elements raised by the relevant departments and stakeholders, the challenges perceived and the opportunities perceived by each stakeholder;
3. **At least 2 iterations/versions of the M&E Framework** which will be revised based on the feedback received by the different departments/stakeholders;
4. **A comprehensive recommendations guide** on how to **gather baseline data** for indicators where baseline data does not exist or is not readily available;
5. **A manual on CNPS M&E indicators** for use of the respective sectors accountable for the implementation;
6. **A CNPS M&E system, tools and procedures** (including weekly, monthly and quarterly reporting templates);
7. **A series of 5 in person training sessions** held with relevant stakeholders on the use of the CNPS M&E Framework & tools;
8. **Monthly reports** during the course of the consultancy reporting progress on the activities vis a vis the timelines established in the workplan; describing the deliverables produced; and reporting the meetings and training held during that month.
9. **At the end of the consultancy, a final report** summarizing the consultant's analysis and considerations on progress and challenges, advice or areas for attention going forward,

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
Draft workplan (3 days)	2 weeks after beginning of contract/Service Provider

Plan consultations for development of M&E framework (15 days)	3 months after beginning of contract
Facilitate consultations for M&E framework (10 days)	5 months after beginning of contract
Develop two or more iterations/versions of the M&E Framework (10 days)	7 months after beginning of contract
A manual on CNPS M&E indicators (5 days)	8 months after beginning of contract
Activity 5: A series of training sessions (10 days)	10 months after beginning of contract
Activity 6: Final Report (3 days)	11 months after beginning of contract

Period of assignment: From 12.06.2023 until 30.04.2023 for 56 effective working days.

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

Project management of the contractor

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

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
The contractor reports regularly to GIZ in accordance with the GTCC of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022

In derogation from GIZ GTCC, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

In addition to the reports required by GIZ in accordance with GTCC, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages)

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

– Not applicable –

Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, 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 and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (minimum MA) in a relevant field (e.g. sociology, anthropology, demography, development studies, gender & women's studies, and other related fields);
- Language (2.1.2): Excellent written and verbal English language skills. Knowledge of vernacular official languages will be preferred.

General professional experience (2.1.3):

- 10 years of professional experience in the monitoring and planning, developing and implementing M&E Frameworks in the development context;

Specific professional experience (2.1.4):

- 5 years' experience working in collaboration with government and its agencies, civil society organizations (CSOs), development partners, Chapter nine institutions, and private sector;
- 2 years' experience in developing gender responsive M&E tools and systems;
- In-depth knowledge and expertise on GBVF, research, practice, regional and international instruments will be preferred;
- Knowledge & experience in integrating GBVF issues in policy and programming at national & provincial levels will be preferred;
- Knowledge of the National Strategic Plan on Gender Based Violence and Femicide will be preferred;
- 5 years' experience in excellent technical drafting and report/proposal writing and presentation and interpersonal communication skills;
- 5 years' proficiency in data management systems and tools working with qualitative and quantitative indicators, computer skills, particularly in current office software applications;
- 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): N/A

- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Expert 1

Tasks of expert 1

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, 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 and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of Expert 1

- Education/training (2.2.1): university degree (minimum MA) in a relevant field (e.g. sociology, anthropology, demography, development studies, gender & women's studies, and other related fields);
- Language (2.2.2): Excellent written and verbal English language skills. Knowledge of vernacular official languages will be preferred.

General professional experience (2.2.3):

- 10 years of professional experience in the monitoring and planning, developing and implementing M&E Frameworks in the development context;

Specific professional experience (2.2.4):

- 5 years' experience working in collaboration with government and its agencies, civil society organizations (CSOs), development partners, Chapter nine institutions, and private sector;
- 2 years' experience in developing gender responsive M&E tools and systems;
- In-depth knowledge and expertise on GBVF, research, practice, regional and international instruments will be preferred;
- Knowledge & experience in integrating GBVF issues in policy and programming at national & provincial levels will be preferred;
- Knowledge of the National Strategic Plan on Gender Based Violence and Femicide will be preferred;
- 5 years' experience in excellent technical drafting and report/proposal writing and presentation and interpersonal communication skills;
- 5 years' proficiency in data management systems and tools working with qualitative and quantitative indicators, computer skills, particularly in current office software applications;
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): N/A
- Development cooperation (DC) experience (2.2.7): 3 years of experience in DC projects

4. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	28		
Designation of TL/key expert/short-term expert pool	1	28		
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	8			
Overnight allowance in country of assignment	8			

Transport	Quantity	Price	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights	8			Flights within the country of assignment during service delivery
CO₂ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car) • •				Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				e.g. visa costs
Fixed travel budget				A budget is earmarked for travel to the following countries: You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops				The budget contains the following costs Please calculate a budget for workshops taking the following cost items into account:

Subcontracts				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .
Local subsidies				The contractor administers the following local subsidies in accordance with Section 2.7 AVB: .
Other costs				The budget contains the following costs .

contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price. Therefore, please divide the lump sum price into the milestones described below. The price per milestone must contain all relevant costs (fee, travel expenses etc.).

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestone	Deadline/place/person responsible

Workshops and training

Please describe in your concept how you implement GIZ’s minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

- Up to 5 consultations
- Up to 5 trainings (in person)

5. Inputs of GIZ or other actors

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

- workstations on GIZ premises (N/A)
- Transportation on site with GIZ project vehicle (N/A)
- Logistics for workshops: Department of Women, Youth and Persons with Disabilities (DWYPD)

6. Requirements on the format of the tender

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

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **26.05.2023**, all documents must be in PDF.
- Submission to any other email address may invalidate your bid.
- 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.

- Participating more than once in the same tender is not allowed and it will lead to your proposal as well as that of the other company where you appear more than once being disqualified. The responsibility rest with companies to ensure that their parte=ners/experts are not bidding/participating more than once in the same tender.
- **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.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**

