

<b>SCM /Tender Ref #:</b>	RFP 02 – 2023/24
<b>Request for proposals for:</b>	Procurement of a service provider to conduct an analysis of the 1 <sup>st</sup> and 2 <sup>nd</sup> 2023/24 Draft Annual Performance Plans (APPS) of national <sup>1</sup> and provincial departments for the period of six (6) month.

## 1. BACKGROUND / CONTEXT

Following the adoption of Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEAF) by Cabinet in 27 March 2019, the Department of Women, Youth and Persons with Disabilities (DWYPD) has undertaken significant work to lead and coordinate its implementation across national and provincial government through meetings and workshops to promote capacity building and the analysis of the APPs and Strategic Plans of National and Provincial departments, to assess the extent to which women, youth and persons with disabilities (WYPD) priorities are included in the long, medium and short term plans of government.

One of the strategic objectives of the GRPBMEAF is ensuring that women’s empowerment and gender equality are at the centre of public policy priorities, results-based planning and budgeting, and accountability. Therefore, DWYPD annually conducts an analysis of the draft APPs of national departments for responsiveness to the priorities of WYPD and provides guidance to improve the final plans. During the 2022/23 financial year, the DWYPD conducted analysis of the 2020-2025 Strategic Plans and 2022-2023 APPs for National Departments and Provincial Departments. The reports were shared with the national departments and provincial governments.

## 2. PROBLEM STATEMENT

The National Development Plan (NDP) Vision 2030 prioritises the significant role of the mainstreaming of WYPD and identifies the cross-cutting focus areas that need to be mainstreamed to all elements of South Africa’s developmental future and all programmes of government. In line with this, the Medium Term Strategic Framework (MTSF) (2019-2024) highlights the need for departments to institutionalise WYPD-responsive planning and budgeting.

There is a remarkable progress in mainstreaming WYPD in the planning instruments of departments, however, other national and provincial departments are still lagging behind, and therefore there is a need for continuous support to ensure government-wide institutionalisation and implementation of the Framework. In this regard DWYPD seeks to appoint a service provider to analyse the 1<sup>st</sup> and 2<sup>nd</sup> 2023/24 draft APPs of National and Provincial government and submit inputs to be considered in improving the responsiveness of the final plans to the priorities of WYPD prior approval.

<sup>1</sup> National Departments will include all Draft APPs of State Owned Entities (SOEs) that could have been submitted by the Department of Planning, Monitoring and Evaluation to the DWYPD.

### 3. PURPOSE

The purpose of the terms of reference is to guide the appointment and work of the service provider in conducting an analysis of the 1<sup>st</sup> and 2<sup>nd</sup> 2023/24 draft APPs for national and provincial government departments to determine their responsiveness to the priorities of WYPD; develop individual departmental reports, provide recommendations, develop an improvement plan towards the responsiveness of the final plans to the priorities of women, youth and disability and develop consolidated reports of all analyses conducted for national and provincial departments.

### 4. OBJECTIVES OF THE PROJECT

The objectives of the project is to conduct an analysis of 1<sup>st</sup> and 2<sup>nd</sup> 2023-24 Draft APPs of all national and provincial government departments to determine the:

- Alignment of the plans with the MTSF priorities for Women, youth and persons with disabilities;
- Extent of institutionalisation of WYPD priorities by government departments in line with the departmental mandate;
- Inclusion of WYPD indicators and targets as well as targeted programmes in the planning instruments;
- Consideration of WYPD in the allocation of resources including budget towards the achievement of the set targets;
- Possibilities for the generation of WYPD disaggregated performance data.

### 5. SCOPE OF THE PROJECT

**The scope of project includes the:**

- Analysis of 1<sup>st</sup> and 2<sup>nd</sup> 2023-24 Draft APP of national and provincial departments;
- Drafting of the 1<sup>st</sup> and 2<sup>nd</sup> analysis reports of both all national and provincial departments analysed;
- Finalization of the individual departmental analyses reports;
- Drafting the consolidated report of national and provincial departments analysed;
- Finalization of the consolidated reports of national and provincial departments analysed; and
- Presentation of the entire project and final wrap-up.

