



SCM /Tender Ref #:	DPME 19-2022/23
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Request for proposals for:	Design/Implementation Evaluation of the National Strategic Plan (NSP) on Gender -Based Violence and Femicide (GBVF) 2020/30
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Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
January 2023	12 months

### 1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

### 2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Deliverables and allocation of time to team members (Must use attached Excel template).
- **Annexure B4:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

### 3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

ENQUIRIES		
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Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed methodology / approach
- Deliverables and time frames

## 2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

### 2.1. Team composition

#### 2.1.1. Empowerment requirements

The proposed team must meet the following empowerment requirements:

- **Black PDI%:** At least 30% of the person-days required to complete this project must be allocated to Previously Disadvantaged Individuals (PDIs)<sup>1</sup>; and
- **Gender%:** At least 40% of the person-days required to complete this project must be allocated to women; and
- **Youth%:** At least 10% of the person-days required to complete this project must be allocated to youth (persons aged 35 or younger); and
- **Empowerment spend:** At least 30% of the fully inclusive resource cost for all deliverables must be allocated to Black PDIs.

Annexure B1 must be completed and the required details of each team member must be provided. Team members indicated in the proposal must be available for the duration of the project and must play a meaningful role in the project. **Replacement of team members may only be done in consultation with DPME and replacement team members must have the same PDI profile as well as qualifications and experience as those they are replacing.**

#### 2.1.2. Qualifications and Experience required

Bidders will demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken. The attached template must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

Roles*	Qualifications	Experience
Evaluations specialist	Minimum: Master's degree in Social/Development/Gender Studies Advantage: Doctorate	Minimum: Has worked on at least 5 evaluations of any value and played a lead evaluator role in at least two evaluation of over R500,000.
Sector expert(s)**: (Gender Based Violence and Femicide)	Minimum: Honours degree in Social or Development or Gender Studies Advantage: Masters Degree	Minimum: At least 5 years in the working on issues of Gender Based Violence and Femicide.
Project manager	Minimum: Project management qualification (Degree or Diploma or Certificate)	Minimum: Successfully managed and completed at least 3 projects of R500,000 or more.
Gender Expert	Minimum: Honours degree in Social or Development or Gender	Minimum: At least 5 years in Gender Mainstreaming in South Africa.

<sup>1</sup> By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

	Studies Advantage: Masters Degree	
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\* One team member can have more than one of the roles indicated.

\*\* Score will be combined for all experts – All experts must meet minimum criteria stipulated above to receive a score of 3.

## 2.2. Confirmation of experience, qualification and availability

The following must be submitted for each of the proposed team members:

- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project of to produce the deliverable(s) as indicated in Annexure B.
- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Copies of qualifications.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

## 2.3. Past performance

The past performance of bidders in executing similar projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects.

## 2.4. Project management

The bid proposal submitted by the bidder must include a detailed **project plan**. As summary of deliverable dates must be included in Annexure B3. The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

## 3. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B4 must be used to summarise costing.

## 4. EVALUATION OF BIDS

### 4.1. Administrative requirements

Annexures B1 to B4 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference

Initials of specification committee members: CE PA KM \_\_\_\_\_  
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#### 4.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

**Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

#### 4.3. Functional evaluation Part 1 – Quantitative criteria

**Part 1: Minimum functional requirements:** Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Functional Evaluation Criteria		Weight	Min. Score
1.1	<b>Team composition (par 2.1.1 of ToR and Annexures B and B1):</b> 1= Proposed team does not meet the empowerment criteria. 3= Proposed team meets the empowerment criteria. 4= Proposed team meets the empowerment criteria and achieved 50% or more in at least 2 criteria.	3	9
1.2	<b>Evaluation Specialist (s) (par 2.1.2 of ToR):</b> 1= The evaluation specialist(s) does not meet the minimum requirements for either experience or qualifications. 3= The evaluation specialist(s) meets all of the minimum experience and qualifications requirements. 4= The evaluation specialist(s) exceeds the minimum experience and qualifications requirements.	5	15
1.3	<b>Sector Expert (s) (Gender Based Violence and Femicide) (par 2.1.2 of ToR):</b> 1= The sector expert(s) does/do not meet the minimum requirements for either experience or qualifications. 3= The sector expert(s) meet(s) all the minimum experience and qualifications requirements. 4= The sector expert(s) exceed(s) the minimum experience and qualifications requirements.	3	9
1.4	<b>Project Manager ** (par 2.1.2 of ToR):</b> 1= The project manager do/does not meet the minimum requirements for either experience or qualifications. 3= The project manager meet(s) all the minimum experience and qualifications requirements. 4= The project manager exceed(s) the minimum experience and qualifications and requirements.	3	9

Functional Evaluation Criteria		Weight	Min. Score
1.5	<b>Gender expert(s) ** (par 2.1.2 of ToR):</b> 1= The expert(s) do/does not meet the minimum requirements for either experience or qualifications. 3= The expert(s) meet(s) all the minimum experience and qualifications requirements. 4= The expert(s) exceed(s) the minimum experience or qualifications requirements.	3	9

\*\* Combines score for all experts – All experts must meet minimum criteria stipulated above to receive a score of 3.

#### 4.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 60% for both functional evaluation parts 1 and 2, to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

**Part 2: Minimum functional requirements:** Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Price/PPPFA evaluation.

Functional Evaluation Criteria		Weight	Min. Score
2.1	<b>Understanding the brief. The proposal and / or presentation by the service provider:</b> 1= Did not address the purpose and objectives of the project. 2= Proposal shows minimal understanding of the sector and partially addresses the purpose and objectives of the project. 3= Proposal shows good understanding of the sector and fully addresses the purpose and objectives of the project. 4= Proposal shows exceptional understanding of the sector and policy issues, the purpose and objectives of the project responded innovatively and proposal offered added value to the project.	5	15
2.2	<b>Proposed approach</b> 1= Proposed methodology is not aligned to the purpose and key questions. 2= Proposed methodology is partially aligned to the purpose and key questions. 3= Project design, sample, data collection tools and analytical framework proposed is fully aligned to the purpose and key evaluation questions. 4= In addition to 3, the methodology is innovative and will add value beyond the originally intended purpose and objectives of the project.	5	15

Functional Evaluation Criteria		Weight	Min. Score
2.3	<p><b>Bidder's knowledge of and exposure to international good practice, particularly in developing and or African countries.</b></p> <p>1= No international exposure available</p> <p>2= Proposal makes mention of international exposure but not convincing in how this will benefit the project</p> <p>3= Organisation has undertaken relevant international work and shows in the proposal how it will draw in international exposure and insight</p> <p>4= Recognised relevant international exposure included in the team (either sector or evaluation)</p>	3	9
2.4	<p><b>Project plan (par 2.4 of ToR and Annexure B3):</b></p> <p>1= No project plan included in bid.</p> <p>2= Project plan does not fully address all deliverables or does not indicate completion within the required time frames.</p> <p>3= Project plan addresses all deliverables and indicates completion of the project within the required time frames.</p> <p>4= Project plan addresses all deliverables and indicates completion of the project in significantly less than the envisaged time frames.</p>	3	9

#### 4.5. Price / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

#### 5. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves the content of the standard template.

- The Copyright of any Bespoke Deliverables shall vest in DPME.

#### 6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

6.1. Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any

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Request for proposals for:	Design/Implementation evaluation of the National Strategic Plan (NSP) on Gender -Based Violence and Femicide (GBVF) 2020/30
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1. BACKGROUND / CONTEXT

The 2018 Global Peace Index revealed that South Africa is one of the most violent places in the world, ranked 38 out of 163; with one of the highest murder rates found globally outside of a war zone.

