

<b>SCM /Tender Ref #:</b>	RFP 02 – 2026/27
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<b>Request for proposals for:</b>	<b>Procurement of a service provider to conduct analysis of the annual performance plans of national and provincial departments for a period of seven (7) months for the 2027/2028 financial year</b>
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## 1. BACKGROUND

The Department of Women, Youth, and Persons with Disabilities (DWYPD) seeks to procure a service provider to conduct in-depth analysis of the first (1<sup>st</sup>) and second (2<sup>nd</sup>) drafts of the Annual Performance Plans of National and Provincial departments for the 2027/2028 financial year. Similarly, seeks to conduct analysis of the final versions of the same APPs as tabled at Parliament. The analysis is essential to determine the level of responsiveness to the priorities of women, youth, and persons with disabilities (WYPD) in line with the Medium-Term Development Plan (MTDP), the White Paper on the Rights of Persons with Disabilities, the National Youth Policy, the National Strategic Plan on Gender-Based Violence and Femicide, the Gender Responsive Planning, Budgeting, Monitoring, Evaluation, and Auditing Framework (GRPBMEAF) and other relevant policies, legislation and frameworks.

The Annual Performance Plans analysis report will support the DWYPD in ensuring that the priorities and rights of vulnerable groups are mainstreamed effectively across all government planning processes; which mainstreaming shall contribute to the broader transformational and developmental agenda of government.

## 2. PROBLEM STATEMENT

Since the approval of Gender Responsive Planning, Budgeting, Monitoring, Evaluation, and Auditing Framework (GRPBMEAF by Cabinet in 2019, the DWYPD has been leading the implementation and institutionalisation of the GRPBMEAF across government.

However, notwithstanding some recorded progress, the institutionalisation of WYPD responsive planning and budgeting, remains uneven across government departments. This leads to inadequate responsiveness on the outputs and outcomes for women, youth, and

persons with disabilities; which scenario leaves their lives and livelihoods remaining unchanged.

### **3. PURPOSE**

The purpose of the project is to appoint a service provider to assist with the analysis of the first (1<sup>st</sup>) and second (2<sup>nd</sup>) drafts of the Annual Performance Plans for the 2027/2028 financial year, to determine their responsiveness towards the priorities of women, youth, and persons with disabilities (WYPD). In addition, the service provider will produce a consolidated overview report, sector specific reports, presentations, and an improvement plan.

### **4. OBJECTIVES OF THE PROJECT**

The objectives of the APPs analysis project are to:

- i. Assess the alignment of national and provincial drafts and final APPs with the MTDP and other key frameworks in relation to the WYPD priorities and rights.
- ii. Determine the extent to which national and provincial departments have institutionalised WYPD priorities and rights within their planning instruments.
- iii. Assess the inclusion of WYPD-specific indicators and clear targets, as well as the presence of targeted programmes in APPs.
- iv. Examine the allocation of resources, including budgetary considerations, towards achieving WYPD targets.
- v. Review provisions for the generation of disaggregated data by sex, age, and disability based on the proposed targets and performance data.

## 5. SCOPE OF THE PROJECT

The scope of the project includes the following tasks:

- i. Analysis of the first (1<sup>st</sup>) and second (2<sup>nd</sup>) drafts of the Annual Performance Plans for the 2027/2028 financial year for all national and provincial departments.
- ii. Development of individual departmental analysis reports.
- iii. Finalisation of individual departmental analysis reports, incorporating inputs and recommendations.
- iv. Development of consolidated reports and power point presentations for national and provincial departments.

