



SIOC COMMUNITY DEVELOPMENT TRUST

Defining ourselves through **our actions**,
not our words

REQUEST FOR PROPOSAL (RFP) YOUTH PROGRAMME

CLOSING DATE: 18 JULY 2025

CLOSING TIME: 12h00

<https://sioc-cdtethicsdefender.com/>



ETHICS DEFENDER
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THE WORKPLACE? PLEASE SCAN THE QR CODE TO REPORT

1. WHO WE ARE

SIOC Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company SIOC (PTY) LTD (owned by Kumba Iron Ore (KIO) (PTY) LTD) to invest in the development of the communities in which SIOC (PTY) LTD operates. The Trust focuses primarily on beneficiary communities adjacent to the SIOC (PTY) LTD mining activities in the Northern Cape and Thabazimbi Local Municipality situated in the Limpopo Province. We have invested significantly in community development projects aimed at ensuring sustainability beyond mining operations.

Our beneficiary communities are located within the underneath municipal jurisdictions:

- Gamagara Local Municipality, Northern Cape;
- Ga-Segonyana Local Municipality, Northern Cape;
- Tsantsabane Local Municipality, Northern Cape;
- Joe Morolong Local Municipality, Northern Cape; and
- Thabazimbi Local Municipality, Limpopo.

2. MANDATE

To manage, invest and disburse funds on behalf of our beneficiary communities in accordance with the guidelines as provided by the Board of Trustees and prescribed by the SIOC-CDT Trust Deed.

3. VISION

Beneficiary communities have sustainable income and are empowered to thrive beyond the lifespan of the mine.

4. MISSION

Implement sustainable socio-economic initiatives through partnering with key stakeholders.

5. VALUES

- **We are committed to building healthy trustworthy relationships**
- **We are inclusive and transparent in decision making**
- **We are accountable to our stakeholders**
- **We are compassionate towards our beneficiaries**

6. PROJECT BACKGROUND

The proposed Youth Centre in Northern Cape (Olifantshoek and Postmasburg) and Limpopo (Thabazimbi) aims to serve as a hub for youth development, addressing the educational, social, and economic needs of young people in the region. The programme will focus on a range of initiatives that support personal development, social cohesion, and skills acquisition. The project is funded by the SIOC-CDT and will offer diverse activities aimed at empowering youth, promoting health, and preparing them for future employment and entrepreneurship.

6.1 . Programme Overview

Location: Northern Cape (Deben, Olifantshoek and Postmasburg and Limpopo (Thabazimbi)

Funding: SIOC-CDT

Target Group: Youth (ages 15-35) from surrounding communities

Duration: 12 Months

Centre Facilities: The facility is fully equipped to support a wide range of activities, including classrooms, training rooms, recreational spaces, and outdoor areas.

6.2 . Programme Objectives

The main objectives of the Youth Centre Programme are:

- **To enhance social cohesion** through youth engagement in commemorative events and dialogues.
- **To promote health and well-being** with a focus on reproductive health and moral regeneration.
- **To develop life skills** that enhance employability and entrepreneurship.
- To provide youth with opportunities for volunteerism and skill-building.

6.3 . Programme Components and Activities

Each programme component will be designed to achieve specific outcomes, with measurable impact.

A. Prevention and Awareness Programmes

Objective: Raise awareness about social issues such as substance abuse, mental health, and HIV/AIDS.

Activities: Workshops, awareness campaigns, peer education, and outreach programs.

B. Celebration of Commemorative Days (Social Cohesion)

Objective: Promote unity and national pride among youth through participation in key commemorative days (e.g., Youth Day, Human Rights Day).

Activities: Organizing events, cultural performances, educational talks, and community outreach.

C. Health and Reproductive Programmes

Objective: Provide education on sexual and reproductive health, HIV prevention, and general wellness.

Activities: Health seminars, screenings, distribution of educational materials, partnerships with local clinics.

D. Moral Regeneration Programmes

Objective: Promote values such as integrity, respect, and responsibility among youth.

Activities: Mentorship, life coaching, and workshops on ethics, respect, and accountability.

E. Youth Dialogues

Objective: Create a platform for youth to discuss their issues and challenges in an open forum.

Activities: Organizing regular youth dialogues, guest speakers, and group discussions on relevant topics such as unemployment, education, and community issues.

F. Information Technology (IT)

Objective: Improve digital literacy and equip youth with skills for the modern workforce.

Activities: Computer training, coding workshops, digital marketing, and basic software skills.