The 2018 Victims of Crime Survey reports revealed an increase in crime levels for 2017/2018, as compared to 2016/2017, coupled with a decline in feelings of safety and trust in the Criminal Justice System (CJS). The levels of vulnerability to violence for all women has been gradually coming into particular sharp focus over the past year, as all living in South Africa were inundated daily by media and police reports of the horrific and senseless murder, rape and maiming of women and children in homes and communities. In addition, women, particularly black, poor and rural women, bear the brunt of poverty, unemployment and inequality, while carrying the responsibility of taking care of the emotional, physical and financial needs of children.

During the course of 2018 and 2019, South Africa has increasingly acknowledged the crisis of GBVF and its profound impact on the lives and well-being of survivors, children, families, communities and society as a whole.

In March 2020 the government approved the National Strategic Plan on Gender-based Violence and Femicide (NSP on GBVF) 2020 to 2030, as well as the establishment of the Inter-Ministerial Committee (IMC) on GBVF to establish the National Council on GBVF (NCGBVF) that will oversee the implementation of the NSP on GBVF. The NSP on GBVF provides a cohesive strategic framework to guide the national response to the GBVF crisis. The vision of the NSP on GBVF is: 'A South Africa free from Gender-based Violence (GBV) directed at women, children and persons who are Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and from other Extensions (LGBTQIA+).' It focuses on responding to gender-based violence and femicide against all women (across age, physical location, disability, sexual orientation, sexual and gender identity, gender expression, nationality and other diversities) and violence against children, and ascertain how these serve to reinforce each other.

To achieve this vision, South Africa will centre its efforts on bringing about specific changes around six key pillars over the next 10 years: 1) Accountability, Coordination and Leadership; 2) Prevention and Rebuilding Social Cohesion; 3) Protection, Safety and Justice; 4) Response, Care, Support and Healing; 5) Economic Power; and 6) Research and Information Management.

**Prevention remains a critical element in turning the tide against GBVF.** The NSP Pillar 2: Prevention and Rebuilding Social Cohesion, sets out to leverage different platforms and approaches to transform attitudes and behaviours, and enable healing from individual and collective trauma arising from violence. Taking immediate steps to influence and change norms and behaviour is critical towards preventing GBVF from occurring, while sending out a firm message to all in South Africa that GBVF will not be tolerated, as it violates constitutional rights.



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The implementation approach of the NSP on GBVF is centred on harnessing the roles, responsibilities, resources, and commitment of all stakeholders across different tiers of government and sections of society. Strengthening the delivery capacity in South Africa to roll out effective prevention programmes, whilst building the capacity of individuals and institutions to implement prevention interventions, are critical to the successful implementation of the GBVF. Over the medium term (2020 to 2024), the NSP on GBVF will focus on strengthened national capacity to roll out evidence-based prevention programmes, including the development of a comprehensive national prevention strategy.

Since the approval of NSP on GBVF in March 2020, National Departments have been submitting monitoring reports to the Presidency. In March 2020, the country went into hard lockdown. During this time the country experienced high levels of Gender Based Violence. The following issues have emerged from these reports:

- Lack of clarification of some of the departments in relation to their role in the implementation of the NSP;
- Lack of resources to implement the initiatives of the NSP.

It is therefore important to do a design/implementation evaluation of the NSP on GBVF.

### 2. PROBLEM STATEMENT / PURPOSE

The purpose of the evaluation is to assess whether the NSP on GBVF's design is robust to achieve its objectives, whether the plan is implemented as planned, whether there are any emerging results from the implementation of the plan, and what can be done to improve the implementation of the NSP on GBVF.

### 3. OBJECTIVES AND SCOPE OF PROJECT

The objective is to assess the robustness of the design of the NSP on GBVF and how it is being implemented, especially the pillars. The focus is on assessing the design and the extent to which the interventions have met the stated objectives. The findings of the design/implementation evaluation will be used to inform the 2025 – 2030 NSP on GBVF and the M&E Framework. Results of the evaluation will provide insight into the effectiveness of the GBVF interventions, and the resources expended in relation to outcomes, respectively.

