



## **KWAZULU-NATAL PROVINCE**

**ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS**  
REPUBLIC OF SOUTH AFRICA

# **TERMS OF REFERENCE FOR THE CALL FOR PROPOSAL FOR RENDERING WOMEN SOCIO-ECONOMIC EMPOWERMENT PROGRAMME ON BEHALF OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM & ENVIRONMENTAL AFFAIRS IN PARTNERSHIP WITH THE DEPARTMENT OF SOCIAL DEVELOPMENT (KZN)**

**REFERENCE NUMBER: WSEP/01/2023**

## **1. PURPOSE**

The purpose of these Terms of Reference is to solicit proposals for the appointment of a suitable Non-profit Organisation (NPO) to implement Women Socio-economic programmes to 60 vulnerable women at EThekweni (INK Area and Umlazi) and UMgungundlovu District within the

Province of KwaZulu-Natal for a period of twenty-four (24) months.

## **2. BACKGROUND**

2.1. The Constitution of the Republic of South Africa, 1996, (the “Constitution”) as the supreme law, places a positive duty on the State, including national, provincial and local government, to respect, protect, promote and fulfil the rights in the Bill of Rights, including, where appropriate and without any limitation, to take reasonable and affordable legislative and other measures to achieve the progressive realisation of the rights in the Bill of Rights. These constitutional provisions directly influence the plight of the family and the manner in which its members contribute towards society’s well-being and stability.

2.2. For the provisions to be realised, government needs to partner with all sections of society, including the private sector in the quest to effect social and economic

transformation and address the pressing conditions that women are living under that is Gender Base Violence. Women are the important aspect of the economy that need to be supported to play a meaningful role in the reconstruction and development of the country. Responding to the challenge of GBV in the country a focus must be made on education, training, job creation and enabling women to realise their full potential and participate in the economy.

2.3. The Call for Proposals is in line with the rationalisation of services rendered by the Department of Social Development in partnership with funded NPOs as approved by the Provincial Executive Council. This is aimed at achieving the Provincial goal to end GBV in the Province.

### **3. OBJECTIVES OF THE PROJECT**

The primary objectives of the Project are to –

- 3.1. Empower and actively involve women of Ethekewini INK and Umlazi area and UMgungundlovu in productive activities for individual and community development;
- 3.2. Minimize (in the short to medium term) the exposure of women to poverty and unemployment;
- 3.3. Ensure that women take their rightful place in society;
- 3.4. Promote women self-empowerment to develop their full potential and self-esteem through skills development programmes;
- 3.5. Improve women socio-economic status through involvement in skills development and socio-economic programmes;

### **4. SCOPE OF WORK**

- 4.1. Provide a wide range of skills programmes to the identified women in EThekewinin and UMgungundlovu
- 4.2. Provide basic entrepreneurship development programmes to the identified women following a skills audit assessment;
- 4.3. Identify functional and technical income generating ventures that the identified women can be trained on, following a skills audit assessment;

- 4.4. Provision of elementary skills development programmes for the identified women in the income generating ventures;
- 4.5. Organise the trained women to form formal enterprises (SMME or Cooperatives) in a manner prescribed by the Department;
- 4.6. Prepare the women and enterprises to graduate into commercially viable SMME / Cooperatives.

## **5. TARGET AUDIENCE**

- 5.1. The successful NPO will provide a range of services to women in the following categories:
  - 5.1.1. Women who has been on white door shelters / social development services;
  - 5.1.2. Women who have attended the Diversion Programme;
  - 5.1.3. Any other vulnerable women identified by the Department within DSD Programmes / interventions
  
- 5.2. Women who will benefit from this programme will be from any age from 18 years to 60 years and each District will target up to 20 beneficiaries per intervention.

## 6. OUTPUTS / DELIVERABLES

The table below illustrates the minimum Project outputs or deliverables:

NO	OUTPUT	ACTIVITIES	TARGET
1.	<b>SKILLS AUDIT AND PROGRAMME DESIGN (PHASE 1)</b>	<ul style="list-style-type: none"> <li>• Conduct Training needs assessment of the participants and their capacity</li> <li>• Conduct skills audit and skills development to establish which skills exist and where skills development programmes are required.</li> <li>• Design and execute appropriate/applicable training to respond to the skills audit analysis.</li> <li>• The programme design should focus on the developing skills such as but not limited to: Hospitality (catering &amp; bakery), clothing and textile (sewing) and Beauty (Nails and face) as the focus groups will be assisted to have their businesses registered and later be linked to funding opportunities for said sectors.</li> <li>• All participants to be given computer short skills training at the end of all interventions</li> </ul>	60 Women
2.	<b>SKILLS DEVELOPMENT (PHASE 2)</b>	<ul style="list-style-type: none"> <li>• Basic skills development programmes (Theory and Practical's), in line with identified sectors. (e.g. Hospitality, clothing &amp; textile and Beauty)</li> <li>• Assessments and Moderations</li> </ul>	60 Women