**The service provider will be expected to:**

- Undertake analysis of the 1<sup>st</sup> 2023-24 Draft APP of national and provincial departments.
- Develop individual departmental analysis reports for the 1<sup>st</sup> draft APPs;
- Present the draft analyses report to Chief Directorate: Monitoring and Evaluation;
- Incorporate the inputs and review the report accordingly;
- Finalise the 1<sup>st</sup> draft analysis report;
- Undertake analysis of the 2<sup>nd</sup> 2023-24 Draft APP of national and provincial; departments if aligned to the proposed recommendations;
- Develop individual departmental analysis reports for the 2<sup>nd</sup> draft APPs; and

- Develop consolidated analysis report of 2023-24 Draft APP of national and provincial departments.

#### **Role of DWYPD**

- Provide orientation on the analysis of the APPs to the service provider.
- Facilitate services required between the service provider and government departments, in particular DPME and assist in unblocking challenges when ever encountered.
- Provide guidance on development of the reports.
- Monitor the work of the service provider to ensure that deliverables are achieved as planned.
- Facilitate the approval of reports.
- Facilitate the circulation of approved reports to relevant stakeholders such as DPME and providing feedback to the assessed departments.

## **6. PROPOSED METHODOLOGY / APPROACH**

### **6.1. Analysis of APPs**

This section describes analysis of the overall responsiveness of the Draft APPs to the priorities relating to WYPD. The analyses will be focusing on:

- The extent to which APPs are responsive to the WYPD content of the 2019-2024 MTSF;
- The extent to which specific and mainstreamed interventions and outcomes are identified;
- The extent to which the APPs are WYPD negative, blind, targeted, responsive or transformative;
- The proportion of the inclusion of indicators and targets as well as targeted programmes relevant to WYPD;
- The potential to which indicators and targets can be disaggregated by sex, age and disability;
- The extent to which APPs are making reference to the existing national and international policies and instruments for WYPD;
- The percentage of the existing budget allocated to WYPD.

### **6.2. Reporting and Communication**

Based on the analysis using the approach outlined above, a draft narrative report will be developed for each individual department analysed as well as consolidated reports. The report will include findings and recommendations. The reports will be submitted to the DPME for consolidation into other analyses and forwarded to relevant departments and provinces to afford them with the opportunity to engage and respond to the finding before finalisation of the APP.

The final consolidated report will be submitted for approval by the DWYPD DG and serve as the status of the responsiveness of government plan for the financial year and be circulated to national departments and provincial government. The report will be presented to various platforms such as High Level Steering Committee, Provincial Workshops, National Technical Planning Forum, Government Clusters Working Groups, Office of the Premier Forum, Portfolio Committee on WYPD and other stakeholders on request.

## 7. DELIVERABLES AND TIME FRAMES

The project to run from 01 November 2023 to 31 March 2024 during which the draft APPs will have been published by the DPME until finalized in March 2024.

Description	Expected date	% of project (Payment)
7.1 Appointment of a service provider	30 September 2023	-
7.2 Orientation of the Service Provider	01 November 2023	-
7.3 Submit draft analyse report of 1 <sup>st</sup> Draft APPs 50% of national and provincial department	15 November 2023	15%
7.4 Submit draft analyse report of 1 <sup>st</sup> Draft APPs last half of national and provincial department	30 November 2023	15%
7.5 Submit the final analyses report of the 1 <sup>st</sup> Draft APPs of National and provincial departments	15 December 2023	20%
7.6 Submit analyses report of the 2 <sup>nd</sup> draft APPs of the National and provincial departments	15 January 2023	25%
7.7 Submit the finalise consolidated reports for national and provincial departments	15 March 2023	25%

## 8. REPORTING ARRANGEMENTS

The appointed service provider will report to the Director: Monitoring within the Chief Directorate: Monitoring and Evaluation. Amongst other, the service provider will be required to sign a performance contract and produce weekly progress reports on this assignment.