



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

REQUEST FOR PROPOSALS FOR APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN IMPLEMENTATION EVALUATION OF THE FOSTER CARE PROGRAMME

1. Tender No: **SD08/2022**
2. Closing Date: 04 November 2022 at 11:00
Briefing session: Compulsory briefing session will be held on 21 October 2022 at 10:00 (318N)
3. The following documents form part of this invitation for a proposal:
SBD1: Invitation to bid
SBD3.3: Pricing Schedule
SBD4: Declaration of Interest
SBD6.1: Preference points Claim Form
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
8. Compulsory briefing session

Kind regards

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 11/10/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)				
BID NUMBER:	SD08/2022	CLOSING DATE:	4 NOVEMBER 2022	CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN IMPLEMENTATION EVALUATION OF THE FOSTER CARE PROGRAMME			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
		TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES ENCLOSE PROOF)	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES ANSWER PART B:3 BELOW)	
SIGNATURE OF BIDDER	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
TOTAL NUMBER OF ITEMS OFFERED				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	Mr Z Mantantana	
CONTACT PERSON	Mr Z Mantantana	TELEPHONE NUMBER		
TELEPHONE NUMBER		FACSIMILE NUMBER		
FACSIMILE NUMBER		E-MAIL ADDRESS	ZolisaM@dsd.gov.za	
E-MAIL ADDRESS	ZolisaM@dsd.gov.za			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

BID NO: SD08/2022	CLOSING TIME 11:00 ON 4 NOVEMBER 2022
NAME OF SERVICE PROVIDER:	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN IMPLEMENTATION EVALUATION OF THE FOSTER CARE PROGRAMME

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
TOTAL: R.....			

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
.....
- 7. Estimated man-days for completion of project
.....
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana
Email: ZolisaM@dsd.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms

- of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

SD08/2022: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN IMPLEMENTATION EVALUATION OF THE FOSTER CARE PROGRAMME

1. PURPOSE

The purpose of the Terms of Reference is to appoint a service provider to conduct an implementation evaluation of the foster care programme.

2. PROJECT NAME

Implementation Evaluation of the Foster Care Programme

3. INTRODUCTION AND BACKGROUND

Foster care is a national programme that is mandated by the Children's Act 38 of 2005 for implementation by the provinces. It is a statutory mechanism providing alternative care in which, a child is placed in a registered cluster foster care scheme or with a foster parent(s) through a valid children's court order. At the end of March 2022 there were 212 291 children receiving foster child grants (SOCPEN, March 2022). It is intended to provide vulnerable children with care and protection following a Children's Court's finding, within a family based foster care placement or a community-based cluster foster care scheme. It involves the responsibilities of the State providing care, protection, responsive services and programmes.

It seeks to promote the goals of permanency planning, promoting family reunification, or by connecting children to other safe and nurturing family relationships intended to last a lifetime, respect the individual and family's cultural, ethnic and community diversity (Children's Act, 38 of 2005).

The Children's Act makes provision for various stakeholders within government and non-governmental institutions to contribute toward the provision of foster care services with a core package of services that include statutory intervention, therapeutic services, psychosocial care, health care, education, foster child grant, preparation for independent living, reunification services with an emphasis on strengthening families, supervision and monitoring of foster placements.

The desired outputs below of the programme as reflected on the draft Theory of Change (ToC) requiring to be validated in this study:

- Assessment of the children's circumstances to determine appropriate and responsive intervention strategies;
- Placement of children that are found to be in need of care and protection in foster care through valid foster care orders and its periodic extensions thereof;
- Provision of therapeutic services and psycho-social support through planned social work interventions to;
 - Strengthen the foster children's resilience and capacities.
 - Minimise impact of circumstances that rendered children to be found in need of care and protection.
- Provision of regular supervision and monitoring of the foster care placements; and
- Facilitate stability in foster children's relations with significant others through permanency planning.

The envisaged impact is to have beneficiaries of the foster care programme that are resilient with access to equitable, holistic services and result in being socially and economically active adults. The identified outcomes include

- Effective and efficient foster care system.
- Foster children are placed and have access to a core package of care and support services that respond to their needs.
- Permanency established for foster children.
- Integrated, co-ordinated and collaborative policy environment for foster care programming.

4. PROBLEM STATEMENT

There are internal and external systemic challenges that impact on the delivery of the quality services to children in foster care. These systemic aspects are multi-sectoral in nature as the delivery of Foster Care services involves various stakeholders that are part of a complex foster care value chain. These systemic aspects include amongst others; human and capital resources, administrative case management procedures, information management systems, intersectoral collaboration and environmental context within the three (3) spheres of government.