#### 3.1 Key Evaluation Questions to be addressed

The evaluation will respond to the following key questions:

1. Is the NSP on GBVF designed appropriately to enable effective implementation by all stakeholders? (including the institutional arrangements)
2. To what extent are the NSP on GBVF pillars implemented in a multi-sectoral manner and as planned?
3. To what extent is the theory of change and log frame of the NSP on GBVF adequate, including its main underlying assumptions (relevance and appropriateness of the intervention design)?
4. To what extent has the implementation of the NSP on GBVF been effective in achieving its policy goal(s), objectives and intended outcomes?
5. To what extent has the implementation of the NSP on GBVF been efficient?
6. What are the emerging outcomes of implementation of the NSP on GBVF, if any?
7. What NSP on GBVF elements implemented are sustainable?
8. To what extent are the commitments made in the Presidential Summit Declaration (19 Articles) met through implementation of the NSP on GBVF?

#### 3.2 Intended users of the evaluation

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It is important to note that all government departments and local government are users of the NSP on GBVF. However, the following table summarises the main users and how they are likely to use the evaluation results. This is important in conceptualising the consultation during the evaluation and in dissemination of the results.

**Table 1: Main users and stakeholders of the evaluation results**

Stakeholder	Likely use of the results
All government departments including municipalities	Refocus resources to address the direct determinants of GBVF. Adapt, amend and expand existing programmes that respond to the scale of the problem.
Department for Women, Youth and People with disabilities	Strengthened oversight, advocacy, monitoring and evaluation of the NSP on GBVF.
Department of Planning, Monitoring and Evaluation	Strengthen monitoring and evaluation of the implementation of the NSP.
Civil Society	Refocus resources to address the direct determinants of GBVF. Adapt, amend and expand existing programmes that respond to the scale of the problem. Provide accountability.
Development Partners	Strengthen collaborations on programmes to reduce Violence Against Women and Violence Against Children
Private Sector	Mobilise resources to support implementation of the NSP on GBVF.
Chapter 9 institutions	Monitoring and accountability of the NSP on GBVF.

### 3.3 Scope of the evaluation

The evaluation will focus on the design/ implementation of the NSP on GBVF from inception to date. It should:

- Build on the DPME's evidence map and NSP on GBVF implementation reports.
- Assess the entire value chain of the NSP to determine its effectiveness in implementation. Further, to determine factors contributing to the emerging outcomes of the implementation of the NSP, across its pillars.
- Focus on the effectiveness of the NSP's response to address GBVF. Special focus should be paid to adequacy, relevance and responsiveness of programmes in responding to the pillars of the NSP.
- Data should be collected from, but not limited to, departments in law enforcement, criminal justice system and social sector (including social development, education, health, human settlements, etc.) across the three spheres of government, center of government departments such as COGTA, National Treasury and DPME. Further, from civil society, labour, private sector, Chapter 9 institutions and development partners.
- The service provider will be expected to develop a sound sample of programmes (including evidence-based programmes), across the pillars, considering level of government funding and the level coverage of the programmes (national and demographic).

## 4. PROPOSED METHODOLOGY / APPROACH

A mixed-method (quantitative and qualitative) approach should be used. Data should be collected from key stakeholders responsible for implementing the six pillars of the NSP, drawn from both primary and secondary sources. Primary sources will include key informant and focus groups interviews at two levels — experts and programme management. Secondary sources will include legislation and programme design documents,

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various statistical sources, routine programme tracking information, previous evaluation reports, financial and institutional performance information.

The final methodology, including the evaluation matrix, will be the outcome of the discussion between the service provider and the successful applicant at the inception phase.

