



Request for Proposals (RFP)

Date: 19/06/2009

Dear Sir/Madam,

Subject: Victim Empowerment Media Awareness Training and Monitoring Project

- 1) You are requested to submit a proposal for the Victim Empowerment Media Awareness Training and Monitoring Project, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors (Annex I)
 - ii. General Conditions of Contract..... (Annex II)
 - iii. Terms of Reference (TOR)..... (Annex III)
 - iv. Proposal Submission Form(Annex IV)
 - v. Price Schedule(Annex V)
3. Your offer comprising of technical proposal and financial proposal, *in separate sealed envelopes*, should reach the address listed below no later than Tuesday, 14 July 2009, at 12:00 noon.

UNITED NATIONS DEVELOPMENT PROGRAMME [UNDP]

ATT: Nokufa Matiloane

Operations Associate

Metro Park Building

Schoemann Street 351

P.O. Box 6541,

Pretoria 0001

South Africa

Phone: 012-354-8003

Fax: 866-364-967

Compliance with the deadline for the submission of applications must be evidenced either by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline of receipt is at 12:00 hours as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be disqualified.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

Ms Nokufa Matiloane
United Nations Development Programme [UNDP]
P.O. Box 6541
Pretoria 0001
South Africa

Instructions to Offerors

A. Introduction

1. General

The Service Provider(s) (hereafter SP) shall facilitate a national Victim Empowerment Media Awareness Training and Monitoring Project, by workshopping and later monitoring at least 200 Radio- and TV Presenters of at least 100 Radio and TV Stations *nationwide* on how to structure informative – and at the same time also educational – programs on

- a) VE government policies such as the ‘Victims Charter’, or the ‘Minimum Standards for the Service Delivery in Victims Empowerment’.
- b) Strategies for helping the public understand the complex issues surrounding women abuse, child abuse; as well as the type of roles family- and community members must play for preventing abuse in their own families and neighborhoods.
- c) Monitor media as to the quality and adequacy and completeness of information provided to the public in order to better appreciate the complexities and issues of abuse (especially women and child abuse)
- d) Train 84 Department of Social Development (DSD) Stakeholders on how to work with media to communicate victim empowerment and social development messages to the wider public.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure

to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that have received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English/French/Spanish language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English/French/Spanish translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English /French /Spanish translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;

(b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;

(c) Price schedule, completed in accordance with clauses 8 and 9.

8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal in accordance with the requirements stipulated in the enclosed ToR (see Annex III below, pp. 22 – 26).

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in US dollars or any convertible currency.

11. Period of validity of proposals

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The

latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones (20% upon signing of contract, 35% upon achievement of first set of milestones, 35% upon second set of milestone, and 10% upon submission of a final project report.

D. Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be addressed to –

*United Nations Development Programme [UNDP]
Attn: Nokufa Matiloane
Operations Associate
Metro Park Building
Schoemann Street 351
P.O. Box 6541,
Pretoria 0001
South Africa
Phone: 012-354-8003
Fax: 866-364-967*

and,

(b) marked with –

“Tender: Media VE Awareness Training and Monitoring Project – DO NOT OPEN.”

(c) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note: if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and Marking of Proposals* no later than *Tuesday, 14 July 2009, at 12:00 noon*.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be disqualified.

17. Modification and Withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) (see below Annex III, pp. 22 – 26).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the Contractor offering the optimum value for money for the proposal.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Consortium of Consultants / Organization submitting Proposal	30%	300					
2.	Proposed Work Plan and Approach	50%	500					
3.	Personnel	20%	200					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Expertise of Firm / Organization Submitting Proposal

Form **2**: Proposed Work Plan and Approach

Form **3**: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Form 1: Expertise of Firm / Organization Submitting Proposal

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organization submitting proposal							
1.1	Reputation of Organization and Staff (Competence / Reliability)	50					
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50					
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills).	30					
1.4	Quality assurance procedures, warranty	30					
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	140					
		300					

Form 2: Proposed Work Plan

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	50					
2.2	Have the important aspects of the task been addressed in sufficient detail?	50					
2.3	Are the different components of the project adequately weighted relative to one another?	20					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	50					
2.5	Is the conceptual framework adopted appropriate for the task?	80					
2.6	Is the scope of task well defined and does it correspond to the TOR?	150					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100					
		500					

