



TERMS OF REFERENCE

THE APPOINTMENT OF CIVIL SOCIETY ORGANISATIONS (CSOs) TO IMPLEMENT A VOLUNTEER PROGRAMME IN ALL PROVINCES ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS

BRIEFING SESSION	A BRIEFING SESSION WILL BE HELD ON THE 1st March 2024 at 11H00.
VENUE	MICROSOFT TEAMS: Applicants who are interested in joining the briefing session MUST send their e-mail addresses to: bomikazis@nda.org.za by 16h00 on the 29 th February 2024 so that a link can be sent to them for joining the Microsoft Teams meeting.
CLOSING DATE	13th March 2024
CLOSING TIME	17h00
SUBMISSION OF DOCUMENTS	All proposals must be delivered at the NDA Head Office or Provincial Offices. The addresses of the NDA offices are obtainable from the NDA website on www.nda.org.za .
LATE BIDS	Proposals received after the closing date and time will not be accepted for consideration.

Technical Queries: Contact **Ms. Thando Ngqase** +27 11 018 5500 or thandon@nda.org.za

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1. OVERVIEW OF NDA

- 1.1 The National Development Agency (NDA) reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.
- 1.2 The NDA derives its mandate from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:
 - (a) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
 - (b) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.
- 1.3 The secondary objects of the NDA in terms of the Act are-
 - (a) to promote-
 - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
 - (ii) debate on policy development
 - (b) to undertake research and publication aimed at providing the basis for development policy.
- 1.4 The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.
- 1.5 The National Development Plan (NDP), the Medium-Term Strategic Framework (MTSF), Sector Plans and the United Nations Sustainable Development Goals (SDGs) guide the

NDA's functions. The aim of the NDP is in line with the NDA's mandate. The NDP aims to reduce inequality and eliminate poverty by 2030.

2. INTRODUCTION

The National Development Agency (NDA) Volunteer Programme is implemented as part of the Presidential Employment Stimulus Package (PES). The PES was established by the President of the Republic of South Africa in response to the devastating economic impact of the coronavirus pandemic. Its aim is to create jobs and strengthen livelihoods, supporting meaningful work while the labour market recovers

Volunteering as a social development concept refers to the act of rendering service by choice or free will for the benefit of the wider community by an individual, group, or organisation. Governments have recognized the critical contribution that volunteering makes to build a strong and cohesive society since government cannot do alone and has therefore supported volunteering as the essential act of citizenship, a means for combating social exclusion, and promoting self-help for community development.

3. PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The NDA seeks to partner with an additional 11 Civil Society Organisations (CSOs), including NPOs and Co-operatives, who will in turn provide and manage a total of 220 volunteers.

The RFP targets specific Provinces and Districts as per the list under 4.4. below.

4. SPECIFIC OBJECTIVES

4.1. The National Development Agency will partner with CSOs who will further appoint volunteers for a period of 6 months to be paid a monthly stipend of R1 800.00. The CSOs will receive a monthly management fee of R5 000.00.

4.2. The CSOs will fulfil the following duties:

- Screening and recruitment of volunteers;
- Identification of sites for implementation;
- Liaison with local SASSA, DSD and other government officials;
- Day-to-day management of the volunteers;
- Collection of daily attendance registers;

- Collation and submission of monthly reports;
- Payment of monthly stipends to volunteers based on reconciliation of attendance and work conducted;

4.3. The role of the volunteers will be to:

- Conduct household and community profiling in identified municipalities in support of the District Development Model approach;
- Conduct home visits as family finders in communities;
- Conduct pre-proposal groundwork with prospective CSOs requiring grant funding;
- Support Social Security Agency (SASSA) with the intake of the R350 Social Relief of Distress Grant, particularly in rural areas;
- Assist with information dissemination and community education on services offered by the NDA, SASSA & DSD;
- Disseminate correct and relevant development information in local languages to build community awareness;
- Collect data on poverty levels, support required & impact of projects on poverty eradication in communities;