Details of the study methodology are presented in Table 1 below:

Table 1:

Questions/Scope	Methodology	Sample
Document review	<ul style="list-style-type: none"> <li>• Desktop review</li> <li>• Document analysis</li> <li>• Budget analysis</li> <li>• Institutional analysis</li> <li>• Triangulation of different sources</li> <li>• Monitoring reports</li> <li>• Academic journals and publications</li> <li>• Other relevant sources</li> </ul>	<ul style="list-style-type: none"> <li>• All mandated government departments (national and provincial level), civil society, Chapter 9 Institutions, development partners.</li> </ul>
Programme Evaluation	<ul style="list-style-type: none"> <li>• Analysis of routine programme delivery information.</li> <li>• Interviews with member of the Inter-Ministerial Committee (IMC) on GBVF, members of the National Council on GBVF (NCGBVF), programme and senior managers, operational staff and beneficiaries</li> <li>• Desktop analysis of previous evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Government programmes across the pillars.</li> </ul>

**5. DELIVERABLES AND TIME FRAMES**

The core products expected from the evaluation are the following:

- **Inception Report** by the service provider as a follow-up to the proposal with a revised evaluation plan, evaluation design and methodology;
- **Theory of Change (ToC) and Logical Framework** for the NSP. The evaluation should test the theory of change and then at the end make suggestions for changes;
- **Systematic literature review** which draws on analysis of the NSP document, related policies, regulations, frameworks, review both grey and published literature on the NSP on GBVF and its implementation, and **provides analytical framework for the evaluation**. This should include the evidence map on GBV and implementation of the NSP;
- **Data collection instruments** and other tools;

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- **Draft evaluation report** integrating findings from the systematic review, theory of change, and data collected;
- **Workshop with stakeholders** to validate and discuss the findings and recommendations;
- **Revised draft evaluation report** based on stakeholder feedback (full and in 1/5/25 format), including written feedback from the DoWYPD and DPME.
- The **final evaluation reports**, both full and in 1/5/25 format, in hard copy and electronic;
- A revised theory of change, log frame on the implementation model for the NSP.
- Provision of all **datasets, metadata and survey documentation** (including interviews) when data is collected.
- A Power-point or audio-visual **presentation of the results**.

### 5.1. Deliverables and time frames

The evaluation should be undertaken in the financial year 2022/2023 (i.e. August 2022 and July 2023). The table below depicts the high-level project plan. These are tentative dates and subject to change.

Description	Expected date	% of project (Payment)
Sign Service Level Agreement	January 2023	
Inception Meeting	January 2023	
Submission of Draft Inception Report	January 2023	
Approval of Inception Report	January 2023	10%
Systematic Literature Review	February 2023	
Submission of draft data collection instruments, report structure, analysis plan and other tools to test out how the theory of change is working	March 2023	
Theory of Change workshop	March 2023	
Approval of final data collection instruments, report structure, analysis plan and other tools	March 2023	10%
Draft evaluation report for review.	June 2023	20%
Workshop with stakeholders to discuss the draft report	July 2023	
Revised Draft evaluation report full and 1/5/25 summaries	August 2023	
Peer Review of the Report & comments from Steering Committee	August 2023	
Final Evaluation Report, Version 1	August 2023	30%
Comments to service provider from Steering Committee and Peer reviewer on Final Report	September 2023	
Final report draft 2 submitted	September 2023	
Approval of the Report by the Steering Committee	October 2023	30%
Power-point Presentation of the Report at top management and provision of all datasets, metadata and survey documentation (including interview transcripts).	October 2023	

### 6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

The Evaluation Steering Committee will make decisions on project timelines and deliverables to ensure risk management processes are implemented, and address challenges in terms of accessing the relevant information. The role of Secretariat will be provided by DPME.

The evaluation project manager to whom the service provider will report is Mrs Kgaugelo Moshia Molebatsi, Director: Evaluation, DPME ([Kgaugelo@dpme.gov.za](mailto:Kgaugelo@dpme.gov.za) / 012 312 0161

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**7. PEER REVIEW**

National and international peer reviewers will be contracted to support the assignment. Refer to the DPME Guideline on Peer Reviewers on DPME website for more detail.

**8. OTHER**

None.