

# SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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## Request for Quotation – RFQ Number: RFQ-3/3/2015/1

<b>Business:</b>	SAHRC
<b>Attention:</b>	<b>From:</b> Sonto Nxumalo
<b>Fax:</b>	<b>Tel/Fax:</b> 011 877 3644
<b>Phone:</b>	<b>Pages:</b> 3
<b>Re:</b> Quotation	<b>Date:</b> 24 March 2021
<b>Comments:</b> SAHRC call for proposals with quotations for Review of Monitoring and Evaluation Framework	

### CALL FOR PROPOSALS FOR

### REVIEW OF INSTITUTIONAL PERFORMANCE MONITORING AND EVALUATION FRAMEWORK

#### 1. Purpose

1.1 The purpose of this document is to request proposals with quotations for the Review of the SAHRC Institutional Performance Monitoring and Evaluation Framework.

#### 2. Background

- 2.1 The South African Human Rights Commission (SAHRC / Commission) is a Chapter 9 Institution, established in terms of Section 184 of the Constitution, mandated to promote, protect and monitor observance of human rights in South Africa.
- 2.2 The Commission developed an Institutional Performance Monitoring and Evaluation Framework in 2013. However, it has experienced challenges with implementing the Framework and is embarking on a process of reviewing it, with a view to enhance its applicability and implementation.

#### 3. Organisational Project Objectives

- 3.1 The key objectives of reviewing the Institutional Monitoring and Evaluation Framework is for the Commission to:
- 3.1.1 Assess whether the Framework is relevant for the Commission's mandate, strategy and nature of operations.
- 3.1.2 Establish the adequacy of the elements contained in the Commission's Framework for institutional performance monitoring and evaluation.
- 3.1.3 Assess the applicability of the Framework in the context of a National Human Rights Institution.
- 3.1.4 Assess the appropriateness of the monitoring and evaluation methodologies suggested in the Framework.

3.1.5 Review any other key elements that may be useful in considering a revised institutional performance monitoring and evaluation framework.

#### 4. Project scope and deliverables

4.1 The scope and expected deliverables of the project is a review of the SAHRC Institutional Performance Monitoring and Evaluation Framework document – in the form of a Report containing a critique and analysis of the existing Framework, and recommendations for improvement.

4.2 The proposals should demonstrate the full extent of the proposed service provision and support related to the Review of the SAHRC Institutional Performance Monitoring and Evaluation Framework.

#### 5. Required Expertise

5.1 The Commission requires the services of an experienced provider, with expertise in the development, implementation and review of Monitoring and Evaluation Frameworks.

#### 6. Project Timelines

6.1 The expected project commencement date will be determined through a briefing and work planning meeting envisaged before the end of March 2021.

#### 7. Evaluation Criteria

7.1 Please note that the following evaluation criteria will be used:

7.1.1 Price evaluation based on the 80/20 preferential point system.

7.1.2 Evaluation on functionality, as in Table 1 below:

**Table 1: Functionality evaluation**

	Criteria	Percentage weighting
1.	Previous experience	15
2.	Skills and competencies of key experts to be assigned to the project	15
3.	Comprehensiveness of the proposed Review of Monitoring and Evaluation Framework and related support	35
4.	Proposed methodology to be used to realise the expected results	25
5.	High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.	10
	<b>Total</b>	<b>100</b>

## **8. Submission Requirements and Contact Details**

8.1 To be considered as the preferred service provider, kindly submit the following:

8.1.1 Proposal

8.1.2 Valid Tax Clearance Certificate

8.1.3 BBBEE Certificate.

8.1.4 Company Profile

**8.2 Please submit quoted proposals via email by Monday 29 March 2021, before 13h00.**

8.3 All documentation must be emailed to:

Mr. Kenneth Seretse at [kseretse@sahrc.org.za](mailto:kseretse@sahrc.org.za) or

Ms. Sonto Nxumalo [snxumalo@sahrc.org.za](mailto:snxumalo@sahrc.org.za) (011 8773644).

For any further information and clarification you may contact Siyasanga Giyose at [sgiyose@sahrc.org.za](mailto:sgiyose@sahrc.org.za)

Note that the Commission reserves the right to withdraw this call anytime, without any notice.