G. Inter-generational Programmes

Objective: Encourage knowledge sharing and mentorship between different age groups.

Activities: Inter-generational dialogues, mentorship programs, storytelling sessions, and collaborative community projects.

H. NYS Category 3 (Volunteer Programme)

Objective: Encourage volunteerism and service to the community as a means of personal and collective growth.

Activities: Organizing volunteer projects, community clean-up events, and assisting in local schools or elderly homes.

I. Life Skills Training

Objective: Provide essential skills for navigating daily life, including communication, financial literacy, and time management.

Activities: Workshops on life skills, decision-making, stress management, and conflict resolution.

J. Camps

Objective: Provide an immersive experience for personal growth, team building, and leadership development.

Activities: Organizing leadership camps, outdoor team-building exercises, and recreational activities designed to strengthen group dynamics.

K. Skills Development and Entrepreneurial Skills

Objective: Equip youth with vocational and entrepreneurial skills to increase their employability and foster business initiatives.

Activities: Training in various trades (e.g., carpentry, plumbing), workshops on business skills, entrepreneurship boot camps, and business plan competitions.

6.4 . Programme Implementation

The programme will be delivered in phases over 12 Months. Each component will have a set of specific deliverables, and activities will be scheduled throughout the year to ensure broad participation.

- **Phase 1 (Month 1-3):** Centre launch, recruitment of facilitators, initial workshops on health, IT, and moral regeneration.
- **Phase 2 (Month 4-9):** Expansion of programme offerings to include skills development, youth dialogues, and inter-generational initiatives.
- **Phase 3 (Month 10-12):** Focus on camps, volunteer activities, and entrepreneurship training.

6.5 Staffing and Management

The success of the programme will rely on the following key roles:

- **Programme Manager:** Oversee the implementation of all activities.
- **Facilitators/Trainers:** Experts in health, IT, life skills, and entrepreneurship to deliver workshops and training.
- **Volunteers:** Assist in event organization and provide peer support to participants.
- **Administrative Staff:** Responsible for scheduling, budgeting, and logistics.

6.6 Budget and Funding Allocation

A detailed budget breakdown must be provided, allocating funding across key areas including:

- **Personnel Costs:** Salaries for staff and facilitators.
- **Programme Costs:** Resources for activities, workshops, materials, and equipment.
- **Operational Costs:** Utilities, transportation, and administrative expenses.
- **Miscellaneous Costs:** Marketing, community outreach, and unforeseen expenses.

The SIOC-CDT funding must be utilized efficiently to ensure sustainable outcomes for the youth centre.

6.7. Monitoring and Evaluation

To measure the effectiveness of the programme, a robust monitoring and evaluation (M&E) framework will be implemented. The M&E will include:

- **Monthly and Quarterly reports** to track progress and assess whether programme objectives are being met.
- **Feedback surveys** from participants to gather insights on the effectiveness of activities and areas for improvement.
- **Impact assessments** at the end of the programme to evaluate long-term outcomes, such as improved employment rates and community engagement.

6.8. Risk Management

Key risks and mitigation strategies include:

- **Low participation:** Engage local schools, community leaders, and parents to raise awareness.
- **Logistical challenges:** Ensure clear planning and allocation of resources in advance.
- **Funding shortfalls:** Explore additional partnerships or in-kind donations from local businesses and government bodies.

7. ASSESSMENT/EVALUATION CRITERIA

7.1 Pre-Qualifying Criteria

- 7.1.1 Only bidders who have a valid Tax Pin or Tax Clearance Certificate will be assessed.

7.2 Technical Evaluation

- 7.2.1 In order to facilitate a transparent selection process that allows for an equal opportunity to all bidders, SIOC-CDT has a Supply Chain Management policy that will be adhered to. Proposals will be technically evaluated in terms of the prevailing Supply Chain Management policy applicable to SIOC-CDT, from time to time.
- 7.2.2 Bidders must score a minimum of **70 out of 100 points** on the assessment/evaluation criteria to be recommended as a preferred service provider.

