

TERMS OF REFERENCE

**THE ESTABLISHMENT OF THE METAL CHAMBER – GBV SAFE CIRCLE TOOLKITS –ACTION
RESEARCH PILOT PROJECT**

RFP: Metals GBV Safe Circle Tool Kit



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1. BACKGROUND

During the initial Research conducted on the Effects of gender-Based Violence in the Metals Industry, October 2021 a survey was conducted to determine the gender-based violence training needs of Organisations within the M&E Sector. One of the recommendations was to provide/implement GBV Toolkits which would enable and support member companies.

The research found that knowledge to support program implementation varied among staff within organizations. Training was typically received on a once-off basis, without follow through. While training curricula addressed aspects of GBV, these did not sufficiently align with organizational needs or work practice, especially in the M&E industry. A continuous knowledge gap was observed within organizations because of reliance on procuring external training or only being able to access training when it was offered by external organizations. Or through employee wellness campaigns

Furthermore, when training did occur, it did not reach all staff in need, and staff turnover contributed to a continuous need for additional training. Study participants indicated an interest in continuous training, with a preference for participatory learning approaches, such as a Toolkit which would enable and support those in need, by HR or management.

This toolkit has been developed to support 'in-house' training on GBV and industry wide mobilization that can be implemented by staff and HR managers. The Toolbox modules cover a range of topics are designed to be selected based on the needs of the organisation and the specific knowledge gaps among staff and for when an instance arises that they do not know what to do.

The toolkit provides detailed information, and modules can be conducted on a stand-alone basis through sessions as short as two to three hours, or, if time permits, over a day or several days, or intermittently over several weeks or months. Given that not all staff and managers are not necessarily skilled trainers, the toolkit provides a detailed outline of the key principles and techniques of blended learning.

In dealing with eradicating GBV, the focus on the toolbox includes several imperative resources promoting knowledge and awareness as well as providing links to social, health, legal and police services, especially where there has been less interest in community mobilization to address GBV.

Under Pillar 6: Research and Information Management Systems will ensure that proper research on gender-based violence takes place so that we better understand, and deal with, GBV.

This pillar asks, 'how can we make sure that we bring together different knowledge about gender-based violence to make a real difference?'

Making sure that research on GBV is coordinated and shared by different stakeholders is important. This pillar aims to make sure that:

- Different players (government departments, organizations, etc.) share their statistics, data, findings and reports on GBVF so that there is increased knowledge on the problem and,
- Ensure that the shared research allows us to determine whether the new solutions to gender-based violence and femicide are successful and what we can do to improve.

Monitoring and evaluation will be done by means of a short informal assessment of positive and negative perceptions of the Toolbox through a short-written questionnaire.

Submissions by participants should be anonymous, and enquiry can include:

- expectations
- participatory processes and activities that were most- and least-liked

Current reality:

1. The rate of violence against women and girls in South Africa is among the highest in the world: according to official statistics.
2. South Africa has a high rate of gender-based violence against women, where men are more often the perpetrators and women and children the victims (Dartnall and Jewkes, 2013:3)
3. The country's rate of femicide is five times the global average (Boonzaier, 2020; Gouws, 2022)

GBV remains propelled by male dominated power, social complexities and various inequalities, especially centered around class, race, gender, and sexual preference. Leaving many small and medium business at a loss and ill-equipped to deal with the severity of some of the cases they are faced with daily.

This action led research project is aimed at enabling, aiding and assisting small, micro and emerging enterprises in the Metal chamber to be capacitated and enabled with a GBV Safe Circle toolkit to turn to and have the necessary upskilling to be able to start dealing with the enormity of issues that these businesses, their employees and their respective communities deal with and in so doing we will seek to improve not only the social wellbeing of our communities but in turn this will improve the health and happiness of the employee and ideally the productivity of the employee and profitability and efficiency of the company improving our economy. Eradicating and putting an end to this heinous crime.

2. OBJECTIVE

The Metal Chamber agrees that the implementation plan of this project will be guided by the following objectives which represent measurable actions to achieve the overall goal.

1. Propose measures to **eliminate or decrease** GBV in the sector.
2. **Implement** The Safe Circle Toolbox initiative to mitigate and decrease risks of GBV.
3. **Monitor** and evaluate. Use by companies and gain feedback to provide future initiatives, this would include information from actual work place cases.

4. **Support** company participants in the project.
5. **Empower** beneficiaries to become **champions** in the workplaces.
6. Develop and publish the findings to support future **scalability** across other Merseta chambers,
7. This action led research model can be **expanded** to the entire Merseta Metal chamber and across to other chambers as well as any other interested industry sectors. It is envisaged that this initiative could even be used in the public domain i.e. Schools, TVETs, like minded NPOs etc.

3 SCOPE OF PROJECT

There are currently **2414** companies in the metal chamber with the main four provinces being **Gauteng, KwaZulu Natal, Western Cape and Eastern Cape**. Sampling will be taken from the three highest concentrations of companies to sample for the research and eventual report. The structure of the report will contain a sample of these 500 companies as part of the research where concentration will be focused on the most populated provinces namely **KwaZulu Natal, Western & Eastern Cape and Gauteng**.

The occupational Groups that will be focused on for engagement and there will be the three major groups with secondary focus on the HR Department, Supervisors to become the “**Safe Circle Champions**” and thirdly acknowledgement and support from Management.

