



TERMS OF REFERENCE

CALL FOR SERVICE PROVIDERS: COMPILATION OF THE STATE OF URBAN SAFETY IN SOUTH AFRICAN CITIES REPORT 2021

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1 Introduction

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate, and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

The SACN operationalises these objectives through a comprehensive knowledge generation, application and dissemination agenda. It convenes peer-to-peer learning and exchange platforms in support of city practice, through thematic reference groups.

The Urban Safety Reference Group (USRG) was established in early 2014 to address gaps in knowledge/evidence, collective advocacy and peer-to-peer learning on the subject of urban safety. It has proven a valuable platform for sharing amongst practitioners from SACN participating cities as well as other key government role-players on safety and violence prevention.

As the first institutionalised forum in South Africa on this subject, the USRG is premised on the unique position of local government to lead in improving safety governance (policy, planning and implementation) by advocating the streamlining and institutionalisation of safety as multidisciplinary and transversal. That is, integrated and preventive approaches to violence and crime, that extend beyond policing and law enforcement or the reliance on private security firms. The USRG is also premised on the strategic importance of metropolitan municipalities in localising global and national agendas placing cities at the centre of driving sustainable, inclusive and equitable development; such as the New Urban Agenda (NUA), Sustainable Development Goals (SDGs) and the Integrated Urban Development Framework (IUDF).

The USRG is convened by the SACN with the support of the Inclusive Violence and Crime Prevention (VCP) Programme. The VCP Programme is a joint development cooperation programme between the governments of South Africa and Germany; implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Within this collaboration, the USRG has a comprehensive programme of work aligned to aforementioned themes and objectives. A core component of the work is the *State of Urban Safety in South Africa Reports*, which are a flagship product of the USRG.

The USRG seeks a service provider to support the production of its 2021 State of Urban Safety in South Africa Report.

2 Objectives

The USRG actively supports evidence-based practice among metro municipalities and partner institutions with a role in community safety. It does so through incremental updates on crime and violence trends in South Africa's 9 major metros. The statistics, together with indicators overlaying

social and economic drivers of crime and an overview of city strategies and interventions in the period; are profiled in the annual reports.

Towards these reports and in support of various other advocacy objectives, the USRG has a comprehensive work plan for 2020/21 (Annex A). It is operationalised through a team of facilitators who mainly drive convenings/meetings and other service providers who support with specified time-based projects. The USRG also has smaller thematic Working Groups that consider a topic and produce policy briefs, practice guides and other products.

The service provider is expected to pool all activities and outputs aligned to the 2020/21 work plan into a cohesive and engaging Report 2021. The components of the work are articulated below in section 3. The full dimensions of the project, while mostly standard (see previous USRG reports), will be discussed in greater detail and agreed with successful bidders.

The final output of this process will be the *State of Urban Safety in South Africa Report 2021*.

3 Scope of work

We are inviting bidders to produce the 2021 Report, pooling all components of the USRG programme of work for the 2020/21 period. The work includes processing, synthesizing, assembling/compiling, sense-making/analysis and finally integrative writing so that the various components weave together seamlessly.

The service provider will be expected to

- Engage with and pool material from USRG activities such as facilitated meetings aligned to 5 outcome areas. This component will also require a reflection/analysis of progress made against the outcome areas and propose recommendations.
- Integrate the already developed crime stats update chapter to be coherent with the rest of the publication.
- Update on relevant policy and developments since the last report (ICVPS, Safer City Guidelines/System-wide Guidelines)
- Profile relevant/good practices, cases, interventions and projects in each of the 8 member cities + Cape Town, in the 2020/21 period. This is through participant interviews, using a template to be provided by SACN.
- Showcase other mini products developed by the USRG and related processes to pilot/test, share, communicate and disseminate them
- Update on the USRG's participation in international processes aligned to learning and sharing through South-South and global networks (Global Urban Monitor, System-wide guidelines, DHS country report)
- Profile USRG research, learning and exchange activities on key themes like public space, metros and community safety planning, the role of community engagement in inclusive violence and crime prevention etc.
- Summarise USRG policy briefs

- Position the report as a lobbying tool for evidence-based practice and for safety as a key strategic objective for incoming city administrations ahead of the 2021 Local Government elections
- Interface with the ISS crime stats team to 1) verify the narrative report + data accuracy & formatting 2) facilitate upload to SCODA 3) prepare max 3 data stories to go on the SCODA platform, using a template to be provided by SACN

While there is an established template for the reporting, bidders are encouraged to propose an approach to enhancing the value of the Reports both as a credible evidence base and as a lobbying tool for the institutionalisation of urban safety.

Bidders must demonstrate a clear understanding of the field of urban safety.

4 Methodology

The successful service provider must apply a mix of qualitative and quantitative research methods i.e. (desktop research, pooling of existing material, integrative writing and analysis, profiling and participant interviews with members and partners of the USRG).