Table 1 - Technical Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Impact and Relevance:	Impact and Relevance – Total: 20 Points Deep and evidence-informed understanding of youth development needs (20 Points) <ul style="list-style-type: none"> • Demonstrates a rich and specific understanding of youth challenges (e.g., reproductive health, unemployment, mental health, skills gaps, substance abuse, or social exclusion). • The proposal links these challenges to lived realities in the communities and uses credible local data or past experience. • The design of activities clearly responds to these identified needs with feasible, localised solutions. 	25
	Proof of Evidence (PoE): <ul style="list-style-type: none"> • Community needs assessments or situational analyses • Focus group summaries or feedback from youth forums • Letters of support from community leaders or local clinics/schools (at least 3 letters) • Past project records or impact reports from the same/similar area 	
	Good understanding of youth needs, but lacks full specificity or evidence (10 Points) <ul style="list-style-type: none"> • Recognises key youth issues relevant to the context but presents them in a more general or high-level manner. • The proposed programme shows potential, though the link between identified needs and proposed solutions is only partly clear. • The rationale is more descriptive than analytical and lacks some grounding in the specific realities of the target areas. 	
	Proof of Evidence (PoE): <ul style="list-style-type: none"> • Use of desktop research or national statistics • Generalised experience from similar projects without site-specific context • Limited community input or undocumented local knowledge 	
	Superficial or generic understanding of youth development challenges (5 Points) <ul style="list-style-type: none"> • Offers vague or stereotypical statements like “youth face many problems” without identifying clear, localised needs. 	

	<ul style="list-style-type: none"> • Fails to provide any evidence of having consulted youth or community actors. • The proposed activities seem generic or out of touch with the lived realities of youth in the identified areas. <p>Proof of Evidence (PoE):</p> <ul style="list-style-type: none"> • No evidence or highly generic content • Lack of local examples or disconnected from community voice • No letters, data, or past project experience shared 	
Organizational Capacity and Experience:	<p>Extensive experience with demonstrated results (3+ years)</p> <ul style="list-style-type: none"> • The organisation has more than 3 years of experience running youth-focused programmes. • There is clear evidence of impact in at least three thematic areas (e.g., reproductive health, skills training, leadership/volunteerism, and cultural/social cohesion). • The proposal includes detailed reference letters and records showing past success and community reach. <p>Proof of Evidence (PoE):</p> <ul style="list-style-type: none"> • At least three signed reference letters from partners, funders, or community stakeholders. • Photos, testimonials, or media coverage of community activities or events. • List of key staff, with qualifications and professional registrations (where applicable – e.g., for health professionals, SANC or HPCSA numbers). • Letters of appreciation from community organisations or local clinics/schools (optional but strengthens score). <p>Moderate experience (2–3 years), limited thematic coverage (15 Points)</p> <ul style="list-style-type: none"> • The organisation has been active for 2–3 years and has implemented youth-related projects. • However, their experience covers only one or two of the required thematic areas (e.g., only health and life skills, or only commemorative events). • Documentation is present but not consistently detailed. <p>Proof of Evidence (PoE):</p> <ul style="list-style-type: none"> • At least one signed reference letter • Summary or list of past projects with descriptions and dates 	25

	<ul style="list-style-type: none"> • Partial staff list with qualifications and/or volunteer facilitators • Visual documentation (photos, flyers, etc.) is helpful but not always complete <p>Limited or no experience (0–1 years) (5 Points)</p> <ul style="list-style-type: none"> • The organisation is newly formed or has minimal track record in implementing youth programmes. • The proposal includes little to no documentation of outcomes or references. • Staff or volunteer base is unclear or unqualified for the proposed thematic areas. <p>Proof of Evidence (PoE):</p> <ul style="list-style-type: none"> • No or generic reference letters • Project concept notes without delivery history • Staff list is missing or qualifications not attached • No clear proof of implementation in the youth development sector <p>Compulsory Submission Requirements (Non-Negotiable)</p> <p>These documents must be included, or no points will be awarded, regardless of proposed experience:</p> <ul style="list-style-type: none"> • Signed reference letters (minimum 2, preferably 3) • Staff list with qualifications, including relevant professional registrations (e.g., HPCSA, SANC, SETA-accredited trainers) 	
<p>Monitoring and Evaluation Plan: Robust M&E framework for tracking and evaluating project impact.</p> <ul style="list-style-type: none"> • 	<p>1, Demonstrates a robust data collection plan using reliable and relevant methods (e.g., surveys, interviews, quantitative metrics), ensuring comprehensive tracking of project impact. 30 points</p> <ul style="list-style-type: none"> • Monitoring & Evaluation (M&E) Plan or Framework This document should outline the indicators, data sources, collection methods, frequency, and responsible parties. It shows that the organisation has a structured approach to tracking outcomes. • Sample Data Collection Tools These could include draft or final versions of surveys, interview guides, observation checklists, or online forms. They demonstrate that the organisation has practical tools ready for implementation. • Data Flow Description or System Overview 	<p>30</p>

