



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bhisho - 5605 - REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)43 605 5006 - Email address: zoliswa.tshiki@ecdsd.gov.za Website: www.ecdsd.gov.za

Our Reference:	Serv. Spec	Your Reference:	
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INTERNAL MEMORANDUM

TO	HEAD OF DEPARTMENT
FROM	CHIEF DIRECTOR DEVELOPMENT & RESEARCH
DATE	25 SEPTEMBER 2019
SUBJECT	REQUEST FOR APPROVAL OF SERVICE SPECIFICATIONS
FILE REF	2/5/2/5

1. PURPOSE

The purpose of the memo is to request approval of the Head of Department for the Service Specifications for Program 5, in preparation for the 2020/21 NPO funding process.

2. LEGISLATIVE/POLICY PROVISIONS:

- 2.1 Constitution of the Republic 108 of 1996
- 2.2 Public Finance Management Act 1 of 1999 (PFMA)
- 2.3 Promotion of Administrative Justice Act 3 of 2000 (PAJA)
- 2.4 Policy on Financial Awards to Service Providers
- 2.5 NPO National Financing Guidelines
- 2.6 NPO Act 71 of 1997


3. Background

The Policy on Financial Awards to Service Providers (PFA) is aimed at guiding the country's response to the financing of the service providers in the Social Development sector. One of the

Request for approval of Program 5 Service Specifications for 2020/21 Funding Process

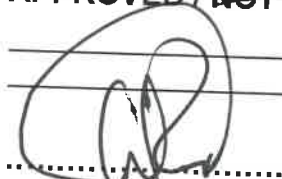
requirements of the Policy is to develop Service Specifications as part of the documents to support the Call for Proposals.

The Service Specifications for Programmes 5 are attached hereto for approval by the Head of Department.



W.X. NTSHONA
CHIEF DIRECTOR
DEVELOPMENT & RESEARCH
Date...26/9/2019

APPROVED / NOT APPROVED



Ms N.L. BAART
HEAD OF DEPARTMENT
Date...26/09/2019

Request for approval of Program 5 Service Specifications for 2020/21 Funding Process

SERVICE SPECIFICATION FOR FUNDING COMMUNITY DEVELOPMENT INITIATIVES / PROJECTS

PROGRAMME 05

DEVELOPMENT AND RESEARCH

2020 / 2021 FINANCIAL YEAR

1. INTRODUCTION

The Department has adopted as its intervention strategy in the development process a short term immediate intervention and a project based approach which involves planning, designing and implementing socio-economic development projects which have a defined lifespan and seeks to address poverty. When completed the development project is expected to leave behind and bring about the needed resources, capabilities and tangible changes with which people can willingly continue to work and earn a living.

2. STRATEGY FOR INTERVENTION

Community Development focuses on building active and sustainable communities using sustainable livelihoods approach which emphasizes on the strengths, needs & adaptive strategies of communities. The programme revitalizes local communities and poor households through building their capabilities and to access opportunities for sustainable livelihoods and self-reliance. It is based on recognition of existing strategies that a community uses to establish and sustain its livelihoods. The attainment of sustainable livelihood outcomes is a result of facilitation of a social mobilization process. Informed by a social mobilisation process, initiatives / projects to be funded under this programme should demonstrate a practical application of sustainable livelihoods frameworks and policies. Participation of project members in the social mobilization processes facilitated by a recognised community development agency is a prerequisite for funding by the Department of Social Development. The Department will be biased towards the most deprived communities in the province in its allocation of funds.

3. OBJECTIVE OF 2019/2020 FUNDING

The strategic objective of the Department is to empower and support community development initiatives/projects including sustainable livelihoods, women development and youth development initiatives/projects that are designed and planned collectively with people for their benefit.

Annually, the Department of Social Development sets aside limited funding to support socio economic empowerment initiatives/projects as part of its interventions towards community development.

4. COMMUNITY DEVELOPMENT PROGRAMMES

4.1 SUSTAINABLE LIVELIHOODS:

This programme focuses on building active and sustainable communities using sustainable livelihoods approach which emphasizes the strengths, needs and adaptive strategies of communities. This sustainable livelihoods approach seeks to empower communities in order to identify and remove barriers that prevent poor people and vulnerable individuals, such as youth, women and disabled from participating in addressing issues that affect their livelihoods and development.

This sustainable livelihoods approach is carried out by engaging local communities in building and strengthening their livelihoods capabilities and strategies to respond to poverty and other vulnerabilities that affect them. While it acknowledges contributions from external stakeholders, it does not encourage "hand-outs" or initiatives/projects to be conceptualised and implemented without the collective participation of direct beneficiaries. The sustainable livelihoods approach encourages and supports community-led development.