Form 3: Personnel

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity					
				A	B	C	D	E	
Personnel									
3.1	Task Manager		90						
		Sub-Score							
	General Qualification	80							
	Suitability for the Project								
	- International Experience	10							
	- Training Experience	20							
	- Professional Experience in the area of specialization	40							
	- Knowledge of the region	10							
	- Language Qualifications	10							
		90							
3.2	Senior Expert		90						
		Sub-Score							
	General Qualification	80							
	Suitability for the Project								
	- International Experience	10							
	- Training Experience	20							
	- Professional Experience in the area of specialization	40							
	- Knowledge of the region	10							
	- Language Qualifications	10							
		90							
3.3	Junior Expert		20						
		Sub-Score							
	General Qualification	15							
	Suitability for the Project								
	- International Experience	5							
	- Training Experience	0							
	- Professional Experience in the area of specialization	10							
	- Knowledge of the region	0							
	- Language Qualification	5							
		20							
Total Part 3			200						

F. Award of Contract

22. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Performance Security Check

The selected contractor will be subjected to a Performance Security Check. A "Performance Security Form" will be signed by the contractor and attached to the project contract.

24. Sub-Contracting

Should a bidder propose to sub-contract to other service providers, and subsequently be awarded the contract, note must be taken that under no circumstances will the sub-contractors have direct access/contact to UNDP or UNODC offices or representatives.

25. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

26. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

27. Performance security

Within 30 days of the receipt of the Contract from the Purchaser, the successful Offeror shall provide the performance security on the Performance Security Form provided in the Solicitation Documents and in accordance with the Special Conditions of Contract.

Failure of the successful Offeror to comply with the requirement of Clause 24 or Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

General Conditions of Contract

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the

award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - (i) Name UNDP as additional insured;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
 - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP;

nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may,

without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

**Project Title:
Support to South Africa's Victim Empowerment Programme
(VEP)**

**Project Number:
XAMT15**

REQUEST FOR PROPOSALS FOR TECHNICAL SERVICES

**Media Victim Empowerment
Awareness Training & Monitoring Project**

JUNE / JULY 2009

TERMS OF REFERENCE FOR SERVICE PROVIDERS

VICTIM EMPOWERMENT MEDIA AWARENESS TRAINING AND MONITORING PROJECT

1. OBJECTIVES

The Service Provider(s) (hereafter SP) shall facilitate a national Victim Empowerment Media Awareness Training and Monitoring Project, by workshopping and later monitoring at least 200 Radio- and TV Presenters of at least 100 Radio and TV Stations *nationwide* on how to structure informative – and at the same time also educational – programs on

- a) VE government policies such as the ‘Victims Charter’, or the ‘Minimum Standards for the Service Delivery in Victims Empowerment’.
- b) Strategies for helping the public understand the complex issues surrounding women abuse, child abuse; as well as the type of roles family- and community members must play for preventing abuse in their own families and neighborhoods.
- c) Monitor media as to the quality and adequacy and completeness of information provided to the public in order to better appreciate the complexities and issues of abuse (especially women and child abuse)
- d) Train Department of Social Development (DSD) Stakeholders on how to work with media to communicate victim empowerment and social development messages to the wider public.

2. BACKGROUND

The Government of South Africa’s Victim Empowerment Programme (VEP) aims to address the high rates of criminal victimization, in South Africa. Victim Empowerment was identified as one of the Governments’ priority programmes in the 1996 National Crime Prevention Strategy (NCPS). According to the NCPS, the main purpose of the VEP is to facilitate the establishment and integration of interdepartmental/inter-sectoral programmes and policies for the support, protection and empowerment of victims of crime and violence. In order to support the VEP, the European Union has funded a three-year Victim Empowerment *Project* in support of the overall Programme, to be implemented by the United Nations Office on Drugs and Crime. The overall project objective has thus been defined as follows: *“The Victim Empowerment Programme has contributed to building safe and peaceful communities, strengthening a human rights culture and provides more effective, multi-sectoral, coordinated responses to victims of crime and trauma, particularly children.* The project is funded by the European Union and implemented by United Nations Office on Drugs and Crime [UNODC] in partnership with the Department of Social Development [DSD]. Both the DSD VEP program and the UNODC VEP project have provincial coordinators mandated to implement the project across the nine provinces.