	<p>A narrative or diagram showing how data will be collected, verified, stored, analysed, and reported. This helps assess whether the process is reliable and secure.</p> <ul style="list-style-type: none"> • Logical Framework or Results Framework <p>A clear log frame showing the relationship between inputs, activities, outputs, outcomes, and impact, along with indicators and means of verification. This links the data collection methods to the overall project goals.</p> <ul style="list-style-type: none"> • Examples of Past Reports (if available) <p>Final or interim reports from previous projects that illustrate how data was collected, analysed, and used. This shows the applicant's capacity to use evidence for decision-making.</p> <ul style="list-style-type: none"> • CVs or Profiles of M&E Personnel <p>Short bios or CVs of the team responsible for data collection and analysis, demonstrating relevant experience and technical expertise in M&E or research.</p> <p>2. Includes basic data collection methods, though some may be limited in scope or appropriateness for capturing project impact fully. 10 points</p> <p>3. Lacks a clear data collection plan, with methods that may be irrelevant, unreliable, or insufficient for accurate tracking. 5 points</p>	
<p>Presentation: Present the proposal virtually. This will be used to assess their understanding of the brief, proposed methodology, delivery capacity, and alignment with the project's objectives.</p>	<p>1. Clear, well-structured presentation. Shows strong understanding of the project and alignment with objectives. Confidently answers questions and demonstrates added value beyond the written proposal. (10 points)</p> <p>2. Solid presentation with clear structure. Adequate understanding and alignment with the objectives. Minor gaps in detail or delivery. Handles most questions well. (7 Points)</p> <p>3. Presentation lacks some clarity or depth. Moderate understanding of project goals. Limited engagement with panel questions. (5 points)</p>	<p>20</p>

	4.Presentation is unclear, poorly delivered, or missing. Shows weak understanding or no added value. Does not address key elements or respond to questions effectively. (0 points)	
TOTAL		100

7.3 Price and B-BBEE Evaluation Criteria

- 7.3.1 In order to facilitate a transparent selection process that allows an equal opportunity to all bidders, SIOC-CDT has a Supply Chain Management policy that will be adhered to. As in respect of technical evaluation criteria, proposals will also be evaluated in accordance with B-BBEE evaluation criteria in terms of the prevailing Supply Chain Management policy applicable to SIOC-CDT, from time to time.

Table 2 - Price and B-BBEE

Criteria	Weightings (R1M)
Price	80
B-BBEE Scorecard (focusing on SMME and local talent development)	20
TOTAL	100

8. INSTRUCTIONS TO BIDDERS

- 8.1.1 Bidders are to ensure that they have adequate resources to undertake the project under stringent timeframes. It is accordingly recorded that by submitting a bid, the bidder undertakes and warrants that it has adequate resources, skills and know-how to undertake the completion of the project under the timeframes set out therefore.

9. PRICING

- 9.1 Prices should be based on the required scope of work.

10. TERMS AND CONDITIONS

- 10.1 This invitation shall remain valid until the Closing Date, following which the invitation shall automatically lapse. SIOC-CDT shall be under no obligation to consider any proposals submitted after the Closing Date. SIOC-CDT reserves the right, under exceptional circumstances, to extend the closing date for bidders to submit proposals.
- 10.2 The bidder acknowledges that this RFP constitutes an invitation to submit offers and that the submission of a proposal shall constitute an offer which SIOC-CDT, shall in its sole and absolute discretion, notwithstanding anything to the contrary herein contained, be entitled to accept

or reject. Only on the date of acceptance will a valid agreement be constituted between SIOC-CDT and the bidder in relation to the project.