This resulted to the litigation of the Department through the North Gauteng High Court ruling in May 2011, and subsequent Orders issued in 2014, 2017, 2019 and 2020. The North Gauteng High Court Order provides an interim regime deeming the affected foster care orders to be valid for two years and further required the Minister to put in place a comprehensive legal solution for foster care.

It has been observed that the internal and external systemic arrangements in the provinces and amongst key government Departments, may not be synergised contributing to an inadequate response to the demand for foster care services. Some of the findings identified in the various forms of data gathering within the Department that include monthly provincial reports on foster care, Evaluation of the Child Protection System, Rapid Assessment of Foster Care (2012), outcomes of Social Work Indaba (2015) and Audit on Foster Care conducted by the Ministerial Committee on Foster Care (2016) included:

- varied screening process of prospective foster parents.
- lack of standardised templates of foster care court orders.
- Shortage of social work supervisors resulting from the current provisions of the OSD, leading to some provinces designating acting supervisors without experience who are unable to properly supervise social workers.
- Shortage of social workers.
- Non-existence or centralisation of canalisation officers in some provinces to quality assure compliance to the legislative prescripts.
- Shortage of resources: transport, stationery and other relevant tools of trade
- Non-existence of a tracking and management system of all foster care orders.

- Lack of access to a compatible infrastructure in some parts of the country, to facilitate network connectivity.
- Management of partnerships with Child Protection Organisations in relation to the subsidies, quality assurance and compliance to Service Level Agreements.
- Lack of standardised case management processes and social work administration processes in provinces.
- Strengthening of intersectoral collaboration being limited by the lack of involvement of other government Departments in case flow management meetings.
- Unintended consequences regarding the implementation of the Children’s Act that include:
 - Minimal utilization of Section 186 of the Act for long term placement of foster children.
 - Non-compliance to the provisions of the Children’s Act.
 - Inadequate budget allocations for Regulation 56 relating to advertisements of orphaned and abandoned children.

The FC stakeholders’ roles and responsibilities

Stakeholders	Roles and Responsibilities
National Department	<ul style="list-style-type: none"> • Development of legislative documents and programmes • Oversight • CPR's form 30 screening and responses
Provincial Department of Social Development and Child Protection Organizations	<ul style="list-style-type: none"> • Implementation of legislation and related documents regarding foster care e.g. client assessments, investigations, Regulation 56 adverts, compilation of court reports. • Social work therapeutic and psychosocial intervention services. • Supervision and monitoring of foster placements. • Ongoing capacity building
Judiciary	<ul style="list-style-type: none"> • Judicial decision making on whether a child is in need of care and protection • Issue foster care orders

	<ul style="list-style-type: none"> • Extend or terminate foster care orders • Supervise foster care orders
Department of Justice and Constitutional Development	<ul style="list-style-type: none"> • Collect data on court outcomes that include foster care court orders. • Provide training to all the presiding officers on related legislative provisions. • Provide administrative support to magistrates (presiding officers)
SASSA	<ul style="list-style-type: none"> • Manage the payment of foster child grants • Manage data base of grant recipients • Provide training on implementation of related legislative provisions
Department of Home Affairs	<ul style="list-style-type: none"> • Issuing of unabridged birth certificates

5. RATIONALE

To determine possible solutions that can strengthen the foster care and improve the systemic arrangements (i.e. systems, mechanisms and resources), minimising the persistent challenges experienced in the implementation of the foster care services. In addition, this study will assist the Department to address the risks associated with the North Gauteng High Court Order's declarations.

6. EVALUATION APPROACH

6.1 Purpose

The purpose of this implementation evaluation study is to test the best practices with a view to upscale these as the possible solutions to the foster care challenges looking at relevance, efficiency, effectiveness, efficiency, sustainability and lessons learned within the programme. Exploration of these possible solutions will contribute toward strengthening the systemic arrangements and document good practices to ensure effective and efficient programme models and service delivery practices.

6.2 Evaluation questions

The purpose will be achieved by applying these key questions below:

1. Relevance and appropriateness: Has the foster care process model provided clear policy statements and direction for aligned operational planning, resource prioritisation and measurement of results across different institutions?

1.1. What is the likelihood of foster care promoting the goals of permanency planning, toward family reunification or by connecting children to other safe nurturing family relationships social workers, judiciary, DoHA etc. that are involved in the implementation of the foster care provisions?

2 Effectiveness: To what extent has the implementation of Foster Care Process Model been effective in achieving its intended goal, objectives, intended outcomes?