## 6. PROPOSED METHODOLOGY / APPROACH

The service provider will use a mixed (quantitative & qualitative) method of analysis to the Annual Performance Plans to determine responsiveness to Women, Youth, Persons with Disabilities priorities and rights. Amongst others, the analysis will focus on:

- i. Determining the extent to which APPs are aligned to the MTDP priorities, the White Paper on the Rights of Persons with Disabilities, the National Youth Policy, the National Strategic Plan on Gender-Based Violence and Femicide, and other relevant policies and legislation.
- ii. Assessing the proportion of indicators and availability of clear targets specific to WYPD priorities and rights, and the disaggregation of data by sex, age, and disability.
- iii. Assess the existence of budget allocations for WYPD and mainstreamed programmes.
- iv. Categorisation of APPs as either gender sensitive, gender blind, targeted, responsive, or transformative.

### 6.1. Reporting and Communication

Following the analysis using the outlined approach, a draft narrative report will be prepared for each individual department assessed, along with consolidated overview reports. The analysis reports will include detailed recommendations and a draft improvement plan. The draft reports will be escalated to the Department of Planning, Monitoring, and Evaluation (DPME) for integration with other assessments and subsequently shared with the relevant departments; to allow for an engagement on the recommendations and improvement plan.

The final consolidated reports will be submitted to the Director-General of DWYPD for approval. Upon approval the analysis reports will be shared with the national and provincial departments for concurrence. The service provider will produce presentations for attention to WYPD and others. The service provider will also produce an improvement plan to be shared at relevant platforms including the High-Level Steering Committee, Provincial Workshops, National Technical Planning Forum, Government Cluster Working Groups, Offices of the Premier Forum, and the Portfolio and Select Committees of Parliament.

## 7. DELIVERABLES AND TIMEFRAMES

The APPs analysis project will be implemented for a duration of seven (7) months.

### Key deliverables and timeframes:

Description	Estimated project date	% of project (Payment)
Inception Report outlining the service provider's approach and methodology.	November 2026	5%
First analysis of the draft Annual Performance Plans: Submission of individual reports for 50% of national and provincial departments	November 2026	10%
Analysis of the remaining Annual Analysis Plans: Submission of analysis reports for the remaining departments	December 2026	10%
Consolidated National Analysis Reports: Submission of consolidated APP analysis reports	January 2027	10%

Description	Estimated project date	% of project (Payment)
for the national departments Annual, Improvement plan and PowerPoint Presentation.		
Consolidated Provincial Analysis Reports: Submission of consolidated reports for provincial Annual Performance Plans, Improvement Plan and PowerPoint Presentation	January 2027	10%
Analysis of the second draft APPs: Submission of individual reports for 50% of national and provincial departments	February 2027	10%
Analysis of the second draft APPs: Submission of the analysis reports for the remaining 50% of departments	February 2027	10%
Consolidated National Analysis Reports: Submission of final consolidated reports for the national departments second draft Annual Performance Plans, Improvement plan, and PowerPoint Presentation.	March 2027	10%
Consolidated Provincial Analysis Reports: Submission of consolidated analysis reports for second draft Annual Performance Plans, Improvement Plan and PowerPoint Presentation	March 2027	10%
Feedback: Communication of the final APPs analysis findings	March 2027	15%
Close-out report: Submission of a comprehensive close-out report	April 2027	

## 8. MANAGEMENT ARRANGEMENTS

### 8.1. PROJECT MANAGEMENT TEAM

- i. The service provider will report directly to the Director: Monitoring and Evaluation: Chief Directorate. The service provider will be required to enter into a service level agreement (SLA) with the department to formalise expectations and performance standards.
- ii. The Director: Monitoring as the project team lead person, will convene weekly monitoring meetings for the service provider to provide verbal and written progress. The team will include representatives from the Monitoring and Evaluation Unit, the project management of the service provider, and other relevant internal departmental Units.
- iii. The project team will also be responsible for establishing and coordinating the Steering Committee sessions, to provide technical oversight and guidance throughout the project lifecycle.

### 8.2. STEERING COMMITTEE

- i. The Steering Committee meetings will be chaired by the Chief Director: Monitoring and Evaluation.
- ii. The Steering Committee will be established to support, oversee, provide technical support, and advise the APP analysis project. The Committee will compose of representatives from all internal DWYPD Units.