SCM /Tender Ref #:	RFP 04 – 2024/25

Request for proposals for:	Procurement of a service provider to conduct an analysis of the first draft of Strategic Plans (2025-2030) and Annual Performance Plans (2025-26), as well as the final versions of these documents as tabled in Parliament for national and provincial departments for the period of nine (9) months.

1. BACKGROUND / CONTEXT

The Department of Women, Youth, and Persons with Disabilities (DWYPD) seeks to appoint a service provider to conduct an in-depth analysis of the first draft of Strategic Plans (SPs) (2025-2030) and Annual Performance Plans (APPs) (2025-26), as well as the final versions of these documents as tabled in Parliament, for both national and provincial departments. This analysis is essential to assess the level of responsiveness to the priorities of women, youth, and persons with disabilities (WYPD) within the context of South Africa's Medium-Term Development Plan (MTDP), the White Paper on the Rights of Persons with Disabilities, the National Youth Policy, the National Strategic Plan on Gender-Based Violence and Femicide, the Gender Responsive Planning, Budgeting, Monitoring, Evaluation, and Auditing Framework (GRPBMEAF), Gender Responsive Budgeting Guidelines and other relevant policies, legislation, and frameworks.

The analysis will support the DWYPD in ensuring that these critical priorities are effectively mainstreamed across all government planning instruments, contributing to the broader transformational and developmental agenda. This will also assist in aligning the Strategic Plans and Annual Performance Plans with the requirements and priorities set forth in the Gender Responsive Planning, Budgeting, Monitoring, Evaluation, and Auditing Framework (GRPBMEAF) and other government frameworks.

2. PURPOSE

The purpose of this project is to appoint a service provider to analyse the 1st Draft Strategic Plans 2025-2030, 1st Draft Annual Performance Plans 2025-2026, and the final versions of both documents as tabled in Parliament. This analysis will determine the responsiveness of national and provincial departments to the priorities of WYPD, in alignment with the relevant national and international policies and frameworks.

3. SCOPE OF PROJECT

The scope of the project includes the following:

- Analysis of the draft and final Strategic Plans (2025-2030) and draft and final Annual Performance Plans (2025-26) for all national and provincial departments.
- Development of individual departmental analysis reports.
- Finalisation of individual departmental analysis reports, incorporating inputs and recommendations.
- Development of consolidated reports.
- Development of consolidated Power point presentations for national and provincial departments.

4. PROPOSED METHODOLOGY / APPROACH

The service provider will use a mixed methods approach to analyse the responsiveness of the Strategic Plans and Annual Performance Plans to WYPD priorities. This will include both qualitative and quantitative analyses, focusing on:

- Ensuring that the SPs and APPs align with the MTDP, White Paper on the Rights of Persons with Disabilities, National Youth Policy, National Strategic Plan on Gender-Based Violence and Femicide, and other relevant policies.
- Assessing the proportion of indicators and targets specific to WYPD, and their potential to be disaggregated and whether they are disaggregated.
- Assessing the existing budget allocations for WYPD-targeted and mainstreamed programmes / interventions.
- The categorisation of plans as WYPD-blind, targeted, responsive or transformative.

5. DELIVERABLES AND TIME FRAMES

Description	Expected date	% Payment
Inception Report: outlining the service provider's approach and methodology.	November 2024	5%
Draft Report on the analysis of Strategic Plans and Annual Performance Plans	December 2024	30%
Draft Consolidated National and Provincial Analysis Report on the draft Strategic Plans and Annual Performance Plans and PowerPoint Presentation.	January 2025	20%
Analysis of the Final SP and APPs	May 2025	20%
Final Consolidated National and Provincial Analysis Report of the final Strategic Plans and Annual Performance Plans and PowerPoint Presentation.	June 2025	20%
Close Out Report: Submission of a comprehensive close-out report by July 2025.	July 2025	5%

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

- The appointed service provider will report directly to the Director: Monitoring within the Chief Directorate: Monitoring and Evaluation. The service provider will be required to enter into a service level agreement (SLA) with the department to formalise expectations and performance standards.

- The project team, led by the Director: Monitoring, will convene weekly meetings to monitor the progress of the project. This team will include representatives from the Monitoring and Evaluation Unit, the service provider, and other relevant internal stakeholders.

- The project team will also be responsible for establishing and coordinating the Steering Committee, which will provide technical oversight and guidance throughout the project's lifecycle.