COMMUNITY NUTRITION DEVELOPMENT CENTRES (CNDCs)	<p>A Community Nutrition and Development Centre (CNDC) is a registered non-profit initiative which provides nutritious meals to community members in need. It simultaneously enables them to participate in developmental activities such as skills training, life skills education and organisational skills that will address conditions of poverty.</p> <p>The implementation of CNDC's fits within the broad programme implementation framework that seeks to achieve the objective of ensuring that poor and hungry households (and individuals) have access to decent food regularly. The CNDC also provides a platform for affected households and individuals to discuss and plan ways to change their circumstance using readily available resources.</p>
HOUSEHOLD FOOD INITIATIVES	<p>A household food initiative is a registered NPO / Cooperative consisting of a minimum of 5-25 households where households are involved in self-help activities to produce their own food. Enhancement of livelihood strategies and elimination of food insecurity is addressed through comprehensive support provided to a group.</p>
4.2 WOMEN DEVELOPMENT:	
<p>The programme focuses on socio-economic empowerment of women to enable them to develop constructive, affirmative and sustainable relationships while concurrently providing opportunities to build their competencies and needed skills to engage as partners in their own development as well as that of their families and communities. This builds and strengthens their livelihoods capabilities and strategies to combat poverty and other vulnerabilities.</p>	
WOMEN DEVELOPMENT INITIATIVES/ PROJECTS	<p>Women Development Initiatives are registered NPOs/Cooperatives which are Self-Help initiatives owned and driven by unemployed women that focus on skills development and income generation to alleviate the effects of poverty unemployment and powerlessness. Ownership of the initiative should consist of 90% of women between the ages of 18-60 years. Examples of self-help initiatives include small-scale farming such as poultry, piggery and vegetable, small-scale manufacturing such as sewing, furniture making and brick-making as well as arts and crafts such as woodwork, bead work and shoemaking.</p>

4.3 YOUTH DEVELOPMENT

The programme focuses on socio-economic empowerment of young people to enable them to develop constructive, affirmative and sustainable relationships while concurrently providing opportunities to build their competencies and needed skills to engage as drivers in their own development as well as that of their families and communities. This builds and strengthens their livelihoods capabilities and strategies to combat poverty and other vulnerabilities.

YOUTH DEVELOPMENT INITIATIVES/ PROJECTS

Youth Development Initiatives are registered NPOs/Cooperatives which are Self-Help initiatives owned and driven by young people, that focus on skills development and income generation for poverty alleviation. Ownership of initiatives should consist of 100% young people between the ages of 18-35. Examples of self-help initiatives include small-scale business initiatives that require utilisation of acquired skills and qualifications to generate an income and self-employment opportunities. Small-scale farming such as poultry, piggyery and vegetable, small-scale manufacturing such as welding, furniture making and brick-making, Information Technology initiatives such as computer skills training, sound engineering as well as arts and crafts such as woodwork, shoemaking and fashion designing as well as other self-help initiatives such as car wash and grass cutting.
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5. GUIDING LEGISLATIVE AND POLICY FRAMEWORKS:

- SA Constitution of 1996
- The White Paper on Social Welfare of 1997
- Non - Profit Organization Act of 1997
- Cooperatives Act of 2005
- Youth Employment Accord of 2013
- National Youth Policy 2015-2020
- National Youth Development Act of 2008
- Eastern Cape Provincial Youth Development Strategy of 2015
- Skills Development Act 97 of 1998
- South Africa National Policy Framework for Women's Empowerment and Gender Equality of 2002
- The Sustainable Development Goals
- The Integrated Food Security Strategy of 2002
- The Zero-Hunger Programme for South Africa of 2012
- The National Development Plan (Vision 2030), especially **Outcomes 7 and 13**
- National Skills Development Strategy III
- National Community Development Strategy
- Eastern Cape Anti-Poverty Strategy 2012
- Community Development systems & Operational Manual

6. DETAILED FUNDING SPECIFICATION

6.1 CATEGORY OF SERVICES : COMMUNITY NUTRITION AND DEVELOPMENT CENTRE (CNDC)

6.1 (b) SERVICE DESCRIPTION : NUTRITION AND DEVELOPMENT

AIM OF THE PROGRAMME	
TARGET GROUP (S)	Vulnerable individuals and group,
TARGETED DISTRICTS AND METROS	All districts: Amathole, Alfred Nzo, Chris Hani, BCM, NMM, JOE Gqabi, O.R. Tambo & Sarah Baartman
AREAS OF EMPHASIS	Food Security

OBJECTIVES AND EXPECTED OUTPUTS		OUTCOMES
OBJECTIVES		
To provide community development services targeting poor communities and vulnerable groups particularly youth, women and people with disabilities.		<ul style="list-style-type: none"> • Improved nutritious status of community, individuals and groups • Access to decent meal regularly • Access to development capabilities • Improved awareness of development challenges and opportunities • Access to opportunities to participate in development initiatives • Fresh vegetables all year round
SERVICES REQUIRED	PROGRAMME	FUNDABLE ITEM
TYPE OF FUNDING		NON-FUNDABLE ITEMS
Grant Funding	CNDC	<ul style="list-style-type: none"> • Replacement of CNDC utilities • Food supply to CNDCs • Administration Costs • Cleaning & Food Sorting Materials
		Building infrastructure Vehicles