In his State of the Nation Address, 2007, the then President of South Africa, H.E. Thabo Mbeki noted that the abuse of women and children continues at an unacceptable level. Gender based violence, especially threats directed at women and children, such as sexual and domestic violence, remains a serious concern in South Africa. A South African study shows that one woman is killed by her intimate partner every six hours. This amounts to one of the highest intimate homicide rates that have been reported anywhere in the world.¹ The country also continues to experience one of the highest overall crime rates in the world, particularly rape. Every year, over 50,000 (more than 54,000 cases in year 2005) rapes are

¹ Shanaaz Mathews, Naeemah Abrahams, Lorna J. Martin, Lisa Vetten, Lize van der Merwe and Rachel Jewkes, *A National Study of Female Homicide in South Africa*, MRC Policy Brief No.5, June 2004.

reported to the police, making the country's rate of sexual violence also one of the highest in the world.² The actual picture, however, is much worse given that gender-based crimes as recorded by the police reflect only a small percentage of the actual incidence of sexual victimization. A South African study of survivors of gender-based abuse shows that just under a third of the women (30%) had been to the police despite the fact that 89% felt that what was done to them was a crime.³ Violence against women, in particular rape, constitutes one of the most underreported types of crime. Nevertheless, the recorded number of cases of rape reported to the police in South Africa increased by 21.6% between 1994 and 2005. Last, but not least, young men aged 18 – 32 years of age are most vulnerable to victimization, and similarly represent the gender category and age group that in comparison produces most perpetrators. Crime prevention strategies must consider those gender and age groups particularly prone to contribute to tomorrow's generation of perpetrators of crime.

3. PURPOSE AND SPECIFIC OUTCOMES OF THE VE PROJECT

The specific purpose of the UNODC program of assistance is to contribute to the process of turning the victim empowerment policy documents into concrete action benefiting victims of crime and thereby contributing to the building of safe and peaceful communities. The specific programme purpose has been defined as follows: *"To improve the implementation of victim empowerment policies in South Africa by building capacity, improving coordination and strengthening relations between the government and civil society organizations (CSO's) and thereby improving services to victims, especially women and vulnerable children"*.

A total of five outcomes, associated outputs and performance indicators have been identified:

- Outcome 1: Implementation plans for VEP policies developed, VE policies and implementation plans disseminated and mass awareness on VE policy created by the end of the project.
- Outcome 2: Improved coordination between victim empowerment government departments both vertically and horizontally and with CSOs.
- Outcome 3: The capacity of government staff to implement policies and comply with minimum standards in all relevant Government departments is strengthened.
- Outcome 4: The capacity of the National and Provincial Departments of Social Development and Victim Empowerment Coordinators of other government agencies to manage, coordinate and lead the governments VEP is strengthened.
- Outcome 5: Improving the capacity of CSO's in delivering services to victims of crime.

4. SCOPE OF WORK AND EXPECTED OUTPUT OF THE SERVICES REQUESTED IN THIS RFP

Interested SPs are requested to propose a *Media Victim Empowerment Awareness and Monitoring Project Proposal* for radio- and TV presenters as well as newspaper journalists on how to run programs or publish stories on victimization and abuse. The proposal requests a nation-wide service.

Proposed Methodology:

- Describe why you believe to be a good candidate for this project, with the capacity to mobilize the active participation and support of key media stakeholders for the Media VE Awareness Training and Monitoring Project, in all nine provinces.

² South Africa shows the highest rate of rape of all countries that participated in the Eighth United Nations Survey of Crime Trends and Operations of Criminal Justice Systems, covering the period 2001-2002, <http://www.unodc.org/pdf/crime/eighthsurvey/8pc.pdf>

³ Sandra Bollen, Lillian Artz, Lisa Vetten and Antoinette Louw, *Violence Against Women in Metropolitan South Africa, A Study on Impact and Service*, Monograph No 41, September 1999.

