

SCM /Tender Ref #:	RFP 03 – 2024/25
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Request for proposals for:	Professional editing, formatting, verification of information for South Africa's Country Report on the Rights of Persons with Disabilities to the United Nations CRPD Committee.
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1. BACKGROUND / CONTEXT

In 2007, South Africa ratified and signed the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), and its Protocol, without reservation. The ratification of the UNCRPD is catalytic in ensuring that South Africa champions the full realisation of the protection and promotion of the rights of persons with disabilities.

Article 33(1) of the UNCRPD directs State Parties to designate one or more focal points within government for matters relating to the implementation of the UNCRPD and shall give due consideration to the establishment or designation of coordination mechanism within government to facilitate related action in different sectors and at different levels. This is the responsibility the DWYPD is executing to ensure a government-wide participation and contribution to the process of compiling the UN combined 2nd, 3rd and 4th Periodic Country Report on the List of Issues that were communicated to South Africa by the United Nations Committee on the Rights of Persons with Disabilities in November 2023.

Article 35 of the UNCRPD obliges States Parties to submit a comprehensive report on measures taken to give effect to its obligations on the progress made on advocating for and implementing the rights of persons with disabilities. South Africa produced its first report in 2014: "Baseline Report to the United Nations on the Implementation of the Convention on the Rights of Persons with Disabilities. This was followed by a List of Issues and a dialogue with the government of South Africa and civil society in 2018 which was followed by Concluding Observations released by the United Nations Committee on the Rights of Persons with Disabilities in 2018.

To this end, The United Nations Committee on the Rights of Persons with Disabilities once again released its List of Issues Prior to Reporting in November 2023, after engaging the Shadow Report prepared by the disability sector. It is to this List of Issues Prior to Reporting that South Africa needs to provide responses in ensuring that government does provide information in relation to the extent to which progress has been made in the implementation of the UNCRPD.

2. PROBLEM STATEMENT / PURPOSE

To date, South Africa has submitted its baseline country report to the UN Committee on the Rights of Persons with Disabilities in 2014 and responded to a List of Issues released by the Committee resulting from the Baseline Country Report in 2018. South Africa had a dialogue with the UNCRPD Committee in 2018 and the Committee provided South Africa with its Concluding Observations.

After submitting the Baseline Report, South Africa elected to respond using the simplified reporting procedure. Each time the country report is submitted to the Committee, the Committee invites the sector to comment on the report. Questions elicited from the shadow report are structured into a List of Issues Prior to Reporting which are then communicated to the State Party in question to help them formulate relevant responses. In its efforts to ensure a more inclusive response, the Department of Women, Youth and Persons with Disabilities has requested other national departments to provide responses specific to their respective mandates. In the process of collating and consolidating this information, it is probable some of the very critical information could be left out. Furthermore, it is important that sectoral shadow report is closely scrutinised to ensure a more holistic and accurate responses provided by government, not speaking in silos with the sector. The purpose, therefore, is to make sure that a more comprehensive, synergistic and inclusive report is professionally produced to respond to the Concluding Observations released in 2018 and the List of Issues released by the UNCRPD in 2023.

3. OBJECTIVES AND SCOPE OF PROJECT

The primary objective of this assignment is to produce a Country report that is comprehensive in addressing the concluding observations and List of Issues Prior to Reporting that was submitted by the UNCRPD Committee. This report should be of enhanced quality, coherent and clear in addressing the List of Issues Prior to Reporting and concluding observations which will serve as South Africa's Response at the UN CRPD Committee on how far the rights of persons with disabilities have evolved in the country.

The following are the specific objectives of this assignment:

- 3.1.1 To review the draft responses provided by the relevant stakeholders, including government departments, agencies, NGOs, and civil society organisations.
- 3.1.2 To identify areas which require improvement, refinement, or further elaboration in alignment with the CRPD principles and reporting guidelines.
- 3.1.3 To ensure the responses address, comprehensively and effectively within the 21200-word count, all the issues raised by the UN Committee on the Rights of Persons with Disabilities.
- 3.1.4 To provide suggestions for additional content, if necessary, to strengthen the response and ensure it reflects South Africa's commitment to promoting and protecting the rights of persons with disabilities.
- 3.1.5 To verify the accuracy of statistical data, legal references, and other factual information included in the response, by collecting and cross-referencing portfolios of evidence from different stakeholders and reporting institutions.
- 3.1.6 To ensure the response adheres to the prescribed format, language, and guidelines provided by the UN Committee.
- 3.1.7 To develop, edit, finalise and produce South Africa's UN Country Report on the List of Issues Prior to reporting.

4. PROPOSED METHODOLOGY / APPROACH

This project shall be document-based. The responses shall be elicited from other reports and relevant sources that may enhance the report. The main responsibilities being:

- 4.1 To conduct a thorough review of the draft response document, focusing on clarity, coherence and adherence to CRPD principles and reporting guidelines.
- 4.2 Provide detailed feedback and recommendations for revisions, improvements, and additions to be incorporated into the content of the UN Country Report.
- 4.3 To collaborate with relevant stakeholders, including the project steering committee, government department representatives, organisations for and of persons with disabilities, members of the Presidential Working Group and subject matter experts to address any discrepancies or gaps in the response.
- 4.4 Edit the response document for grammar, punctuation, formatting and style, ensuring consistency and professionalism.
- 4.5 Incorporate feedback received from internal and external reviewers into the final version of the response.
- 4.6 Develop a PowerPoint presentation of the Report responding to the List of Issues and Concluding Observations, for presentation to the steering committee and other forum.

5. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
Signed service level agreement	15 December 2024	-
Reviewed response document with comments and identification of gaps and documents required to form part of the portfolio of evidence to accompany the Report – Deliverables: An annotated version of the draft Country response report, highlighting areas for improvement and providing specific recommendations for revisions.	15 January 2024	15%
A revised and finalized version of the response document, incorporating all agreed-upon changes, additions, and edits.	28 February 2025	15%
A summary report outlining the editing process, key decisions made, and any challenges encountered during the review and finalization of the response report.	01 March 2025	20%
Develop PowerPoint presentation of the finalised report together with Cabinet Memorandum to be presented to cabinet.	28 March 2025	50%

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

- 6.1 The Service Provider will report to Chief Directorate: Governance and Regulations: Rights of Persons with Disabilities at the DWYPD.

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- 6.2 A steering committee, inter-departmental and intra-departmental committees will be formed with which the consultant will be working, consulting and presenting work to.
- 6.3 The steering committee will be required to endorse the final edited report provided by the service. Provider and approved by the Director General of the DWYPD.

7. PEER REVIEW

The Service Provider's performance will be evaluated based on the quality, accuracy, clarity and timeliness of the deliverables, as well as their ability to effectively incorporate feedback and ensure compliance with the CRPD requirements. The steering committee will peer review the report.

8. OTHER

The DWYPD and the service provider will meet as often as is necessary, to discuss matters that might arise during the life of the project.