NO	OUTPUT	ACTIVITIES	TARGET
3.	<b>PERSONAL DEVELOPMENT AND CAPACITY BUILDING (PHASE 3)</b>	<ul style="list-style-type: none"> <li>• Conduct personal finance capacity building initiatives to assist programme beneficiaries to manage their personal and family finances more efficiently.</li> <li>• Conduct business and financial management programmes to prepare programme beneficiaries to efficiently manage their profit generating initiatives.</li> <li>• Assist the groups to register their formal enterprises.</li> <li>• Link groups to relevant funding opportunities and Income Generating Income Initiatives;</li> <li>• Link groups to markets</li> </ul>	60 Women
4.	<b>AFTER CARE, SUPPORT &amp; ASSISTANCE (PHASE 4)</b>	<ul style="list-style-type: none"> <li>• Provide mentorship services, support and care services, advice and guidance on business issues</li> <li>• Link groups to other organisations for business support</li> </ul>	60 Women

## 7. SKILLS AND KNOWLEDGE REQUIRED

7.1. Ability to develop, plan, and implement community development programmes

7.2. Communication skills and the ability to work effectively with a wide range of a diverse community (social facilitation) and have linkages with local NPOs and sector departments.

7.3. Experience in executing such development programmes

7.4. Project and Financial Management.

7.5. Ability to develop and maintain record keeping systems.

7.6. Understanding of community development, social facilitation and community mobilization.

7.7. Ability to gather data, to compile information, and compile reports.

7.8. Experience in supporting or working with the targeted group

## **8. SUBMISSION OF PROPOSALS**

8.1. Prospective NPO must submit their proposals (Business Plans) with cost implication per annum (24 months) in one envelope including the following:

- Constitution
- Organizational Structure {Organogram}
- Certified copy NPO Registration Certificate
- Certified Accreditation Certificate/s if applicable
- Certified Departmental Registration Certificate if applicable
- Completed Entity Maintenance
- Financial Statements {if previously funded}
- Permission To Occupy/Lease Agreements of their office
- Certified Copies of ID {Chairperson, Secretary and Treasurer}
- Proof of registration with the Central Supplier Database
- Detailed profile with references

8.2. The following information must be visibly marked on the envelope:

8.2.1. Name of the Organization (NPO)

8.2.2. Date of submission

8.2.3. Reference number provided - **WSEP/01/2023**

8.3. Failure to comply with these conditions will result in a proposal being disqualified.

## **9. CLOSING DATE FOR SUBMISSION OF PROPOSALS**

9.1. The closing date for the submission of proposals is 15 September 2023. Proposals must be submitted to EDTEA reception in the following address:

**Attention: Ms Nonkonzo Nzama**  
**Acting Director: Women & People with Disability Economic Empowerment**  
**Department of Economic Development, Tourism and Environmental Affairs**  
**270 Jabu Ndlovu Street, Ground Floor**  
**Pietermaritzburg**  
**3200**

## **10. GENERAL CONDITIONS**

The general conditions of contract prescribed by the PFMA and Treasury Regulations will be applicable to the call for proposals.

## **11. SPECIAL CONDITIONS**

- 11.1. The non-profit organisations must have a footprint within the province.
- 11.2. The Department reserves the right to award a contract to one or more successful NPOs.
- 11.3. The Department reserves the right not to award the contract should it deem fit not to award.
- 11.4. NPOs must further acquaint themselves with the programmes, policies and legislation at their own cost, which are available on the official departmental website or on request.
- 11.5. The Department reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents, including a request to make verbal presentations.
- 11.6. It will be expected of the successful NPOs to sign a Service Level Agreement with the Department prior to the commencement of any work.
- 11.7. The contract shall be valid for a period of twenty four (24) months.
- 11.8. All material developed and premises utilised for the delivery of the programmes must bear the official logo and corporate branding of the Department of Economic Development, Tourism and Environmental Affairs as directed.
- 11.9. The NPO to indicate resources assigned to the project such as Community Development Practitioners, Project Facilitators & Coordinators.

## **12. ROLES AND RESPONSIBILITIES**

### **12.1. Department of EDTEA and DSD**

- 12.1.1. Make available relevant documents for the completion of the application.
- 12.1.2. Assess and adjudicate the proposals.
- 12.1.3. Monitoring and Evaluation
- 12.1.4. Management of Service Level Agreements.
- 12.1.5. Provide technical support as and when required.

### **12.2. Successful NPO**

- 12.2.1. Sign an Service Level Agreement with EDTEA
- 12.2.2. Attend Project Steering Committee Meetings (PSC) and submit progress reports to Department of Economic Development, Tourism and Environmental Affairs in the agreed template through the relevant Service Office. Any report submitted and not accepted must be reworked and resubmitted at no additional cost.
- 12.2.3. Submit a comprehensive monthly, quarterly, annual and impact report with statistics on services rendered and programmes implemented or any other information as may be required from time to time.
- 12.2.4. All resources, equipment's and technical skills will be the responsibility of the successful NPOs.

## **13. EVALUATION CRITERIA**

The Proposals will be evaluated in line with the Standard Operating Procedures for Transfer Payments.



#### **14. DISQUALIFYING CRITERIA**

Proposals will be disqualified if they fail to comply with any of the following requirements:

- 14.1. Proposals submitted after the stipulated closing time and date.
- 14.2. Failure to submit the technical proposals.
- 14.3. Non- responsive to the requirements of the Terms of Reference.

*Enquiries can be directed to Ms. Nonkonzo Nzama: [Nonkonzo.nzama@kznedtea.gov.za](mailto:Nonkonzo.nzama@kznedtea.gov.za) or 033 264 2708/ 033 264 2707.*