

SCM /Tender Ref #:	DPME 03 2025-2026
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Request for proposals for:	Appointment of a service provider to conduct an implementation evaluation of a process of standardisation of indicators for sectors with concurrent functions
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## 1. BACKGROUND / CONTEXT

The standardisation of indicators for sectors with concurrent functions is a mechanism used to align national and sector priorities to institutional short- and medium-term plans. Sectors with concurrent functions are outlined as Functional Areas of Concurrent National and Provincial Legislative Competence in Schedule 4, Part A of the Constitution of the Republic of South Africa, 1996. When developing institutional plans, institutions must focus on programmes and policies which contribute to the achievement of the NDP priorities. All national and provincial government institutions must ensure that the NDP priorities, as described in the Medium-Term Development Plan (MTDP) find expression in their institutional SPs and APPs for the relevant planning cycle. The MTDP is a roadmap for developing five-year institutional plans.

The deliverables in the MTDP and sector plans must inform the development of standardised indicators for the sectors with concurrent functions and must be developed in consultation with the relevant stakeholders. Standardised indicators must be approved by the Accounting Officers responsible for implementing these indicators before they are included in APPs. The standardised indicators also form the basis for quarterly and annual performance reporting. The standardisation of indicators is beneficial in ensuring uniformity in planning and reporting across provincial institutions, allocative efficiency where priorities of government are adequately resourced and accountability of the sector towards the achievement of government priorities. Value for money assessments and trend analysis can be conducted using standardised indicators to inform decision making for improved service delivery and equity.

The National Treasury Instruction Note 5 of 2019-20 outlines the mandatory requirements as set out in the Revised Framework for Strategic Plans and Annual Performance Plans for the standardisation of indicators for sectors with concurrent functions. The Revised Framework is utilised in conjunction with the National Treasury Framework for Managing Programme Performance Information (FMPPi) in this regard. The Department of Planning, Monitoring and Evaluation (DPME) issued the Guidelines for Standardisation of Indicators for Sectors with Concurrent Functions at the start of the 2020–2025 planning cycle. These guidelines provide a transversal approach to indicator development and review of standardised indicators for sectors with concurrent functions. The guidelines also define roles and responsibilities of various stakeholders in the standardisation process and provide timeframes for the standardisation process to ensure that the standardised indicators are approved and are reflected in Annual Performance Plans of provincial departments before tabling in Legislatures.

## **TERMS OF REFERENCE: ANNEXURE A**

### **2. PROBLEM STATEMENT / PURPOSE**

The standardisation of indicators for sectors with concurrent functions is crucial to ensure the alignment of provincial institutional plans towards the achievement of the country's national development agenda as provided in the National Development Plan (NDP) 2030 and the Medium-Term Development Plan. The challenges in achieving the goals of the National Development Plan (NDP) 2030 and Medium-term priorities highlight weaknesses in institutional and sectoral planning amongst other challenges in the planning system.

The implementation of the Guidelines for the Standardisation of Indicators for Sectors with Concurrent Functions has been inconsistent across sectors. Contributing factors include limited participation by key stakeholders such as the DPME, National Treasury, and Offices of the Premier, delays in confirming standardised indicators by the relevant sectors, and in some cases, the inability to reach consensus on sector priorities, which has hindered the standardisation process. Recognizing these challenges, the DPME has identified the need to conduct an implementation evaluation to evaluate the standardisation of indicators for sectors with concurrent functions to understand existing gaps and assess the extent to which it has contributed to improved sector planning and the achievement of development result. The standardisation of indicators for sectors with concurrent functions is crucial to ensure the alignment of provincial institutional plans towards the achievement of the country's national development agenda as provided in the National Development Plan (NDP) 2030 and the Medium-Term Development Plan.

### **3. SCOPE OF PROJECT AND OBJECTIVES**

**The scope of the project is for the service provider to conduct an implementation evaluation and prepare a full report including a clearly developed Theory of Change. The objectives of the evaluation are as follows:**

- 3.1 To examine the effectiveness of the Guidelines for Standardisation of Indicators for Sectors with Concurrent Functions and the standardisation process in influencing uniformity in planning and reporting on sector priorities as outlined in the long-term and medium-term development plans.
- 3.2 To examine the extent to which the standardisation of indicators for selected sectors with concurrent functions, contributed towards development results.
- 3.3 To identify the gaps and recommendations for improvement in the standardisation of indicators for sectors with concurrent functions.