2.1 Determine if there is adequate assessment, screening of suitable foster care parents, adequate placement of children in foster care, implementation of the individual care plan, monitoring of foster care placements to determine the quality of care, are children's needs (e.g. school performance, access to health care) met, prevalence of abuse in foster care?

2.2 What are the factors and how have these contributed to the reduction of children placed in foster care?

2.3 What is the rate and contributory reasons for the fraudulent cases?

2.4 What are the main barriers and challenges confronting social workers, conducting supervision as required and the impact thereof on children?

2.5 What are the successes of implementing foster care process model?

2.6 What are the best practice models, identify the requirements to scale these up and determine if these will work in various settings?

3. Efficiency: To what extent are governance arrangements across the government departments, DCPOs and within the three spheres of government levels, appropriately structured to provide leadership, coordinate foster care activities and perform oversight?

3.1 How and to what extent are the current arrangements impact service delivery/compliance to the provisions of the Children's Act?

3.2 Identify the gaps in the current governance, systems, processes, procedures and coordination that impact on the provision of foster care services that may result to inefficiency and misuse of the programme and make recommendations to redress these.

4. Sustainability: What are the required measures to ensure compliance to the legislation and ensure the programme's sustainability and accessibility to children in need of care and protection?

5. Lessons learned: What are the lessons learnt in the implementation of the foster care implementation plan and how can implementation be strengthened?

What are the lessons learned from other countries that can contribute to the solutions?

6.3 Evaluation design and methodology

The multifaceted provision of foster care services is undertaken by several implementing agencies, therefore this implementation evaluation design is recommended. The study will require a mixed method approach. The evaluation methodology and design must involve primary data collection and systematic synthesis of data from various sources that include but not limited to evaluation studies undertaken in the country as well as other sources of evidence to draw more informed conclusions on the extent to which, the foster care process model has been implemented to meet the programme's legislative provisions. It must also compare against international good practices from countries with socio-economic conditions like South Africa and triangulate with key informant interviews and focus group discussions.

The data sources for this study should also draw from primary government documents that include but not limited to legislative documents, policies, court rulings, media statements/release/publications, APP (Strategic documents) and targets, fora reports, National Development Plan, organisational reports, process maps/procedures comparing it with that of various institutions (e.g. designated child protection organisations) on foster care implementation.

***NOTE:** Though an evaluation approach has been suggested, this does not preclude a prospective service provider from recommending an alternative innovative and responsive methodological approach. The service provider will be expected to propose a detailed methodology and innovation. Creativity in this regard will be an added advantage.*

7. SCOPE OF THE EVALUATION

The evaluation requires the development of a conceptual framework that defines key concepts and set forth a literature search, data extraction and analysis strategy.

The research team must obtain inputs on different deliverables and to conceptualise possible alternatives to strengthen the implementation.

The work of the research team must incorporate these steps of the project:

- i. Present the inception report and the skills transfer plan to the evaluation steering committee.

- ii. Obtain an ethical clearance certificate.
- iii. Review a theory of change and logical framework
- iv. Be available for discussions with the Evaluation technical working group.
- v. Implement the methodology for this study.
- vi. Present the draft report to a wider stakeholder group to test and validate the analysis and conclusion reached by the evaluators.
- vii. Present the final report.

The evaluation should respond to the following scope of work that has two distinct parts that consist of:

- A review of existing evaluation studies; and
- Explore options to upscale the best practices aimed to contribute to the reform of the foster care system.

Part A: Review of existing evaluation studies regarding foster care

1. A review of findings and lessons drawn from the evaluation studies conducted by provincial departments and academic literature:

- 1.1 The service provider must review evaluation reports on the implementation of foster care undertaken by provincial departments, supplemented by relevant academic literature that includes Child Protection Organisations and local government material where available.
- 1.2 Assess the extent to which the recommendations have been implemented, identifying additional best practice models to those that are to be tested in this study as part of the solution for foster care. This must be undertaken by engaging with the departments and other stakeholders that are involved in the implementation of the foster care provision:

Conduct interviews with key stakeholders that include the following:

- Primary and secondary (interviews, focus group discussions, documents, financials, M&E data) data must be collected from the following but not limited to:
 - National Department of Social Development.
 - Provincial and local government departments

- Department of Justice and Constitutional Development and Judiciary.
- SASSA.
- Other government Departments: Home Affairs, Health, SAPS, Basic Education and Higher Education etc);
- Child Protection Organisations (CPOs) and Civil Society Organisations.
- Research communities.

Part B: Explore options to upscale the best practices aimed to contribute to the reform of the foster care system.

