

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR PROPOSALS

Psychosocial Support Programme for Child/Youth headed Families (SED)

Submission deadline: (08/08/2024 @ 11 am, hand delivered at our SACAA offices on the following address: Building 16 Waterfall Park, Bekker Str and Treur Close, Midrand, 1682)

1. INVITATION TO BID

1.1. The purpose

This document invites NPOs with qualified and experienced clinical and educational psychologists specialising in youth and children from South African rural communities to submit proposals for a psychosocial support programme for child-youth-headed families supported by the SACAA.

Ideally, the companies should have a referral network in or around the following areas:

- Diepsloot (GP)
- Newcastle (KZN)
- Kimberley (NW)
- Umtata (Libode, Masameni - EC)
- Phillipi (WC)
- Taung (NW)
- Thohoyandou (Limp)
- eMangweni (MP)
- Mangaung (Bloemfontein - Free State)

1.2. About the SACAA Child-Youth-Headed Families Programme

In 2018 the SACAA intensified and solidified its commitment to assisting in the alleviation of poverty in the country, by introducing another Socio–Economic Development (SED) programme that was targeted at child/youth-headed households.

The SACAA programme currently caters mainly for youth headed families whereby the youngest head of the family is 11 years old and the eldest is 33 years old. The programme involves the donation of monthly grocery vouchers to the families, enabling them to redirect their social grants money to other basic needs, thereby improving their holistic livelihood.

The organisation also supports the families with critical needs beyond the groceries to ensure the families safety and educational advancements. To date, two siblings were enrolled at a fully funded boarding school and a brand-new roof was installed in a home of one of the families. Despite many successes of the programme, the programme has also suffered losses of family members due to underlying psychosocial challenges that could not be detected on time. The goal to keep all family members in school is also

constantly challenged and the organisation aims to explore ways to assist the families in succeeding academically.

Psychosocial challenges that have risen throughout the years include violent behaviour, substance abuse, teenage pregnancy, suicide attempts, learning challenges and financial literacy.

1.3. **The scope**

The proposal sought should include the following services:

- Facilitation of a 7-day retreat programme for 45 orphans and vulnerable youth and children from 12 families during Dec 2024 school holidays. Exact dates to be finalised with the appointed service provider.
 - Suitable accommodations for the retreat will be scheduled and booked by the SACAA at suitable “getaway” venues in Gauteng/KZN or surrounding areas within a 200km radius.
- Based on the findings of the assessment, a high-level report with a detailed 2-year continued support programme must be submitted within 2-weeks after the retreat.

1.4. **Key Deliverables/Outcomes:**

- 5-days intense therapy sessions:
 - Establish the psychological state of each member of the families.
 - Provide counselling focused on the most critical needs of members.
 - Teach members age-appropriate coping strategies.
- Assist the group to learn more about themselves and appreciate life and one another as family members through e.g. play and practical activities.
- Assist relevant family members to identify their own academic/career goals and teach them ways to navigate their path towards achieving their dreams.
- A detailed continuous intervention/support programme for the families beyond the retreat weekend.

1.5. **Payment Terms of Conditions of contract**

1.5.1. The Price proposal must include all related costs, including facilitation, counselling services, support programme-related costs, and travel.

1.5.2. Trench payments will be applied throughout the project as proposed by the service provider and agreed to by the SACAA.

1.6. **Proposal Submissions**

Compile a proposal detailing the following:

- Company profile detailing services provided by the NPO and years of experience with previous clients or community served.
- Selected Team CVs proving experience and all the legal clearances required to work with children and youth.
- Detailed psychosocial assessment and intervention approach to be implemented in the programme to achieve the outcomes are detailed in 1.4 above.
- Provide a list of the NPO's referral network.

2. **EVALUATION CRITERIA**

Bidders will be evaluated in accordance with the Supply Chain Management Policies as well as the Preferential Procurement Policy Framework, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations of 2017. The evaluation criteria will consist of the following three (03) phases:

2.1. **Phase 1 – Mandatory requirements (Non-compliance leads to automatic disqualification)**

- 2.1.1. Prospective bidders must register on the Central Supplier Database (CSD) prior to submitting bids. Please provide the CSD supplier number.
- 2.1.2. Fully signed bidders' disclosure (SBD 4)

2.2. **Phase 2- Technical/ Functionality Evaluation**

- 2.2.1. Table 1 below is a criteria that will be used for accumulating points. This is critical to the evaluators and will be a benchmark against your submission as per section 5. (1) of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations, 2017. Bidders are advised to break down their submission, taking into consideration the scope (see section 3.2) and functionality below.
- 2.2.2. Bidders who score 70 points or more out of 100 on functionality will be considered for the next phase.
- 2.2.3. User department and Bid Evaluation Committee members may request a detailed presentation of the proposals.