- Present number and names of TV and radio stations (at least 100!) you propose to target, as well as the number of targeted female and male TV / radio presenters (at least 200 are expected).
- Illustrate how you would carry out a capacity development needs assessment which documents media stakeholders's training needs and levels of awareness about VE policies, as well as the components determining the social context of abuse (of women and children in particular).
- Elaborate on your capacity development strategy (which must go beyond workshops and seminars, by creating coaching, supervision, follow-up processing meetings, follow-up mid-term evaluation workshops with key stakeholders, as well as training materials packages). An action- and 'on-the-job' learning process must be proposed that enables trainees to apply through practical exercises new concepts and strategies for communicating VE issues by means of public programming.
- Media programs and products which shall emerge as a consequence of the above-mentioned capacity development input through the SP must acknowledge the names – and, if possible, logos of the European Commission, UNODC and the Department of Social Development (DSD). Explain how you as an SP can ensure that this happens, and document how visibility expectations have been met.
- Propose a strategy for the participatory elaboration of communication strategies best suited for airing and reporting discussions and events about 'victimization and abuse'; and how this strategy can be integrated into a training curriculum that prepares media to reach the attention and interest of the wider public.
- Propose a "Training of Trainers" strategy and materials packages that can be easily replicated by the trainees once the project contract has expired.
- Include in your proposal three 2.5 day workshops for 84 DSD staff on how to make effective use of media resources for disseminating and communicating messages relating to Victim Empowerment, prevention of abuse (of women and children in particular), as well as community education and mobilization for the protection of victims of crime.

2.) Proposed Management and Operationalisation Plan

The management / operationalization plan must contain the following components

1. Problem Statement regarding lack of constructive reporting practices on Victim Empowerment and abuse (of women and children in particular)
2. Provide a Project Logframe (outcomes and outputs; as well as indicators of success, means of verification, assumptions).
3. Propose a project roll-out plan (and include subsequent Gantt Chart)
4. Quality Control: Explain how you will assure quality control.
5. Present an organogram of your organization (with the consultant advisor figuring as an influential component within the organizational structure).
6. Present a Visibility Strategy (ensuring acknowledgement and visibility of DSD, UNODC and the EU in all training undertakings).
7. Define Risks/Issues

3.) Proposed Reporting Structure

8. Explain how you plan to collect project performance data (in accordance with contractually-agreed outcomes and outputs listed within your project logframe).

9. Propose a structure for reporting back to UNODC.

4.) Enclosures:

10. If the bidder is a registered organization, provide an “institutional CV” (which must indicate: (1) year and state/province of your organization’s incorporation; (2) contact history with other donors, and amount of funding support received). If you undertake this bid with partner organizations, institutional CVs of the partner organizations (including year and state/province of incorporation, as well as their contact history with other donors) must also be included. In addition, you must also include a letter of commitment to your proposed project partnership, signed by the representative of the proposed sub-contractee. NB: This requirement does not apply if the bidder is a consortium of consultants formed specifically for bidding on this tender.

11. CVs of (1) Operational director; (2) Senior expert; and (3) Junior Expert responsible for project implementation: CVs must highlight experiences in similar projects. If you undertake this bid with partner organizations, CVs of the Operational Director, Senior Expert and Junior Expert of partner organizations must also be included. NB: If the bidder happens to be a consortium of consultant formed specifically for bidding on this tender, all CVs from all Technical Experts must be submitted.

12. Evidence of Training Networking Capacity and Media Partner Organization involvement

5.) Budget / Resource Plan

Present – ***in a separate, sealed envelope*** – your proposed research project budget which must contain detailed budget lines, unit description, unit costs and unit numbers. The budget model to be used, as well as a budget example are attached in Appendices A and B at the end of this document.

NB: As indicated in the budget format examples in the Appendices, proposed expenditures must be categorized under (a) administrative expenditure headings and (b) technical expenditure headings. Technical expenditures must be presented in accordance with project outcomes listed in the proposed M&E logical framework!

5 REQUIRED EXPERTISE OF THE SERVICE PROVIDER

The firm or agency engaged to execute the Media VE Awareness and Monitoring Contract should be able to demonstrate the following qualifications:

- At least 5 years professional expertise and experience in the areas of VE, training, monitoring, research and analysis.
- Relevant quantitative and qualitative research skills.
- Knowledge of government policies and instruments for VEP implementation.
- Knowledge of participatory training / research methodologies.
- Capacity to mobilize the support and participation of media stakeholders
- Multidisciplinary training and coaching skills.
- Ability effectively to communicate.
- Gender, cultural balance, sensitivity, and language skills.
- A high standard of professionalism.

PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible).

APPENDIX #1:
BLANK BUDGET FORMAT

BUDGET (Please add rows and details as necessary. Please be as detailed and precise as possible. Please breakdown the total budget into proposed expenditure per quarter).