### **4. PROPOSED METHODOLOGY**

A theory-based methodology should be adopted. It is envisaged that the implementation evaluation will employ a mixed methods approach to respond to the evaluation questions. This will include quantitative and qualitative data collection methods to ensure close engagement with representatives of sampled key stakeholders. The successful bidder is expected to propose an appropriate methodology to respond to the scope of the project in line with the implementation evaluation. The methodology will include amongst others, the following:

#### **a) Document analysis and Literature review**

Document analysis: Guidelines for the standardisation of indicators for sectors with concurrent functions, institutional plans, Assessment reports on draft Annual Performance Plans by DPME and National Departments with Concurrent

## TERMS OF REFERENCE: ANNEXURE A

Functions, Performance reports on standardised indicators by various sectors, AGSA reports, MTSF Mid-Term Reports, Diagnostic Report, Framework for Managing Programme Performance Information, Revised Framework for Strategic Plans and Annual Performance Plans etc), Evaluation Report on the Framework for Strategic Plans and Annual Performance Plan.

Conducting a full literature review on the area of investigation, i.e. the standardisation of performance measures to achieve sector priorities, will be expected to contextualize this evaluation.

### b) Desktop Benchmarking study

Compare sector planning in South Africa with other countries in Africa and globally (two African countries and two other countries outside Africa with centralised planning function). Selected countries will be approved in consultation with the Steering Committee Members.

### c) Interviews of key stakeholders

Automated self-administered survey/ questionnaire.

Semi-structured interviews/ key informant interviews and focus groups (Evaluative workshop with key stakeholders from national and provincial institutions in different government sectors).

### d) Case Studies

Six sectors (comprising of the three previously standardised and three non-standardised) should be selected as case studies in consultation with the Steering Committee.

## 5. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
1. Preparation and submission of inception report (with the proposed methodology)	4 Weeks after signing SLA	-
2. Approval of inception report by the Steering Committee	5 Weeks after signing SLA	10%
3. Document analysis and Literature review [refer to section 4 (a)]	8 Weeks after signing SLA	-
4. Submission of literature review chapter to DPME	9 Weeks after signing SLA	-
5. Presentation of literature review chapter for approval by the Steering Committee	10 Weeks after signing SLA	
6. Data collection, analysis and interpretation [this include case study and interviews) refer to section 4 (b) and (d)	12 Weeks after signing SLA	-
7. Development of Theory of Change	13 Weeks after signing SLA	-
8. Development and submission of the 1 <sup>st</sup> draft evaluation report to DPME	16 Weeks after signing SLA	
9. Presentation the 1 <sup>st</sup> draft evaluation report with the Theory of Change for inputs by the Steering Committee	18 Weeks after signing SLA	40%
10. Update of the draft evaluation report by incorporating the inputs of the Steering Committee	20 Weeks after signing SLA	
11. Submission of the final report to DPME	22 Weeks after signing SLA	

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Description	Expected date	% of project (Payment)
12. Presentation of the final evaluation report with the Theory of Change for approval by the Steering Committee	23 Weeks after signing SLA	20%
13. Submission of the final Evaluation Report, both full version and in 1/5/25 version, produced in electronic format, hard copy and presentation (Upon satisfactory (approval) of the final report, payment will be made)	24 Weeks after signing SLA	
14. Presentation of evaluation findings to the stakeholders' forums	26 Weeks after signing SLA	30%

**6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS**

A task team comprising of officials from Planning Alignment Unit and Service provider team will be established to review the deliverables prior to the Steering Committee meetings. The service provider will be required to report to the Steering Committee as when required. An Evaluation Steering Committee chaired by the DPME will be established comprising DPME, selected national Departments, OTPs, and other relevant stakeholders, which will be responsible for overseeing the end-to-end development of the Evaluation Report, including approving deliverables as reflected in section 5 of this document.