

Civil Society Whistleblowing First Responder Training

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General information

a. Brief information on the project

The Transparency, Integrity and Accountability Programme in South Africa (TIP) supports state and non-state actors to contribute towards the implementation of the National Anti-Corruption Strategy (NACS) in a whole-of-government and societal manner. The TIP provides capacity development for anti-corruption actors in the state, civil society and the business sector. The project supports:

- Active citizenry where citizens can contribute actively to activities and initiatives in favour of transparency, integrity and accountability (output 1);
- The strengthening of institutional capacity of collaborative mechanisms, particularly the National Anti-corruption Advisory Council to coordinate the implementation of the NACS (output 2); and
- Multi-stakeholder partnerships to improve transparency, integrity and accountability (output 3).

In addition to the whole-of-government and societal approach of the TIP, the programme actively pursues a human rights-based orientation including gender equality. The strategic reference points for the TIP are the NACS, Agenda 2030, the Medium-term Strategic Framework 2019-2024, Germany's approaches to governance, democracy and anti-corruption as well as Agenda 2063 (African Union) and Sustainable Development Goals 16.5 and 16.6.

The TIP is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The TIP is co-financed by the Swiss State Secretariat for Economic Affairs. The programme is part of the newly established Peaceful and Inclusive Societies cluster of BMZ and the action field Good Governance.

The TIP was designed to support the implementation of the NACS. Outputs 1 and 3 of the TIP aligns with Pillar One of the NACS which aims to “Promote and encourage active citizenry, whistleblowing, integrity and transparency in all spheres of society”. This pillar implies that there needs to be an environment that is conducive to reporting corruption and citizens need to be educated and aware of the effects of corruption to enable them to report corruption and be protected once they do so.

b. Context

Civil society organisations (CSOs) often enjoy a high degree of trust within the communities and societies within which they operate. This can be ascribed to the relationships they build with those in their communities and the services that they provide. Anti-corruption and pro-social justice organisations are often highly visible in the media and become known to the public through positive word of mouth recommendations. As a result, people know of, and have trust in, various CSOs, without necessarily understanding their mandates or the scope of work they perform.

Various CSOs have reported that due to this high level of trust, members of the public approach them with reports of corruption and other wrongdoing or with complaints about service delivery, with the intention that the CSOs investigate such reports or take action to deal with the wrongdoing. While CSOs are not always able to assist to this degree, they are uniquely positioned to provide crucial support and information to whistleblowers (or potential whistleblowers) at this time. In other words, CSOs can play a vital role as “First Responders”.

To help CSOs navigate this role, the TIP worked with the Ethics Institute to produce a guidance manual that sets out relevant information for CSOs to keep on hand to help them to assist whistleblowers. Published in April 2023, the Whistleblowing First Responders Guide includes basic information such as how to conduct a meeting with a whistleblower, questions to ask, the applicable legal framework and referral organisations that the whistleblower can approach next. It provides an “at a glance” section that CSOs can use to orientate themselves towards relevant information while consulting with whistleblowers. It emphasises important aspects, such as advising CSOs not to provide legal advice. It also helps the CSO first responder to understand the difficulties that whistleblowers face, which can assist them to provide an empathetic ear and direct whistleblowers towards resources for psycho-social support.

The Guide is self-explanatory and can be used independently. However, training can be used to broaden and deepen its impact. Training will benefit those most likely to interact with whistleblowers within CSOs (including those who have that specific role and those whose interactions may be more incidental, such as reception area staff) by familiarising them with its contents, enabling them to role-play practical aspects (such as in-person interactions with whistleblowers), and allowing them to ask questions to ensure understanding. Training sessions where participants interact with each other will also allow them to share strategies and tips that have worked in the past. There is therefore a need to develop comprehensive training that covers all relevant material within the Guide in terms of content, but which also enables participants to apply the contents practically in a controlled environment.

The development of a ‘train the trainer’ concept will further extend the Guide’s impact, including geographically. This guidance will provide comprehensive instructions on how to run a training session on the Guide.