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
1. Operational Staff (administrators, finance, logistics)	Person/month																
1.1 List each staff member. Indicate what percentage of their total salary will be charged to the project																	
1.2																	
1.3																	
SUBTOTAL Operational Staff																	
2. Transport (car rent, kilometer claim)	Contract																
2.1																	
2.2																	
SUBTOTAL Transport																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
3. Public Transport (taxi, plane or bus tickets etc)	Number of trips Cost per month																
3.1																	
3.2																	
3.3																	
SUBTOTAL Public Transport																	
4. Office expenditures (rent, electricity, water etc)	Rent per month, electricity per month,																
4.1																	
4.2																	
4.3																	
4.4																	
4.5																	
4.6																	
SUBTOTAL Office Expenditures (rent, electricity, water etc)																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009			EXPENDITURE 2010						
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
5. Office furniture and technical equipment	piece																
5.1																	
5.2																	
SUBTOTAL Office furniture and technical equipment																	
6. Communications (internet, telephone postage)	Telephone per month																
6.1.																	
6.2.																	
SUBTOTAL Communications																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
7. Other Costs																	
SUBTOTAL Other Costs																	
SUBTOTAL ADMINISTRATIVE COSTS																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME 1:																	
1.1.																	
a.)																	
b.)																	
c.)																	
1.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome 1																	
OUTCOME 2 :																	
2.1.																	
a.)																	
b.)																	
c.)																	
2.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome 2																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME X:																	
X.1.																	
a.)																	
b.)																	
c.)																	
X.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome X																	
OUTCOME X:																	
X.1.																	
a.)																	
b.)																	
c.)																	
X.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome X																	

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME X:																	
X.1.																	
a.)																	
b.)																	
c.)																	
X.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome X																	
OUTCOME X :																	
X.1.																	
a.)																	
b.)																	
c.)																	
X.2.																	
a.)																	
b.)																	
c.)																	
SUBTOTAL Outcome X																	
SUBTOTAL PROGRAMMATIC COSTS						100%											
TOTAL PROJECT COST (A+O)																	

APPENDIX #2:
EXAMPLE OF A FILLED-IN BUDGET FORMAT

BUDGET (Please add rows and details as necessary. Please be as detailed and precise as possible. Please breakdown the total budget into proposed expenditure per quarter.

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS																	
1. Operational Staff (administrators, finance, logistics)																	
1.1. Project Coordinator	Person/month	1	6	28000	168000	50%	84000	X	42000	42000	X	X	X	X	X	X	X
1.2. Training Coordinator	Person/month	1	5	11000	55000	100%	55000	X	22000	42000	X	X	X	X	X	X	X
1.3. Office Assistant	Person/month	1	6	2000	12000	50%	6000	X	3000	3000	X	X	X	X	X	X	X
1.4. Office Cleaner	Person/month	1	6	1600	9600	50%	4800	X	2400	2400	X	X	X	X	X	X	X
SUBTOTAL Operational Staff							149800	X	69400	89400	X	X	X	X	X	X	X
2. Transport (car rent, kilometer claim)																	
2.1. Car Rental	Contract / month	1	6	5000	30000	100%	30000	X	15000	15000	X	X	X	X	X	X	X
2.2.																	
SUBTOTAL Transport							30000	X	15000	15000	X	X	X	X	X	X	X

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
3. Public Transport (taxi, plane or bus tickets etc)																	
3.1. Plane tickets Capetown / Pretoria (and return)	Person/ # Trips	1	3	2000	6000	100%	6000	X	4000	2000	X	X	X	X	X	X	X
3.2																	
3.3																	
SUBTOTAL Public Transport							6000							X	X	X	X
4. Office expenditures (rent, electricity, water etc)	Rent per month, electricity etc.													X	X		X
4.1. Office rent	# offices / month	1	6	4500	30000	50%	15000	X	7500	7500	X	X	X	X	X	X	X
4.2 Electricity	# offices / month	1	6	1500	9000	50%	4500	X	2250	2250	X	X	X	X	X	X	X
4.3 Water	# offices / month	1	6	500	3000	50%	1500	X	750	750	X	X	X	X	X	X	X
4.4 Generator Maintenance	# offices / month	1	6	250	1500	50%	750	X	325	325	X	X	X	X	X	X	X
4.5 Generator Diesel	# offices / month	1	6	800	4800	50%	4800	X	2400	2400	X	X	X	X	X	X	X
4.6																	
SUBTOTAL Office Expenditures							26550										