5 Time scale

The project will kick off in late March 2021, ending in July 2021 (approx. 4 months, bidders to provide an estimate of working days), to accommodate the incorporation of USRG activities/outputs planned to end June. Successful bidders should be prepared to attend regular virtual engagements with the USRG as part of co-creating the report with member cities and partner institutions and of workshopping and ongoing consultation on the direction the Report is taking. This is over and above project management sessions as necessary, inclusive of the inception meeting.

6 Deliverables

The following series of deliverables is expected:

1. Agreement with the project manager on delivery timeframes, and intermediate milestones within 1 week of confirmation of contract (late April 2021)
2. Approach to the report and pooling/integration of all sub-components by week 3 of May 2021
3. Draft table of contents, including an outline of the content itself – what exactly will go where, the sources etc. – presented to the USRG in a consultative virtual engagement 1 (last week of May 2021)
4. Draft (v1) of the Report with all available components (including city profiles) assembled, synthesized with an emerging analysis/narrative (3rd week of June 2021)
5. 3x data stories uploaded to SCODA (ongoing)
6. Integration of comments & verification of (v2) draft in the 2nd virtual session (1st week of July 2021)
7. Incorporation of products/activities/outputs developed in parallel to the reporting e.g. policy briefs, documented city pilots (e.g. city engagements on lobbying political principals etc. (by Mid July 2021)
8. Draft (v3) including all components, analysis/narrative + recommendations, shared with the USRG and approved pending requested changes (3rd week of July 2021).

9. Final, edit ready draft (v4) by 31st July 2021

Specifications for the Report are as follows:

- a. Page count should not exceed 120 pages, including list of abbreviations, endnotes, and list of resources.
- b. The Report is to be submitted as a Word document with supporting figures, provided in a format to be advised by SACN (see point e).
- c. Where necessary the service provider will liaise with the ISS team responsible for the crime stats chapter, to verify the content, data tables and facilitate the seamless upload of the data components to SACN's open data platform, SCODA (including the development of data stories).
- d. All elements including graphs, maps and images must be supplied in high-resolution with open files where applicable.
- e. The SACN Authors and Data guidelines should be consulted and applied e.g. on referencing, style, presentation of data tables

7. Management

Successful bidders will be expected to produce – in consultation with the Project Manager(s) - an agreement within 1 week of confirmation of contract. This should include a detailed project plan, indicating delivery timeframes, intermediate milestones (linked to deliverables outlined in Section 6), communication protocols, human resources etc. Indications of any identified risks and potential for additional resources or requirements should be indicated as far as possible at this stage. Within a month of the end of the period, bidders must submit a highly developed draft, along with the completion invoice.

8 Expertise required

The successful bidders should display relevant experience, technical expertise or capabilities with respect to the following:

A multidisciplinary team with qualifications in the Humanities, planning, development, public management, safety governance or any related fields. Experience in local government is advantageous.

Strong understanding of and experience in urban safety, safety governance, spatial development practices. The ability and experience to anchor the Report in municipal processes, debates and contexts (metros specifically).

Knowledge of powers and functions in South African government in relation to community safety and violence prevention as defined by the Constitution and relevant legislation, and policy documents such as the White Paper on Safety and Security, Integrated Urban Development Framework (IUDF), the UN-Habitat System-wide Guidelines on Safer Cities and Human Settlements etc.

Expertise on working with metropolitan municipalities on issues like Community/ Public Safety.

A track-record of good, accessible communication and writing

Ability to work to timeframes and specified outputs

Familiarity with the South African Cities Network and/or GIZ-VCP would be of added advantage

9 Assessment of quotations

Bids will be adjudicated on relative value for money gauged against the following criteria:

- Proposal and methodology quality; 40%
- Qualification, track record & references of personnel that will work on the project; 30%
- Diversity & level of ownership and project involvement of Previously Disadvantaged Individuals; 30%

10 Resources and costing

Interested bidders should submit proposals based on estimated/indicated person days. The payment schedule for the final agreed amount will be in three tranches (beginning, interim and end of the project). Contributors should note that all engagements (referred to under deliverables) will be held virtually.

11 Applicable terms and conditions

SACN reserves the right not to award this contract, or to renegotiate its terms, subject to circumstances and adequacy of submissions. The selection will be based on the strength and relevance of the proposal and contribution to enhanced community safety and participatory processes.

12 Submissions & Enquiries

Interested contributors should provide:

- **An outline describing the proposed methodology and overall approach to the Report**
- **Copies of profiles and CVs of all personnell assigned to the project.**

Enquiries regarding the call and project will be accepted no later **12 April 2021**. Access the supporting resources for the preparation of proposals via [\[click here\]](#) & [\[click here\]](#). For any technical enquiries please contact Sipelele Ngobese on sipelele@sacities.net and/or Thomas Hellmann on thomas.hellmann@giz.de. All enquiries received by closing dates will be posted /made available on the SACN website (legal obligations).

Final proposals should be sent by email to sadhna@sacities.net by close of business on **19 April 2021**.