Service Specifications for Community Development Initiatives, 2020/2021

		<ul style="list-style-type: none"> • Water & Electricity • Gas for cooking • Stipends for cooks • Minor renovations of facility • General maintenance • Travelling Costs • Information Communication Tech, (Tel, internet & airtime) • Cleaning & Food Sorting Material • Uniform for Cooks 	
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6.2 CATEGORY OF SERVICES : HOUSEHOLD FOOD GARDENS

6.2 (b) SERVICE DESCRIPTION : NUTRITION AND DEVELOPMENT

AIM OF THE PROGRAMME	
TARGET GROUP (S)	Vulnerable individuals and group,
TARGETED DISTRICTS AND METROS	All districts: Amathole, Alfred Nzo, Chris Hani, BCM, NMM, JOE Gqabi, O.R. Tambo & Sarah Baartman
AREAS OF EMPHASIS	Food Production

OBJECTIVES AND EXPECTED OUTPUTS

OBJECTIVES	OUTCOMES
To provide community development services targeting poor communities and	<ul style="list-style-type: none"> • Improved nutritious status of community, individuals and households • Access to decent meal regularly

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vulnerable groups particularly youth, women and people with disabilities.	<ul style="list-style-type: none">• Access to development capabilities• Improved awareness of development challenges and opportunities• Access to opportunities to participate in development initiatives• Fresh vegetables production all year round• Access to markets and income		
SERVICES REQUIRED	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEMS
Household Food Initiatives	Household Food Initiatives	<ul style="list-style-type: none">• Inputs ie. Seeds and Seedlings, Chickens and Livestock• Garden hand tools• Administration and traveling• Fencing	Tractor Fencing of the site



6.3 CATEGORY OF SERVICES : WOMEN DEVELOPMENT INITIATIVES

6.3 (b) SERVICE DESCRIPTION : INCOME GENERATION AND SELF HELP GROUPS

AIM OF THE PROGRAMME	
TARGET GROUP (S)	Unemployed Women between the ages of 18-60 years
TARGETED DISTRICTS AND METROS	All districts: Amathole, Alfred Nzo, Chris Hani, BCM, NMM, Joe Gqabi, O.R. Tambo & Sarah Baartman
AREAS OF EMPHASIS	Skills Development and Income Generation

OBJECTIVES AND EXPECTED OUTPUTS		
OBJECTIVES		
Create an environment to help women to develop constructive, affirmative and sustainable relationships while concurrently providing opportunities for them to build their competencies and needed skills to engage as partners in their own development and that of their communities through Intervention Programmes and Services (Leadership and Life-skills, Service Centres, Inter-generational programmes and Support Structures)		
SERVICES REQUIRED		PROGRAMME
TYPE OF FUNDING		
Grant Funding		Women Development Initiatives
		<ul style="list-style-type: none">Production InputsProduction MaterialsEquipment and MachineryCapacity BuildingAdministrative Costs eg. Travelling, StationeryProtective ClothingMinor Renovations
		<ul style="list-style-type: none">Salaries

Service Specifications for Community Development Initiatives, 2020/2021

6.4 CATEGORY OF SERVICES

: YOUTH DEVELOPMENT INITIATIVES

6.4 (b) SERVICE DESCRIPTION

: SOCIO ECONOMIC EMPOWERMENT AND SKILLS DEVELOPMENT

AIM OF THE PROGRAMME	
TARGET GROUP (S)	Young People between ages of 18-35 years, Not in Employment, Out Of School
TARGETED DISTRICTS AND METROS	All districts: Amathole, Alfred Nzo, Chris Hani, BCM, NMM, Joe Gqabi, O.R. Tambo & Sarah Baartman
AREAS OF EMPHASIS	Skills Development and Economic Empowerment

OBJECTIVES AND EXPECTED OUTPUTS**OBJECTIVES**

The programme focuses on socio-economic empowerment of young people to enable them to develop constructive, affirmative and sustainable relationships while concurrently providing opportunities to build their competencies and needed skills to engage as drivers in their own development as well as that of their families and communities. This builds and strengthens their livelihoods capabilities and strategies to combat poverty and other vulnerabilities.

OUTCOMES

- Increased levels of self-reliance and empowerment amongst youth.
- Maximize participation of youth in socio-economic development within communities
- Enhanced skills levels.
- Improved household income.

SERVICES REQUIRED TYPE OF FUNDING	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEMS
Grant Funding	Youth Development Initiatives	<ul style="list-style-type: none"> • Production Inputs • Production Materials • Equipment and Machinery • Capacity Building • Administrative Costs eg. Travelling, Stationery • Protective Clothing • Minor Renovations 	<ul style="list-style-type: none"> • Salary



W.X NTSHONA

CHIEF DIRECTOR: COMMUNITY DEVELOPMENT



N. BAART

HEAD OF DEPARTMENT

20/9/2019

DATE

26/09/2019

DATE