

Terms of reference (ToRs) Evidence and M&E Expertise

Evidence in Violence Prevention and Monitoring and Evaluation Support Service Provider 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
DCoG	Department of Cooperative Governance
GBV(F)	Gender-based Violence (and Femicide)
GIZ	Gesellschaft für Internationale Zusammenarbeit (GmbH)
IUDF	Integrated Urban Development Framework
LGBTIQ+	Lesbian, Gay, Bisexual, Trans, Intersex and Queer
NSP GBVF	National Strategic Plan on Gender-based Violence and Femicide
ToR	Terms of Reference
VCP programme	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) as well as the National Strategic Plan on Gender-Based Violence and Femicide (NSP GBVF).

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.

The VCP programme is revising its activities to strengthen a focus on the promotion and identification of evidence-informed approaches in violence prevention in accordance with its module objectives. Accordingly, given complex monitoring requirements, the programme will have to augment its existing monitoring and evaluation system. It is for this reason that the VCP programme is looking for a suitably experienced and qualified service provider (individual consultant) to:

- support the capacitation of the GIZ-VCP team to promote evidence-informed and evidence-based violence prevention measures in the VCP activities.
- support the development of the monitoring system within the VCP programme.
- further support the operational planning and monitoring activities of the VCP programme
- Provide support to programme impact communication for partners, the interested public (academia, civil society etc.) as well as support for the reporting to the programme's commissioning party (BMZ) and the co-financing party (GAC).

2. Tasks to be performed by the contractor

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

2.1 Capacitate the GIZ-VCP team to promote evidence-informed/-based violence prevention measures in the VCP activities

- 2.1.1 Prepare, facilitate, and write a report on main learnings from a half-day training workshop on the relevance of evidence for violence prevention and key concepts (building on a previously held training (documentation will be provided before the training)). The workshop will look at various research processes, different concepts used in defining evidence and the specific role of evidence in violence and crime prevention. This should also include clarification and highlight the benefits of evidence-led/based/informed violence prevention measures. The workshop should be specific to the activities of the VCP programme and give space for the application of theory to the VCP practice and discussions of different VCP activities. In this regard, the workshop should be interactive and agile. The workshop will be virtual and the service provider should make use of interactive online facilitation methods.

Deliverables/Scope	Estimated Time (up to x days)
Prepare, facilitate, and write a short report on a half-day training workshop for the GIZ-VCP team on concepts of evidence in violence prevention to reach a joint understanding and agreement on what constitutes evidence in violence prevention interventions and the implications for the VCP programme.	2

- 2.1.2 Following the training session, the service provider will occasionally participate in VCP team meetings and be available for individual consultations with GIZ advisors on evidence-based approaches in their respective fields of work focussed on how the work can be informed by evidence/evidence-based approaches and how the VCP activities themselves can contribute to the generation of evidence/identification of evidence-based approaches.

Deliverables/Scope	Estimated Time (up to x days)
Availability 0.5 days per month dedicated for these discussions (in addition to the expert days dedicated to the other outlined tasks)	13.5

2.2 Support the setting up of a gender-sensitive (result-based) monitoring system that aligns with the GIZ-VCP team's operational plan

- 2.2.1 Support to the GIZ-VCP team to develop and set-up the digital monitoring tool aligning with the VCP operational plan, including the VCP indicators (strong focus on gender-sensitive measurement of results and impact)

Deliverables/Scope	Estimated Time (up to x days)
up-to 5 days for supporting the development and set-up of the VCP programme monitoring framework	5

- 2.3.2 Review of indicators and identification and preparation of methods to best collect data for the indicators and development of methods for data analysis and visualization in line with the developed indicators

Deliverables/Scope	Estimated Time (up to x days)
Up-to 6 days for supporting the identification of data collection methods and analysis/visualization	6

2.3 Further support the operational planning and monitoring activities of the VCP programme

- 2.3.1 Supporting up to three VCP operational planning retreats and one close-out retreat; during the workshops the service provider will support the promotion of evidence-informed and evidence-based activities as well as the identification of opportunities for the VCP programme to generate evidence. The workshops will be virtual or in person in Gauteng (if government and GIZ specific Covid-19 regulations allow).

