

REQUEST FOR QUOTATION

RFQ Number	UN Women 01/08
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Closing Date	22/08/2023

SERVICE PROVIDERS ARE REQUESTED TO PROVIDE A DETAILED QUOTATION FOR BUSINESS MENTORSHIP AND COACHING FOR A MINIMUM OF 200 WOMEN OWNED ENTERPRISES IN PRESCRIBED PROVINCES WITHIN SOUTH AFRICA OVER A NINE MONTH PERIOD

TERMS OF REFERENCE (TOR)

1. Introduction

e-Watchdog NPO (e-WD), a Not-for-Profit organization established in 2004, to enhance the capacity of Women Owned/Led Businesses, Enterprises, and Cooperatives through coaching and mentorship. e-WD has been recognized for its efforts in promoting gender equality through the Government of Canada Women Voice and Leadership-South Africa Fund (WVL SA) Gender and COVID 19 Award.

e-WD is working with UN Women South Africa Multi Country Office (SAMCO) on a programme aimed at empowering women owned enterprises by facilitating access to markets, financing, and business opportunities.

UN Women South Africa Multi-Country Office (SAMCO) in implementing a flagship program on Stimulating Equal Opportunities for Women Entrepreneurs through Affirmative Procurement, Investment, and Supply Chain Policies. The program aims to enhance women's access to public and private procurement and connect women-owned enterprises to various value chains.

This programme is providing technical support to the National Women Economic Empowerment Programme, (WEEP), a collaborative partnership that includes government departments and private sector companies. It seeks to empower women through Public Procurement. This initiative is part of the Presidential Emergency Plan to address gender-based violence and femicide in South Africa. It focuses on empowering women-owned enterprises through public procurement, addressing economic vulnerabilities faced by women, and promoting preferential procurement for women-owned businesses.

e-WD is inviting qualified service providers to submit quotations in response to this Request for a Quotation (RFQ) for the provision of the requirements described below.

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2. Background

The International Trade Centre notes that access to preferential procurement can serve as an important policy instrument to advance the role and economic contribution of women-owned businesses and/or female entrepreneurs. In effect, if public and private policies and practices in South Africa are gender sensitive, and if the capacity of women entrepreneurs and their access to requisite skills and finance is enhanced, this can be a strategic intervention to close the race and gender gap which is still starkly visible in public business and corporate activity in South Africa. Preferential procurement can provide tangible opportunities for women's economic empowerment and contribute to inclusive economic growth.

In South Africa, public procurement accounts for around 20% of the gross domestic product (GDP). The opportunity that public procurement presents for women can be realized by leveraging government commitment, building a strong SME support ecosystem whilst also encouraging a favourable regulatory environment. South Africa's Constitution supports equal opportunities for all, and Section 217 specifically, deals with procurement and its use as a policy tool to remedy inequality. The Broad-Based Black Economic Empowerment (B-BBEE) Act of 2003 provides for economic transformation to enhance the economic participation of 'Black people' in the South African economy, with the reference to it being "broad-based," implying an extension to other marginalized groups including women. The Preferential Procurement Policy Framework Act (PPPFA) makes provisions for the use of public procurement as a means of development and transformation and allows for specific targets to be set in the procurement from black WBOs.

Despite the Constitutional provision and legislative instruments in place however, the growth path of women-owned businesses remains low and usually not sustainable. Women entrepreneurs continue to be largely excluded from the market. Amongst other challenges, they often lack access to information on procurement opportunities.

Since 2020, the COVID-19 pandemic and its accompanying restrictions have exacerbated already existing inequalities and significantly limited economic activity worldwide. The pandemic has overburdened health systems, widened socio-economic divides, and changed the strategic priorities of governments, civil society organizations and private companies. The economic fallout of this pandemic has been on magnitude proportions resulting in many threatening recession levels for economies. Many businesses were forced to close or scale back operations, resulting in millions of job losses and increasing unemployment levels to unprecedented levels. Supply chains found themselves in the heart of this due to significant disruptions amid many challenges of their own.