- 10.3 The selection of the qualifying bid (proposals) will be at SIOC-CDT's sole discretion and SIOC-CDT reserves the right not to appoint the service provider and shall not necessarily be obliged to accept the offer of the highest scoring or most affordable quotation/proposal in accordance with the Supply Chain Management policy or otherwise.
- 10.4 The adjudication process does not represent a commitment on the part of the SIOC-CDT to proceed further with that quotation/proposal of the bidder or of any other bidder.
- 10.5 SIOC-CDT reserves the right to make changes on this RFP document. All changes will be communicated to those firms that have responded to this RFP. No reliance shall be placed on other information or comment from any other person
- 10.6 SIOC-CDT shall not be required to provide reasons for the acceptance or rejection of any quotation/proposal and no correspondence pertaining to submissions will be entertained.
- 10.7 If SIOC-CDT does not accept any quotation/proposal, it will declare this RFP call process closed and may then elect to:
 - Not to appoint any bidder; and/or
 - Proceed on a completely different basis.
- 10.8 All proposals and all subsequent information received from bidders will not be returned, nor shall SIOC-CDT be responsible for the safe keeping of submissions or the keeping of records or copies in relation thereto.
- 10.9 SIOC-CDT will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.
- 10.10 SIOC-CDT reserves the right to engage in a process to validate all submissions or claims made in the proposal.
- 10.11 In addition to the provisions of clause 12 below, it is recorded that SIOC-CDT reserves the right to reject a quotation/proposal or cancel the award of the project, if it is determined (in the sole discretion of SIOC-CDT) that the supplier/service provider recommended for award, has engaged in or is associated with corrupt or fraudulent activities (as defined in clause 12 below).

11. CORRUPT AND FRAUDULENT ACTIVITIES

- 11.1 A key to the investment strategy of SIOC-CDT are the principles of transparency and ethics in its dealings with service providers and suppliers, to guard not only against reputational harm but also the tainting of the projects undertaken in accordance with the mission and object of SIOC-CDT.
- 11.2 Accordingly, the bidder, by submitting a proposal/quotation to SIOC-CDT hereby warrants and undertakes that the bidder and its current and former officers and employees:
- 11.2.1 have not been found guilty of any criminal offence involving fraud, theft and/or corruption or any other fraudulent practice, which for purposes hereof shall include a misrepresentation of facts in order to influence the selection process or the execution of a contract or collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and contrary to the competition laws of the Republic of South Africa (collectively "**Corrupt and Fraudulent Activities**"); and
- 11.2.2 have at all times complied with all applicable anti bribery and anti-corruption laws (including any which have extra-territorial effect) and codes of practice ("**Anti-Corruption Laws**").
- 11.3 To the best of the bidder's knowledge and belief, each agent, representative or third-party that is or was authorised to act on behalf of the bidder ("**Business Intermediary**") has conducted its business relating to the bidder and past projects in compliance with all Anti-Corruption Laws
- 11.4 The bidder has instituted and maintained appropriate policies and procedures designed to ensure, and which are reasonably expected to continue to ensure, compliance by the bidder and its officers, employees and Business Intermediaries (for the time being) with all Anti-Corruption Laws.
- 11.5 The bidder irrevocably consents to SIOC-CDT and/or its agents doing a background check on the bidder and its officers, including the request for any information available on the bidder from any relevant institution, agency, bureaux or body.

12. CONFIDENTIALITY

- 12.1 Any information relating to the submissions, through the RFP process or otherwise shall be treated in strict confidence by SIOC-CDT.

13. PAYMENT STRUCTURE

- 13.1 SIOC-CDT undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 13.2 Payments will only be made based on the work completed (milestones/ deliverables achieved) as per the project implementation plan to be agreed at the inception of the project.

14. GENERAL

- 14.1 Below are compulsory requirements for this service:
- 14.1.1 It is important to note that the successful bidder will work under the supervision of SIOC-CDT representative, abide by SIOC-CDT Code of Conduct and any other organisational guidelines as may be prescribed by SIOC-CDT from time to time.
- 14.1.2 Kindly submit the following documents:
- **Valid and Original or Certified Copy of B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA for companies with a total turnover of R50 million and above, or an affidavit obtainable from Department of Industry (DTI) website in the case of EME's or QSE's;**
 - **SARS Tax Pin Number; and**
 - **Supplier information sheet (as attached hereto).**

15. CONTACT DETAILS FOR INFORMATION

- 15.1 Further information regarding technical/design matters can be sent via email to:
kgadi@sioc-cdt.co.za/marcia@sioc-cdt.co.za
- 15.2 Further information regarding supply chain matters can be sent via email to:
Email: kabelo.letsoalo@sioc-cdt.co.za

16. SUBMISSIONS OF PROPOSALS

- 16.1 Proposals, with portfolio/previous work, as indicated above, should be submitted to the below on or before the **18 JULY 2025** by no later than **12:00: to kabelo.letsoalo@sioc-cdt.za**
- 17.2 Clearly indicate the name of the proposal when submitting the proposal:
RFP: Comprehensive Youth Programme (Only NGO / CBO within SIOC-CDT Beneficiary communities can Bid)
- 17.3 If you are not contacted within 10 days after submission of your proposal, then the proposal shall be deemed to have been unsuccessful.