



TERMS OF REFERENCE

TITLE:	Protecting Vulnerable Groups and Co-ordinating Community Response to COVID-19
Location:	South Africa
Type of Contract:	Professional Contract
Languages Required:	English and functional knowledge of major vernacular languages
Starting Date:	21 September 2020
Duration of Initial Contract:	6 months

1) GENERAL BACKGROUND

In mid-2020, UNDP South Africa was resourced in support of an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in South Africa. One of the main objectives of this programme is “integrated and inclusive crisis management and response,” with particular emphasis on safeguarding human rights, protecting vulnerable groups, and engaging communities for prevention response and social cohesion in the context of COVID-19. To carry out critical COVID-19 response work in local communities, UNDP South Africa intends to collaborate with civil society organisations and enlist the contractor to implement a community response plan.

The assignment will include providing advocacy support for vulnerable populations — including the chronically ill, victims of gender-based violence (GBV), those with disabilities, and the elderly — as well as awareness raising and anti-discrimination campaign. As determined by the needs in specific localities or districts, the contractor will also be tasked with the recruitment and coordination of peer educators, healthcare workers, and human rights advocates.

2. SCOPE

- Support for vulnerable groups by identifying avenues for improved legal assistance, medical care, inclusive decision-making, and livelihood security.
- Ensuring social cohesion during the COVID-19 crisis through awareness-raising and anti-discrimination campaigns which mainstream the needs and rights of vulnerable populations and promote peaceful and cohesive existence.
- Identification and promotion of innovative solutions to address COVID-19 impact at community level via training of peer educators at the community level, strengthening civilian-local government partnership, and outreach campaigns.
- Providing support for vulnerable groups (including the chronically ill, victims of gender-based violence, those with disabilities, and the elderly) by identifying avenues for improved legal assistance, GBV response, medical care, community leadership opportunities, and livelihood security.
- Identifying and adapting community infrastructure and forums for COVID-19 response work.
- Monitoring human rights abuses and developing recommendations for rapid response, as COASA has also been already been assigned this role by the Human Rights Commission
- Developing awareness-raising communications which keep communities informed of COVID-19 developments and foster social cohesion

3) ACTIVITIES AND TIMELINES

Number	Activities and deliverables	Timeframe	Payment terms
1	Generating community profiles and tailored work plans with community offices and local organizers to address the needs of vulnerable populations	21 September 2020 — 31 October 2020	30%
2	Creating and implement a collaborative measurement and evaluation tool to itemize needs and track progress made towards community-set goals.	1 November 2020 — 01 December 2020	20%
3	Recruitment and Training programme (as necessary) of peer educators, community development workers, and legal advocates to address identified needs and promote innovative solutions to COVID-related problems	1 November 2020 — 01 March 2021	30%
4	Development of anti-discrimination and safe living campaigns , specific to the COVID-19 context, which mainstreams and raises awareness for the needs and rights of vulnerable populations	1 December 2020 — 01 March 2021	20%

4) EXPERTISE AND QUALIFICATIONS OF THE CONTRACTOR

The services require the services of a legally registered civil society organization/non-profit, that has:

- Demonstrated expertise and 5 to 8 year’s experience in human rights advocacy, legal aid, and community organizing in South Africa.
- Minimum of five to 8 year’s experience of individuals and members of the team that will implement the project
- At least three references of similar work undertaken by the company/organization in the past 3 years
- Well established network of community-based organisations and structures in selected districts and localities
- Demonstrated experience in anti-discrimination awareness raising and communications.
- Extensive knowledge of COVID-19 best practices and emerging issues
- Ability to communicate clearly, effectively, and strategically and use of easy to read communication material
- Basic to medium English proficiency with strong presentation, writing and analytical skills
- Good command of most vernacular languages spoken in local communities selected for the intervention

5. REPORTING ARRANGEMENTS

The work of the contractor will be supervised, and quality assured by the Programme Manager: Governance, who is responsible for the outputs on multi-sectoral crisis response and recovery. The overall programme will be managed by the CO COVID-19 Project Manager. A workplan will be developed with key milestones and indicators for monitoring.

6. EVALUATION CRITERIA

Selection criteria will be based on a qualification, knowledge and experience. Proposal will be weighted at a maximum of 100 points with 70% pass rate. The selection of the successful institution with required team of experts will be aimed at maximising the overall qualities in required areas of competence. This will be broken down in the following manner:

Criteria	Points
Demonstrated expertise and 5 to 8 years experience in human rights advocacy, legal aid, and community organizing in South Africa.	50
Well established network of community-based organisations and structures in South Africa and in identified districts and localities	20
Minimum post matric qualifications in paralegal, community and social development, or related fields, of team members	15
Demonstrated experience in anti-discrimination awareness raising and communications, including use of easy to read communication material	15
TOTAL	100