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
5. Office furniture and technical equipment	piece																
5.1. Desk and Chair for Training Coordinator	piece	1	1	3000	2000	100%	2000	X	3000	0	X	X	X	X	X	X	X
5.2. Desk Top for Training Coordinator	piece	1	1	8000	6000	100%	6000	X	8000	0	X	X	X	X	X	X	X
5.3. Book shelf for training coordinator	piece	1	1	1000	1000	100%	1000	X	1000	0	X	X	X	X	X	X	X
SUBTOTAL Office furniture and technical equipment							12000										
6. Communications																	
6.1. Cell Phone Units	recharge person/month	2	6	360	4320	100%	4320	X	2160	2160	X	X	X	X	X	X	X
6.2. Land Line Fees	Fee/month	1	6	500	3000	50%	1500	X	750	750	X	X	X	X	X	X	X
6.3.																	
SUBTOTAL Communications							5820										

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
ADMINISTRATIVE COSTS						FOR ADMIN COSTS ONLY											
7. Other Costs																	
Toner for Printer	Toner/month	1	6	1000	6000	50%	3000	X	1500	1500	X	X	X	X	X	X	X
Photocopy	Number of copies/month	500	6	1	3000	100%	1500	X	750	750	X	X	X	X	X	X	X
Paper	Packet @ 500/month	1	6	160	960	100%	960	X	960	0	X	X	X	X	X	X	X
Misc. Stationary costs	Cost/month	1	6	500	3000	100%	3000	X	1500	1500	X	X	X	X	X	X	X
SUBTOTAL Other Costs							8460										
SUBTOTAL ADMINISTRATIVE COSTS							235630										

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME 1: 60 Housemother Volunteers of 4 One-Stop-Shelters in Gauteng Province have received two five-day workshops through recognized expert on how to monitor and interact with suicidal clients 24 hours daily...																	
Activity 1.1. Recruit Training Consultant																	
a.) Advertise Vacancy in Sunday Newspaper	Announcement / # Sundays	1	1	25000	25000	100%	24000	X	25000	0	X	X	X	X	X	X	X
Activity 1.2. Agree on training curriculum																	
a) Consultant fee for curriculum and materials development	Consultant / day	1	4	1500	6000	100%	6000	X	6000	0	X	X	X	X	X	X	X
b) Consultant travel (plane two-way ticket + taxi pick-up) to meet with project coordinator to share and discuss curriculum and materials.	Ticket / person	1	1	3000	3000	100%	3000	X	3000	0	X	X	X	X	X	X	X

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010				
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	
PROGRAMMATIC COSTS						100%										
OUTCOME 1: 60 Housemother Volunteers of 4 One-Stop-Shelters in Gauteng Province have received two five-day workshops through recognized expert on how to monitor and interact with suicidal clients 24 hours daily...																
Activity 1.3. Execute first 5-day training																
a) Consultant fee	Consultant / day	1	5	1500	7500	100%	7500	X	7500	0			X	X	X	X
b) Consultant DSA (Daily Subsistence Allowance)	Consultant / day	1	6	900	5400	100%	5400	X	5400	0			X	X	X	X
c) Consultant travel (plane two-way ticket + taxi pick-up)	Ticket / person	1	1	3000	3000	100%	3000	X	3000	0			X	X	X	X
d) rental of two training venue	Venue / day	2	5	500	5000	100%	2500	X	5000	0			X	X	X	X
e) Food / snack	Person/ day	60	5	200	60000	100%	60000	X	60000	0			X	X	X	X
f) Stationary	Person/workshop	60	1	100	6000	100%	6000	X	6000	0			X	X	X	X
g) Pedagogical materials	Person / # of copies	60	50	1	3000	100%	3000	X	3000	0			X	X	X	X
h) Flipchart, etc. and Masking Tape	# Blocks @40 sheets /workshop	1	3	200	600	100%	600	X	600	0			X	X	X	X
i) Flipchart and whiteboard markers	# markers /workshop	1	25	20	450	100%	450	X	450	0			X	X	X	X