GIZ shall hire the contractor for the anticipated contract term, from 24 July to 18 September 2023.

c. The contractor shall provide the following service:

- Development of Course Content, that is, all the information that a trainer will use to conduct a day-long training session on the Guide. This includes:
 - o Development of modules based on the main topics of the Guide (such as: what is the role of a 'first responder', the experience of the whistleblower, how to conduct a meeting with a whistleblower, questions to ask, the applicable legal framework and referral organisations). Modules can expand further on topics included in the Guide.
 - o Frequently Asked Questions and potential answers.
- Development of a 'Train the Trainer' guide, that is, all the information and materials that will be used to train individuals to conduct the training based on the Course Content, including:
 - o Training methodology for the Course Content per module. Trainers should be encouraged to refer participants to the relevant sections of the Guide.
 - o Suggestions about proposed class size, level at which course is pitched, room set up requirements (e.g whiteboard needed, projector, etc).
 - o Suggested activities that can be conducted during the training session, including ice breakers, individual and group activities based on the course information. This should include an exercise where participants role-play a consultation with a whistleblower.
 - o At least one test/self-assessment exercise.
- The Guide will be the primary reference resource, however, the service provider may develop additional handouts that are no more than two A4 pages.
- Conduct one "Train the Trainer" training session and one training session for CSO First Responders in Gauteng, and one training session in one other province in South Africa to be determined.
- Provide a final report to TIP assessing the effectiveness and impact of the training and suggestions for improvements.

Tender requirements

1. *Qualifications of proposed staff*

1.1. *Expert 1: Course Developer*

1.1.1 General qualifications

- **Education:** Bachelor's degree in law, social sciences or education.
- **Professional experience:**

(a) 5 years' experience working in or with the civil society sector in South Africa on research/advocacy, preferably in the anti-corruption/whistleblowing environment.

(b) Demonstrated experience in creating handbooks/toolkits/ guidebooks/public education materials.

(c) Demonstrated experience in conducting training for adults in the civil society sector.

1.1.2 Experience in the region/knowledge of the country: 5 years' experience in South Africa

Language skills: business fluency in English required, fluency in other South African official languages preferred.

1.2. Expert 2: Course Trainer

1.2.1 General qualifications

-Education: Bachelor's degree in law, social sciences or education.

-Professional experience:

(a) 3 years' experience working in or with the civil society sector in South Africa on research/advocacy, preferably in the anti-corruption/whistleblowing environment.

(b) Demonstrated experience in conducting training for adults in the civil society sector.

1.2.2 Experience in the region/knowledge of the country: 3 years' experience in South Africa

Language skills: business fluency in English required, fluency in other South African official languages preferred.

2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5).

2.1 Understanding of the purpose and audience of the Guide.

2.2 Comprehensive understanding of the Guide's content.

2.3 Clear concept for division of Guide into modules.

2.4 Clearly articulated concept on content of the Course Content and Train the Trainer Guide.

3. Specification of inputs

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.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there

Fee days	Number of experts	Number of days per expert	Comments
<ul style="list-style-type: none"> Preparation/debriefing 	2	1	
<ul style="list-style-type: none"> Implementation (Course Developer) 	1	14	Course Developer time to develop Course Content and Train the Trainer Guide
<ul style="list-style-type: none"> Implementation (Course Trainer) 	1	6	Course Trainer to acquaint themselves with Train the Trainer Guide, prepare for training, training day, and debrief.
Travel expenses	Number of experts	Number of days/nights per experts	Comments
<ul style="list-style-type: none"> Per-diem allowance in country of assignment 	1	3	If Course Trainer is based in Gauteng, then will only apply to out-of-province training.
<ul style="list-style-type: none"> Overnight allowance in country of assignment 	1	3	If Course Trainer is based in Gauteng, then will only apply to out-of-province training.
<ul style="list-style-type: none"> Travel costs (train, private vehicle) 	1	3	If Course Trainer is based in Gauteng, then will only apply to out-of-province training.
Flights	Number of experts	Number of flights per experts	Comments
<ul style="list-style-type: none"> Domestic flights 	1	3 return	If Course Trainer is based in Gauteng, then will only apply to out-of-province training.

<ul style="list-style-type: none"> CO₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de) 	1	3 return	A budget is earmarked for settling carbon offsets against evidence.
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Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

4. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The **concept** (if required) should not exceed five pages. 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.

5. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **23rd June 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 **Euro**.
- 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 same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in 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.

Scientific data

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.**