

# TERMS OF REFERENCE (TOR)

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## REQUEST FOR A COMPANY TO PROVIDE BUSINESS MENTORSHIP AND COACHING FOR WOMEN OWNED ENTERPRISES IN SOUTH AFRICA

### 1. Introduction

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women South Africa Multi-Country Office (SAMCO) is based in Pretoria, South Africa and serves five countries: South Africa, Botswana, Lesotho, Namibia, and Swaziland. UN Women South Africa is implementing a flagship programme on Stimulating Equal Opportunities for Women Entrepreneurs through Affirmative Procurement, Investment and Supply Chain Policies. The programme seeks to improve women's access to public and private procurement of goods and services and linking women enterprises through various value chains.

In pursuit of its mandate, UN Women SAMCO is working with the National Task Team on Women Economic Programme in South Africa, a multi-stakeholder's initiatives that includes participation from government departments and private sector companies. The Empowerment of Women through Public Procurement Initiative is part of the Presidential Emergency Plan in response to the scourge of gender-based violence and Femicide (GBVF) in South Africa. This initiative focuses on the Empowerment of Women Owned Enterprises through Public Procurement. This emergency response action plan on addressing gender-based violence in South Africa has necessitated the focus on economic empowerment as one of the critical areas of the five-point action plan. The purpose is to facilitate economic opportunities that address women's economic vulnerability. This in effect enables public sector institution to develop and implement mechanism and strategies to fast-track preferential procurement for women owned enterprises. The Economic Empowerment priority area is aimed at addressing economic discrepancies through access to economic empowerment by also fast tracking the implementation of the Presidential pronouncement to increase access to public procurement for women owned businesses and women from designated groups to a minimum of 40%.

In partnership with the National Task Team, UN Women SAMCO invites suppliers to submit Request for a Quotation (RFQ) in respect of provision of the requirements described below.

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

This, 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 WOE, amongst other challenges.

**3. Objective of the assignment**

The purpose of this assignment is to provide business mentorship and coaching to Women Owned/Led Businesses, Enterprises and Cooperatives to access business opportunities, primarily in the public sector. By hosting Workshops in 3 different locations, and drive robust campaigns to encourage local women, including the youth to attend.

All the institutions/departments will invite WOBs' from their databases the plan for this workshop is to accommodate 500 women in a tent in various municipalities in Bloemfontein.

They are as follows:-

1. Podium
2. Stage
3. Flooring (*Requirement from the Venue, since some women will come wearing stilettos & tables are going to placed inside the venue*)
4. 2x big screens
5. 2x Projectors
6. Sound System
7. 6x tables
8. 250 chairs
9. 2x toilets, 1 Disability Friendly
10. Breakfast: Healthy packs 300 people
11. Lunch 300 people

**4. Scope of work**

- Service provider to facilitate catering and venue preparation including sound system for the day.

**5. Deliverables and Timeframes (Period of performance and the review/approval time required. 03 December 2021)**

**5.1 DELIVERABLES SCHEDULE**

<p><u>Cinema style set up</u></p> <ul style="list-style-type: none"> <li>• Set up</li> <li>• Podium</li> <li>• Stage</li> <li>• Flooring (Requirement from the Venue, since some women will come wearing stilettos &amp; tables are going to placed inside the venue)</li> <li>• 2x big screens</li> <li>• 2x Projectors</li> <li>• Sound System</li> <li>• 6x tables</li> <li>• 250 chairs</li> </ul>	<p><b>1x 300 pax</b></p>
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<ul style="list-style-type: none"> <li>• 2x toilets, 1 Disability Friendly</li> <li>• Breakfast: Healthy packs 300 people</li> <li>• Lunch 300 people</li> <li>• 4 x - Foot operated stands of 70% alcohol-based hand sanitizer dispensers (marquee entrance sides)</li> <li>• People to disinfect in the marquee during breaks</li> <li>• 2x Registration tables for guests to be screened/registered</li> <li>• Certification Engineer</li> </ul>	
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**Areas of Jurisdiction:** Bloemfontein and surroundings

#### 6. MINIMUM REQUIREMENTS

<b>UN Women Minimum Requirements (Provide evidence of required information below)</b>
Team composition (if applicable)
Project Manager and Team Leader <ul style="list-style-type: none"> <li>• Women owned business in Limpopo Free State region</li> </ul>
Project Team Member(s) <ul style="list-style-type: none"> <li>• Events management team</li> </ul>
Relevant Experience of the Organization
<ul style="list-style-type: none"> <li>• Women Owned Enterprises are encouraged to apply</li> <li>• Officially registered legal entity</li> <li>• Have a minimum of 3 years' demonstrable experience in events management and ability in working and understanding government supply chain processes will be an added advantage</li> <li>• Proven track record in advancing women's economic empowerment and entrepreneurship and advantage</li> <li>• Have a proven track record in public and corporate communications and document production</li> <li>• Company must demonstrate how envisaged tasks will be carried out and provide detailed information on each team member, responsible for specific tasks</li> <li>• Experience working with multiple stakeholders: government, United Nations, Business Associations</li> </ul>
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.

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