Deliverables/Scope	Estimated Time (up to x days)
Supporting the preparation of and partly participating in a 2-day operational planning team retreat (1 full present expert day) in August 2022	1.5
Supporting the preparation of and partly participating in a 2-day operational planning team retreat (1 full present expert day) in March 2023	1.5
Supporting the preparation of and partly participating in a 2-day operational planning team retreat (1 full present expert day) in September 2023	1.5
Supporting the preparation of and partly participating in a 2-day close-out team retreat (1 full present expert day) in April 2024	1.5

- 2.3.2 Support to the maintenance of the monitoring system, including support to preparing and facilitating data collection, interviews etc. and support the steering of the programme to ensure appropriate response to monitoring results

Deliverables/Scope	Estimated Time (up to x days)
Availability 1 day a month dedicated to support the maintenance of the monitoring system as well as the development of relevant recommendations for programme steering (in addition to the expert days dedicated on the other outlined tasks)	27

2.4 Support the programme impact communication for partners, the general public as well as support for the reporting to the programme's commissioning party (BMZ) and the co-financing party (GAC)

- 2.4.1 Support to VCP appointed additional communication service provider: produce gender-sensitive material on the role of evidence in the (gender-based) violence prevention sector and on the activities of the VCP project, capturing activities and learnings for the sector

Deliverables/Scope	Estimated Time (up to x days)
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Developing communication material (5 products) on relevant evidence-related topics, including pre-discussions with GIZ-VCP team members and provision for at least one feedback loop for the final product	10
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- 2.5.2 Support to gender-sensitive reporting on the VCP activities to programme partners (e.g. VCP national Steering Committee) and the programme's commissioning party and co-financing party, including analysis of generated data of the monitoring tool and summarizing impacts in the frame of the reporting demands

Deliverables/Scope	Estimated Time (up to x days)
Up to 0.5 days availability per month for reporting to VCP stakeholders and further (ad-hoc) impact/result communication	13.5

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
Set-up of the digital monitoring tool has been supported	Until September 2022
1 half-day training on evidence in violence prevention concluded	Until September 2022
Participation in 1st 2-days VCP operational planning workshop	October 2022
2nd annual progress report to BMZ and GAC has been supported	April 2023
Participation in the 2nd (2-days) VCP operational planning workshop	March 2023
Participation in the 3rd (2-days) VCP operational planning workshop	September 2023
Participation in the (2-days) VCP close-out workshop	April 2024
3rd annual progress report to BMZ and GAC has been supported	May 2024

Period of assignment: From 15 August 2022 until 31 May 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

Evidence in Violence and Crime Prevention Expert

Tasks of the Expert

- Responsibility for the whole advisory packages as detailed tasks required.
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Regular reporting in accordance with the agreed deadlines.

Qualifications of Expert

- Education/training (2.2.1): Post-Graduate qualification in Development Studies, Community Development, Monitoring and Evaluation, Public Policy, Empowerment Studies, or a similar field relevant to the assignment
- Language (2.2.2): Excellent spoken and written English.

- General professional experience (2.2.3): minimum of 10 years of professional experience in evidence and monitoring, especially around violence prevention (incl. strong focus on VAWG) and in the gender-sensitive monitoring and evaluation of violence prevention programmes/measures
- Specific professional experience (2.2.4): minimum of 10 years of professional experience in the development and maintenance of monitoring systems as well as impact evaluation, expertise on South African public evaluation system and research (methods); experience in capacity building for monitoring.
- Leadership/management experience (2.2.5): minimum of 5 years of management/leadership experience as project team leader or senior manager in an organisation/company.
- Regional experience (2.2.6): 15 years of experience in projects related to gender-equality, community development, monitoring, and evaluation measures in South Africa.
- Development Cooperation (DC) experience (2.2.7): 1 year of experience working with 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

5. Costing requirements

Assignment of expert

Expert: On-site and deskwork assignment for 83 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 organize the Workshops logistics of the above-mentioned workshops and session (online and offline)

- The VCP programme will provide additional assistance to the communication material through an assigned service provider for communication that will assist the monitoring and evidence expert with editing, proof reading and designing the material

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 expert 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 **05.08.2022**, 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.**