The 2020 Statistics South Africa report pointed out that due to the economic impact of COVID-19 most businesses (84.3%) reported business turnover to be below the normal range compared to the same period in 2019. Data highlights two intertwined factors:

- 1) the over representation of women in the jobs and sectors that have been hardest hit (such as tourism, travel & transport, retail, food services, accommodation, entertainment & recreation, and manufacturing); and

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2) the pre-existing gender disparity in business (spanning inferior digital skills, financial marginalization, lack of access to education and disproportionate domestic duties).

These factors, coupled with the slow rate of economic growth, has also reduced motivation for business start-ups and risk taking, and significantly exacerbated the already declining entrepreneurial activity in the country. Predictably, women-owned enterprises (WOEs) were disproportionately impacted within the small, medium and micro enterprises (SMMEs) sector. This accentuated the critical programme work that supports women-owned businesses (WOBs) and enterprises to build and sustain their businesses and support recovery.

To address the structural barriers faced by women in business, a comprehensive and sustained engagement both on the supply and demand side is required. Although Women Owned Enterprises (WOEs) see themselves as competitive, they continue to be faced with structural barriers that prevent them from greater participation in government procurement. In addition, women businesses also experience general lack of information and knowledge on procurement processes; lack of capacity and familiarity of small businesses to tender for public projects and companies fronting as WOEs, amongst other challenges.

The interventions sought through this RFQ seek to improve an ecosystem approach to enhance the business skills and preparedness of WoEs to participate in the economy meaningfully and actively.

3. Objective of the assignment

The purpose of this assignment is to deliver impactful business mentorship and coaching to empower and support 200 Women Owned/Led Businesses, Enterprises, and Cooperatives in accessing business opportunities, with a particular focus on the public sector to make their enterprises more sustainable and profitable. Our goal is to facilitate a minimum of 50 opportunities per targeted Province, fostering growth, sustainability, and success in these businesses.

The Service Provider will provide technical and practical support through business coaching and mentoring to strengthen their capacities to grow their business, access essential services and information and access business opportunities.

The Service Provider is expected to provide a detailed approach and methodology on how the assignment will be carried out to achieve the anticipated strategic objectives:

- The Service Provider will build on the existing work done by the Task Team in supporting the targeted women owned enterprises from Phases 1 and 2.
- Conduct a business diagnostic assessment to determine development needs of the identified enterprises.
- Develop a bespoke business development plan for each enterprise over a period of 9 months.
- Provide technical and practical business mentoring and coaching.
- Provide technical and practical facilitation support that responds to 'bottlenecks/ challenges' confronted by women owned businesses.

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- Provide technical and practical facilitation support to increase their capacity to access markets and funding opportunities.
- Facilitate linkages to market access for products and services of women entrepreneurs where possible.
- Ensure equitable access for small enterprises to business support services through partnerships within the SMME Support Ecosystem.
- Extract lessons and good practices to improve the programme.

4. Scope of work

The proposed work is to develop and implement a customised and fit for purpose 9 month accelerated coaching and mentorship programme for identified WOB's in targeted provinces. The accelerated Programme is an important part of the Presidential Task Team Programme on Women Economic Empowerment Programme (WEEP), with the intention to effectively support women owned businesses. It will empower WOB at different stages of the enterprise development lifecycle with capacity building and training, individual and group business coaching, mentorship, business formalization and compliance to laws, technical hand-on support to access funding and a market opportunity.

Targeted provinces and regions

KwaZulu Natal - The Big Five Hlabisa Local Municipality in the uMkhanyakude District Municipality.

Free State – The Xhariep District Municipality incorporating the Trompsburg area.

North-West – The Ramotshere Moiloa Local Municipality incorporating the Zeerust area.

Limpopo – Vhembe District incorporating the Thohoyandou area.