With the above targeted groups and regions, the structure of the research will be to:

1. Do an initial survey of the companies and report on the type of issues that are identified by the targeted groups and companies. This gives us a point of reference to gauge where the companies are at the inception of the project. This is critical as this gives a point of reference as a starting point and assists in the monitoring and evaluation of the success of the project.
2. The next step would be to appoint the Safe Circle and/or Circle of trust Champions at each of the companies, train/induct the managers, supervisors and HR on the use of the toolkit and carry out our own independent counselling sessions using the same toolkit in conjunction with the companies to monitor and report on the project progress.
3. Ensure that awareness is created at all levels with the toolkit and discuss which methods the organizations can deploy and how these methods can be deployed and implemented, measure the knowledge and temperament of the group being engaged with before and after for reporting purposes.
4. Finally leave the companies to their own devices for a period to see if they continue to use and refer to the toolkit and utilize the toolkit and how they experience and engage with the toolkit continually referring to it or not. Continue to engage with the workforce and see if the statistics of poor attendance and unproductivity alter for the better. Record all statistical information or quantitative data.

5. Report back post project closure on the project and our findings and any recommendations. The project can be adjusted as we are monitoring and also tailored as we implement and train, the attraction of this project is that it can be interpreted by the company on how to use and implement the toolkit as and when they require it, and they will have the advantage on having the project managers as guidance should they require this.

Providers System Capabilities

- 3.1.1 Subject Matter Expert in Compiling Specialised Material geared for this audience?
- 3.1.2 Current provider has a Virtual Instructor lead training platform to engaged with all 500 companies Nationally to record and maintain all records and sessions as well as report back on engagement sessions. Provider has several Blue chip companies that on line training and reporting is managed for.
- 3.1.3 The GBV Toolkit would be designed and printed partially in house and partially outsourced and the provider has the facilities for this cost and toolkit.
- 3.1.4 The service provider has a team of specialised quality assurance and trained assistants, and a network of professionals should scalability be required.

If we look at the sector Skills Plan, problem solving and empathy are common Skills Gaps, this is a key component in dealing with GBV issues. This will play a critical role in the research element; we will keep a close eye on this.

Finally, the project to close out with a research-based implementation process close-out report that incorporates feedback on the following areas:

1. Initial Survey - Prior to commencement & findings.
2. How the implementation went and feedback and analysis on uptake and engagement.
3. Lessons learnt.
4. Successes
5. Challenges
6. Best Practices
7. Feedback on Post project survey and comparison of findings
8. Recommendations

4 DELIVERABLES

The service providers deliverables are aligned to the National Strategic Plan on GBV, which is outlined as follows:



Purpose

Provide 500 Metal companies with the Safe Circle GBV Tool kits and provide a research report/study based on the finding of the implementation to companies within the M&E industry.

Why?

The National Strategic Plan

There are several reasons for the necessity to action research on this topic: The most important being our Sector needs an intervention and we can provide the toolbox and provide research findings based on implementation across a few companies (500) across the industry. The next is the national strategic plan, which depicts six pillars of GBV. This project will highlight all elements and will culminate in in a final research report of the findings.

LINKS TO THE merSETA ANNUAL PERFORMANCE PLAN

Supporting Structural Economic Transformation through growth and inclusiveness: This project deals with inclusive support for youth, women and disadvantaged groups as prioritised.

And

Continuing to strengthen the role of the SETA as an intermediary body. This project provides the Agility to respond to the needs of the sector is demonstrated in the many partnerships.

As per SSP 2024/25

What are the 6 pillars of GBV in South Africa?



5 PROJECT/ CONTRACT PERIOD

The merSETA Metal Chamber is preparing to align the start of implementation in developmental stages over a period of 6 - 12 months, including the delivery of the toolboxes to participating companies.

1. The project will span from date of signature of contract, and end in 2025.
2. Contractor has the capacity, infrastructure & Cash flow to complete the project.

6. CONTENT OF SUBMISSIONS

Further to the above proposed deliverables, the proposal to have the following items to highlight. A proposal as per the scope of work above – including,

- 6.1 Any additional products or services offering relevant to the scope of work.
- 6.2 Written letters of reference where similar work was undertaken – not older than 24 months.
- 6.3 Original Valid Tax Clearance and
- 6.4 Valid copy of BBBEE Certificates or Sworn Affidavit

7. REQUIREMENTS

Respondent/s must prove capacity to undertake a project of this nature and capacity to complete the project by the due date.

- 7.1 Project implementation plan
 - a. Confirming the institution/s capabilities and expertise in line with the expressed project outcomes/deliverables

- b. Submission of project implementation plan indicating milestones, timelines, and project cost/budget breakdown.

7.2 Institution details including:

Name of institution	
Entity Registration Number:	
Contact person (overall Project Manager):	
Contact person designation:	
Contact person email:	
Contact person mobile number:	
Physical Address:	
Postal Address:	

8. CLOSING DATE

The closing date for submissions to be considered for this project shall be as per the DG window advert.

9. EVALUATION PROCESS. COMPLIANCE WITH MINIMUM REQUIREMENTS

All submissions will be aligned to the new merSETA discretionary project evaluation process and procedure.

10. RESPONDENTS NOTES

- 10.1 Short listed service provider may be invited to present and discuss details of their proposals.
- 10.2 The merSETA will not be liable to reimburse any costs incurred by the respondents during the proposal submission and evaluation process.
- 10.3 Respondents should identify any work they are currently carrying out or competing for which could cause a conflict of interest and indicate how such a conflict would be avoided.

11. GENERAL

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12. DISCLAIMER

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