4.4. The National Development Agency seeks to ensure that the distribution of the volunteers is equitable across the different Provinces. As a result the 220 volunteers will be distributed equitably as follows:

VOLUNTEERS - DISTRIBUTION (PER PROVINCE)			
Province	District (s)	Number of Volunteers	Number of CSOs per province
Eastern Cape	Alfred Nzo	20	1
Free State	Thabo Mofutsanyana	20	1
Gauteng	City of Tshwane	20	1

KwaZulu-Natal	Amajuba	20	1
Limpopo	Vhembe	20	1
Mpumalanga	Nkangala	20	1
Northern Cape	<ul style="list-style-type: none"> • JT Gaetsewe • ZF Mgcawu • Frances Baard 	60	3
North West	Dr Ruth Segomotsi Mompoti	20	1
Western Cape	West Coast	20	1
South Africa	11	220	11

5. QUALIFYING CRITERIA AND MILESTONES

5.1. QUALIFYING CRITERIA

- Must have valid NPO registration certificates with the Department of Social Development (DSD) and fully compliant with DSD NPO reporting requirements. It is the responsibility of NPOs to check their NPO registration status with DSD prior to submitting applications as deregistered NPOs will NOT be considered.
- Must have a constitution and functioning committee/board.
- Previously implemented a project aimed in the sector.
- Have relevant qualified staff members to manage the volunteers.
- Must have a local presence to manage the volunteers in the province/district specified under 4.4. above.
- Must be directly responsible for the preparation and management of the programme, and not acting as an intermediary.
- Must have connectivity and the tools to communicate and report
- Must have been operating for more than ONE (1) year
- Must have sound financial systems with Audited Financial Statements or a letter from an independent accounting officer

6. CRITERIA FOR EVALUATING FUNCTIONALITY (PHASE 3)

DESCRIPTION	WEIGHT
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<p>Past Experience:</p> <p>This refers to the experience of the organisations to undertake the scope of work involved in this project.</p> <p>(a) Describe in an Organisational Profile work carried out by the organisation in the last year. 15</p> <p>b) Three reference letters from organisations/government departments or agencies that the applicant CSO has partnered or engaged with. The reference letters must be on the partners' letterhead with contactable details, signed by the partner, detailing the type of partnership. <i>Failure to adhere to the requirements in this section will lead to a score of zero.</i> 15</p> <p><i>5 points will be allocated for each valid reference letter.</i></p>	
<p>Proposed approach, design, methodology</p> <p>c) A project proposal which must include approach/methodology, instruments/tools and define the extent to which the proposal addresses the specific services (25 points) <i>Failure to adhere to the requirements in this section will lead to a score of zero</i> 30</p> <p>d) The proposal must have a detailed project plan that includes milestones and timelines – (10 points) 10</p>	
<p>Team Capacity to be allocated to the Project:</p> <p>The applicant should demonstrate the capacity of the team to carry out the work required in this project.</p> <p>Experience:</p> <p>e) CVs of 2 team members indicating experience in the sector, Furthermore, the leader should demonstrate a minimum of three (2) years' experience in the civil society sector. 10</p>	

<p><i>The members with experience of less than 2 years in civil society will lead to a score of zero.</i> (10 Points)</p> <p>Applicant Footprint in the District/Province</p> <p>f) The applicant must submit proof of local presence to manage the volunteer programme. (PTO/ Municipality Bill/Traditional Authority Letter)</p> <ul style="list-style-type: none"> • Within same Province = 10 points • Outside the Province = 0 points <p><i>The Applicant must confirm their footprint in a letter. The letter should be on the applicant’s letterhead and signed. Failure to provide and sign the letter will lead to a score of zero.</i></p> <p>g) If the Applicant is registered as an NPO, CBO, NGO or FBO maintaining an NPO compliance status, an additional five (10) points will be allocated. Entities registered as Co-operatives may also apply.</p>	<p>10</p> <p>10</p>
<p>Total score</p>	<p>100</p>
<p>Minimum qualifying score</p>	<p>70</p>