The specific activities that form the deliverables are outlined below. These include but are not limited to the following:

- To develop and/or adapt proven and evidenced based coaching and mentoring methodology for women owned enterprises.
- To deliver the identified mentoring and coaching support to facilitate access to procurement opportunities and other markets.
- To develop a mentoring and coaching framework to assess and track progress.
- To produce evidence demonstrating positive impact and practical change in access, knowledge and improved performance by women owned enterprises in public procurement opportunities.
- To generate an end of project brief that, based on the outcomes of the achievements of the program delivery, provides a prototype or model for “effective mentoring and coaching for tangible business impact for women owned businesses.”
- As required, to facilitate periodic knowledge building/ learning session for the Task Team on that reflect on emerging lessons from the implementation and delivery of the coaching and mentoring program.

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Deliverables and Timeframes

Call for Quotations	09 August 2023
Closing Date for RFQ	22 August 2023
Adjudication of Quotations received	23 to 25 August 2023
Clarification and engagement with Bidders	28 to 30 August 2023
Appointment of Service Providers	31 August 2023
Delivery by Service Providers	Sep 2023 to May 2024 (9 Months)

Deliverables
Submit an inception report providing a detailed outline of the proposed design, approach, methodology and timeframes
Select 50 women owned enterprises from the shortlist provided per targeted province/region
Produce diagnostic assessment reports of mentees and 9 month implementation plan
Develop a monitoring and evaluation framework on how they going to assess progress and impact
Sign a mentoring contract with the 50 selected women entrepreneurs
A minimum of 10 mentoring and coaching sessions must be held during the 9-month period. Methodology to include the planned format of the sessions
All logistics of the coaching and mentoring sessions to be organized by the Service Provider
Arrange and conduct an orientation day for all stakeholders (project debrief session) and a strategic planning workshop (setting of programme milestones and confirm contracting with enterprises)
Identification of interventions for participants and link them to SMME support agencies for implementation or any other programmes they might benefit in.
Site visits to companies of the mentees and reports of the visit to be submitted
Mentor and mentee, to complete and submit an evaluation of each session and overall evaluation of the program
Identify experts in specialised fields and afford mentees opportunity to engage with them
Facilitate linkages to market access for products and services of women entrepreneurs where possible
Identification of the opportunities available for the enterprises and expose the enterprises to those opportunities
Facilitate and participate in quarterly knowledge building/ learning session for the Task Team to reflect on emerging lessons from the implementation and delivery of the coaching and mentoring program
Produce monthly reports to share with stakeholders which must include copies of the presentations and the attendance register and photographic evidence
Draft first progress report of evidence demonstrating positive impact, lessons learnt and challenges
Draft Progress Report to incorporate progress on the planned interventions, key lessons, challenges and recommendations
Final progress report must include but will not be limited to: 1) end of project brief, based on the outcomes of the achievements of the program delivery, 2) provide a prototype or model for “effective mentoring and coaching for tangible business impact for women owned businesses. 3) a matrix demonstrating progress of each individual mentee 4) Lessons Learnt 5) Recommendations for the next cycle

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5. Minimum Requirements

Team composition (if applicable)
Project Manager and Team Leader -should demonstrate the following qualifications and technical competencies: • Post Graduate degree in Business management or related or a minimum of 10 years' in successfully running and delivering business development and support service will be considered. • A minimum 7 years' professional experience in the fields of Enterprise development. • A minimum 5 years in business coaching and mentoring of SMMEs and women owned enterprises. • Demonstrate experience in working with government and the private sector value chains. • Demonstrate knowledge and familiarity of SMME ecosystem support including business development, financial inclusion and market access instruments/ institutions that give priority to women owned businesses and tangibly facilitate 'ease of access' for them.
Project Team Member(s) • At least 3-5 years of experience in business development, management and entrepreneurship • Certified and experienced business mentor or coach • Experience in conducting business diagnostics for Women Owned Enterprises and develop areas of focus to enable access to business opportunities. • Experience in Planning and organizing group and individual mentoring and coaching sessions. • Experience in monitoring progress of targeted enterprises and provide recommendations on trainings for maximum results
Relevant Experience of the Organization
<i>Women Owned Enterprises are encouraged to apply.</i> • Officially registered legal entity • Have a minimum of 5 years' demonstrable experience in developing and growing enterprises and entrepreneurs. • At least 5 years demonstrable experience in implementing mentoring and coaching programme for SMMEs and women owned enterprises • Evidence in working and understanding government supply chain processes will be an added advantage. • Proven track record in advancing women's economic empowerment and entrepreneurship. • Have a proven track record in public and corporate communications and document production. • Company must demonstrate how envisaged tasks will be carried out and provide detailed information on each team member, responsible for specific tasks. • Experience working with multiple stakeholders: government, United Nations, Business Associations • Financial sustainability of the organization
Compulsory Support Documents to be submitted
• Cover letter • Portfolio of Evidence (List of similar projects including contactable references) • Company registration documents • Recent Organogram with accompanying CVs and qualifications • CSD Report • Tax Clearance Certificate • B-BBEE Affidavit or Certificate • Coaching certification
Subcontracting- The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation in the accompanying cover letter.