The service provider must explore and develop a model/framework for the following reforms to the foster care system with recommended norms and standards, process flow involving various role players, governance, costing, funding model and determining elements that will strengthen these:

- i) Establishment of the well-resourced child protection units in provinces (GAP determination and forecasting, including costing of the envisaged childcare and protection units) in relation to the provisions of the Children's Act 38 of 2005 and the uniqueness of provinces.
- ii) Retrospective extension of alternative care orders by the Children's Courts.

The consultancy will be undertaken for 12 months from the date of appointment of the service provider.

8. GENERAL CONDITIONS

8.1 The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

9. DELIVERABLES

Expected milestone	Responsibility	Timeframes
1. Inception		
Approved inception report a) Inception report by the service provider as a follow-up to the proposal with a revised evaluation plan, overall evaluation design, design matrix and detailed methodology and ethics and standards.	Service Provider	2 Nov 2022
2. Literature review		
Literature review	Service Provider	12 Jan 2023
Validate Theory of Change	Service Provider	17 Feb 2023
Design data collection tools • Analysis plan	Service Provider	28 Feb 2023
3. Data collection		
Test and finalise data collection tools	Service Provider	17 March 2023
Data collection • Fieldwork report	Service Provider	28 July 2023
Data analysis	Service Provider	16 Oct 2023
4. Report writing		
1 st Draft report on the review of the existing evaluation studies regarding foster care and the explored options to upscale the best practices aimed to contribute to the reform of the foster care system.	Service Provider	8 Jan 2024
Validation workshop with stakeholders to discuss the draft reports, revise ToC and logical framework.	Service Provider	2 Feb 2024
2 nd Draft report on the review of the existing evaluation studies regarding foster care and the explored options to upscale the best practices aimed to contribute to the reform of the foster care system.	Service Provider	31 Jan 2024
Final evaluation report, full and in 1/5/25 format, in hard copy and electronically.	Service Provider	9 Feb 2024

Expected milestone	Responsibility	Timeframes
<ul style="list-style-type: none"> Provision of both raw and cleaned datasets, metadata and survey documentation (including interviews) when data is collected. 		
<p>Report presentation on the review of the existing evaluation studies regarding foster care and the explored options to upscale the best practices aimed to contribute to the reform of the foster care system.</p> <ul style="list-style-type: none"> A PowerPoint or audio-visual presentation of the results. 	Service Provider	26 February 2024

10. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

The team that is identified in the proposal must be available for the duration of the project. Replacement of team members may only be undertaken in consultation with DSD and the replacement team members must have the same and additional (where applicable) qualifications, skills and experience as the initial team members.

This study requires a combination of skills and expertise. The team should have at minimum, a sector expert on foster care/alternative care/child protection, M&E expert, forecasting and costing expert and project manager. Ideally, these should be three different individuals. The proposed sector and M&E specialists must have formal qualifications in their respective areas of expertise at least at honours level.

The service provider should clearly specify the number of experts evaluators to be part of the team, their areas of expertise and their respective responsibilities. The team must possess relevant qualification(s), including at least post graduate degree(s). Inclusion of an appropriate international expert will be advantageous.

The team must have an:

- a. Understanding, knowledge and experience of the Departments' core mandate, developmental social welfare sector's issues, practice, policy, legislation and government systems.
- b. In-depth understanding of the child care and protection system with a particular reference to foster care issues.
- c. Experience and knowledge of child protection and alternative care services with a particular reference to foster care.

- d. Knowledge and experience in conducting costing and evaluation studies within the social welfare sector, developing clear theory of change, research and policy development.
- e. Good verbal and written communication for stakeholder management.

The bidder must also:

- a) Provide the names and detailed CVs of all personnel within the firm involved in the project.
- b) Provide the department with the name and detailed CV of the project leader who will be accountable for the project.

11. BRIEFING SESSIONS

There will be a compulsory briefing session on the **21 October 2022@10:00 318N boardroom. Failure to attend the compulsory briefing session will result in a bidder being disqualified.**

12. BID PROPOSAL

The comprehensive proposal submission should include:

- 12.1 A detailed plan reflecting project time frames, costing and outputs.
- 12.2 Profile of company including a description of similar work undertaken.
- 12.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project. A summary of the roles, responsibilities and time spent by each Person.
- 12.4 The cost structure should be inclusive and as detailed as possible.
- 12.5 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 12.6 A work plan indicating time frames should be provided with the proposal. Progress will be monitored monthly based on the work plan and time frames provided by the service provider approved by the DSD.

13. PROPRIETARY RIGHT

- 13.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.