TABLE 1: FUNCTIONALITY EVALUATION

TECHNICAL EVALUATION			
SUB-CRITERIA	DESCRIPTION	POINTS	
		MIN	MAX
Company Experience and Capacity	<p>The company must submit a profile detailing its services and years of experience with previous clients/communities served, as well as a minimum of three reference letters with contact details.</p> <ul style="list-style-type: none"> • Company profile specifies more than 15 years since its establishment; three contactable reference letters are attached – 20 points • Company profile specifies between 10 and 15 years since its establishment; 3 contactable reference letters are attached – 15 points • Company profile specifies between 5 and 10 years since its establishment; three contactable reference letters are attached – 10 points • Company profile specifies less than ten years since its establishment; three contactable reference letters are attached – 0 points 	15	20
	<p>The Submitted Team CVs prove relevant experience and all the necessary legal clearances to work with children and youth.</p> <ul style="list-style-type: none"> • All submissions include a CV detailing relevant work experience and qualifications and all the legal clearances required to work with children and youth – 30 points. • Only some of the submitted CVs detail relevant work experience and qualifications and all the legal clearances required to work with children and youth – 15 points. • Only CVs are submitted. There are no necessary legal clearances are attached – 0 points 	15	30

TECHNICAL EVALUATION			
SUB-CRITERIA	DESCRIPTION	POINTS	
		MIN	MAX
Proposal Assessment	<p>The proposal details how each of the following outcomes/critical outcomes will be addressed.</p> <ol style="list-style-type: none"> 1. 5-day intense therapy sessions: <ul style="list-style-type: none"> ○ Establish the psychological state of each member of the family. ○ Provide counselling focused on the most critical needs of members. ○ Teach members age-appropriate coping strategies. 2. Through play and practical activities, assist the group in learning more about themselves and gaining an appreciation for life and one another as family members. 3. Assist relevant family members in identifying their academic/career goals and teach them how to navigate their path towards achieving their dreams. 4. A detailed continuous intervention/support programme for the families beyond the retreat weekend. 		
	<p>The proposal submitted meets the requirements of all of the above = 50 points.</p> <p>The proposal submitted meets the requirements of only three of the above = 40 points.</p> <p>The proposal submitted meets only two of the above = 20 points.</p> <p>The proposal submitted meets the requirements only one of the above = 0 points.</p>	40	50
TOTAL POINTS FOR TECHNICAL EVALUATION		70	100

Only submissions who score above 70 will be selected for the next evaluation stage

2.3 PHASE 3 – PRESENTATION, REFERENCE CHECKS AND RECORDS VERIFICATIONS

Bidders will be invited to present their proposals online to the SACAA SED Committee Members.

All qualifications submitted will be verified with SAQA and all references interviewed. Legal documents will also be verified.

Each Member of the SED committee will score the presentation on a scale of 1-10 based on the following criteria:

- Presenters knowledge of the approach presented
- Team demonstration of knowledge concerning best practice in counselling orphaned children and youth from rural SA.
- The practicality of the approach proposed to ensure continuous monitoring of the families.

Service providers with an overall score above 7 for their presentation whose references and qualifications could be checked and verified as true will be considered for the next phase of evaluation.

2.4 PHASE 4 –PRICE AND SPECIFIC GOAL (B-BBEE) EVALUATION

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system, as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

For this bid, **80** points will be allocated for Price and **20** points for the specific goals in a form of a B-BBEE status level of the contributor.

The 80/20 preference point system shall be applicable.

The following PPPFA formula is used to evaluate price:

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

P_s = Points scored for price of the bid under consideration.

P_t = Rand value of bid under consideration.

P_{\min} = Rand value of lowest acceptable bid.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system, as follows:

Points for this bid shall be awarded for:

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

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goal (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
Total points for Price and B-BBEE	100