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6. Information required in the Proposal/Quotations

- All the required support documents against the Scope of work and Minimum requirements.
- Cover letter which gives a brief introduction to the proposal and briefly summarises the implementation methodology, timescale and total cost based on the required statement of work as well as any additional aspects which the service provider would like to include. The letter should further indicate the period of validity of the proposal and other aspects the service provider considers necessary.
- The project cost is a very important factor to the Funder as to ensure optimum value for money. The proposal should include a cash flow schedule showing the cost breakdown of every proposed activity or deliverable. The total cost of the project should include VAT.
- Implementation methodology should clearly describe the methodology intended to be implemented to execute the work required.
- A detailed implementation schedule based on the activity shall be provided as part of the project plan.

7. Evaluation of the Proposal

7.1 Phase 1: Pre-qualification criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed proposal and support documents.

7.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria based on functionality where price quotations must score a minimum of **(75 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	Team composition • Meets and exceeds the functionality = 30 points • Satisfactory and adequate = 20 points • Partially complies (relevant experience with no certification) = 10 points • Unacceptable and does not comply= 0 points	30
2.	Organisational experience and compliance evidence including three (3) references with contact details. • Meets and exceeds the functionality = 30 points • Satisfactory and adequate = 20 points • Partially complies (relevant experience with no certification) = 10 points • Unacceptable and does not comply= 0 points	30

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3.	Detailed approach and methodology on how the assignment will be carried out to achieve the anticipated strategic objectives. • Meets and exceeds the functionality = 15 points • Above average compliance to requirements = 10 points • Satisfactory and adequate = 7.5 points • Partially complies but inadequate = 5 points • Unacceptable and does not comply= 0 points	15
4.	Compulsory Support Documents • Meets and exceeds the functionality = 15 points • Above average compliance to requirements = 10 points • Satisfactory and adequate = 7.5 points • Partially complies but inadequate = 5 points • Unacceptable and does not comply= 0 points	15
5.	Women Owned Enterprises • Meets and exceeds the functionality = 10 points • Above average compliance to requirements = 7.5 points • Satisfactory and adequate = 5 points • Partially complies but inadequate = 2.5 points • Unacceptable and does not comply= 0 points	10
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 75 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

7.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations, 2011 as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

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8. TERMS AND CONDITIONS

- Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 60 days.
- The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- No late price quotations will be accepted under any circumstances.
- Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- Suppliers/service providers must complete and submit all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.

9. Enquiries

Enquiries regarding the project should be forwarded to:

Betsy Ings admin@e-wd.co.za

Cell: 072 340 3398

10. Submission Instructions

To: Betsy Ings

Email to: admin@e-wd.co.za

CC: admin2@e-wd.co.za

Check Attachment Size: Before attaching any files to your email, make sure the total size of the attachments doesn't exceed the specified limit of 20MB.

Due: 22 August 2023 @ 13h00 (SAST)

e-WD wishes to thank you in advance for your price quotation.