13.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.

13.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

14. EVALUATION CRITERIA

14.1 The evaluation of the bids will be conducted in **two stages**:

a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set-up in paragraph 14.7 proposals scoring less than **80 points** in respect of functionality will be disqualified and not be evaluated further.

b) Thereafter, only the qualifying bids will be evaluated in terms of the **80/20** preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

14.2 The **80** points will be used to calculate points for price only and **20** points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.

14.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees, subsistence & travel cost, as well as VAT).

14.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.

14.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.

14.6 All bids/quotes will be scored as follows against the functional criteria indicated below. The table below showing scores provides a link to the competencies: The rating will be as follows:

14.7 Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below.

EVALUATION MATRIX

No.	ELEMENT/CRITERIA	Score	Weight	Total
1.	Demonstrates high quality, extensive, knowledge and experience in conducting at least 5 related evaluation studies by main		30	

No.	ELEMENT/CRITERIA	Score	Weight	Total
	<p>contractor and subcontractors and developing clear theory of change and logical framework; 1= No evidence that bidder has undertaken similar projects. 2= Bidder has successfully undertaken 1 or 2 similar projects. 3= Bidder has successfully undertaken 3 projects. 4= Bidder has successfully undertaken 4 similar projects. 5= Bidder has successfully undertaken 5 or more similar projects.</p>			
2.	<p>Bidder's profile reflects an in-depth understanding, knowledge and experience of the social welfare sector's issues, practice, policy, legislation and government systems; and can appropriately relate the evaluation of foster care and child protection services to the current political, policy and governance environments. 1= Profile does demonstrate any of the required qualities. 2= Profile makes mention of the required qualities but not convincing. 3= Profile demonstrates a minimum of the required qualities. 4= Profile demonstrates most of the required qualities. 5= Profile exceeds of the required qualities.</p>		30	
3.	<p>Knowledge of and exposure to international good practice, particularly in middle-income and African countries. 1= No international experience available. 2= Proposal makes mention of international experience but not convincing in how this will benefit the project. 3= Organisation has undertaken international work and shows in the proposal how it will draw in international experience and insight. 4= Recognised international expertise included in the team (either sector or evaluation). 5= Recognised international expertise included in the team (both sector and evaluation).</p>		10	
4.	<p>Team composition (as specified in ToRs) 1= Team does not meet any of the team composition requirements. 2= Team consist of either sector expert or M&E expert and the project manager. 3= Team consist of either sector expert or M&E expert, forecasting and costing expert and the project manager. 4= Team consist of either sector expert or M&E expert, forecasting and costing expert and the project manager. 5= Sector expert on foster care, child protection, M&E expert, forecasting and costing expert as well as the project manager.</p>		15	
5	<p>Qualifications as specified in the ToRs 1= The sector and M&E specialists does not meet any of the qualifications requirements. 2= The sector and M&E specialists meet at least half but not all the</p>		15	

No.	ELEMENT/CRITERIA	Score	Weight	Total
	qualifications requirements. 3= The sector and M&E specialists meet the minimum qualifications requirements. 4= Either sector or M&E, forecasting and costing specialists exceed the qualifications requirements. 5= Sector, M&E forecasting and costing specialists exceed the qualifications requirements.			
	TOTAL		100	

15. FACILITIES TO BE PROVIDED BY THE DSD

15.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.

16. REPORTING ARRANGEMENT

16.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.

16.2 The service provider will provide a single overall project manager.

16.3 A comprehensive monthly report will be submitted by the service provider.

16.4 The service provider must also submit monthly statistics to the DSD.

17. TARRIFS AND PAYMENT

17.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.

17.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.

18. SUBMISSIONS

18.1 Prospective bidders must submit their bids proposals in **two envelopes**:

18.2 **One envelope** with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents,

completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.

18.3 One **other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

18.4 The entire proposal should be placed on disc in a PDF format.

18.5 The following information must be endorsed on each envelope:

- **Bid number:**
- **Closing date:**
- **Name of the Bidder:**
- **Technical Proposal or Financial Proposal**

18.6 The closing date for the submission of bid is **04 November 2022@11:00**

18.7 Failure to comply with these conditions will result in a bid being disqualified.

18.8 The Bids should be:

**Deposited in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street, Pretoria**

18.9 Bids received after the closing date and time will be regarded as late and will not be evaluated.

19. CONTACT PERSONS

Should you have any queries please direct them to:

Director Supply Chain Management:

Mr. Zolisa Mantantana

Telephone number: 012 312-7463

Email address: ZolisaM@dsd.gov.za