To be continued, next page

Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010			
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec
PROGRAMMATIC COSTS						100%						X	X	X	X
OUTCOME 1: 60 Housemother Volunteers of 4 One-Stop-Shelters in Gauteng Province have received two five-day workshops through recognized expert on how to monitor and interact with suicidal clients 24 hours daily...															
Activity 1.4. Execute second 5-day training															
a) Consultant fee	Consultant / day	1	5	1500	7500	100%	7500	X	0	7500			X	X	X
b) Consultant DSA (Daily Subsistence Allowance)	Consultant / day	1	6	900	5400	100%	5400	X	0	5400			X	X	X
c) Consultant travel (plane two-way ticket + taxi pick-up)	Ticket / person	1	1	3000	3000	100%	3000	X	0	3000			X	X	X
d) rental of two training venue	Venue / day	2	5	500	5000	100%	2500	X	0	5000			X	X	X
e) Food / snack	Person/ day	60	5	200	60000	100%	60000	X	0	60000			X	X	X
f) Stationary	Person/workshop	60	1	100	6000	100%	6000	X	0	6000			X	X	X
g) Pedagogical materials	Person / # of copies	60	50	1	3000	100%	3000	X	0	3000			X	X	X
h) Flipchart, etc. and Masking Tape	# Blocks @40 sheets /workshop	1	3	200	600	100%	600	X	0	600			X	X	X
i) Flipchart and whiteboard markers	# markers /workshop	1	25	20	450	100%	450	X	0	450			X	X	X

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Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME 1: 60 Housemother Volunteers of 4 One-Stop-Shelters in Gauteng Province have received two five-day workshops through recognized expert on how to monitor and interact with suicidal clients 24 hours daily...																	
Activity 1.5. Evaluate Training Impact																	
a) Consultant fee for preparing impact / evaluation report (1 st training)	Consultant / day	1	1	1500	1500	100%	1500	1500	0								
b) Consultant fee for preparing impact / evaluation report (2nd training)	Consultant / day	1	1	1500	1500	100%	1500	0	1500								
SUBTOTAL Outcome 1							222900										
OUTCOME 2: 60 housemother volunteers of 4 one-stop shelters in Gauteng Province have been supervised and coached twice per week for 45 minutes (between July 2008 and October 2008) on how to interact with suicidal clients																	
Activity 2.1.																	
a)																	
b)																	
Activity 2.2.																	
a)																	
b)																	
SUBTOTAL Outcome 2						100%											

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Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009				EXPENDITURE 2010					
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec		
PROGRAMMATIC COSTS						100%											
OUTCOME 3: 60 housemother volunteers of 4 one-stop shelters in Gauteng Province have visited one Model One-Stop Shelter in Gauteng Province to exchange experiences with professional housemothers prior to September 2008.																	
Activity 3.1.																	
a)																	
b)																	
Activity 3.2.																	
a)																	
b)																	
SUBTOTAL Outcome 3						100%											
OUTCOME 4: Effective monitoring and evaluation of project activities, for a cost not exceeding ZAR XXX.-																	
Activity 4.1.																	
a)																	
b)																	
Activity 4.2.																	
a)																	
b)																	
SUBTOTAL Outcome 4						100%											

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Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009			EXPENDITURE 2010		
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun
PROGRAMMATIC COSTS						100%							
OUTCOME 5: Enhanced staff capacity to manage and implement project activities, for a cost not exceeding ZAR XXX.-													
Activity 5.1.													
a)													
b)													
Activity 5.2.													
a)													
b)													
SUBTOTAL Outcome 5						100%							
OUTCOME 6: Effective exchange of information / communication on project achievements / results with government, for a cost not exceeding ZAR XXX.-													
Activity 6.1.													
a)													
b)													
Activity 6.2.													
a)													
b)													
SUBTOTAL Outcome 6						100%							

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Budget (continued)

EXPENDITURES	Unit Description	No of Units (A)	No of Units (B)	Cost per Unit (in ZAR)	Total Cost (in ZAR)	% of Total Cost to be charged to project	TOTAL AMOUNT REQUESTED IN ZAR	EXPENDITURE 2009			EXPENDITURE 2010			
								Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept
PROGRAMMATIC COSTS						100%								
OUTCOME 7: Institutional capacity of partner organization enhanced, for a cost not exceeding ZAR XXX.-														
	Activity 7.1.													
	a)													
	b)													
	Activity 7.2.													
	a)													
	b)													
SUBTOTAL Outcome 7						100%								
SUBTOTAL PROGRAMMATIC COSTS						100%	222900							
TOTAL PROJECT COST (A+O)							488530							

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