Diagnostic review of the country's response to violence against women and children

1   Background

It has been noted that South Africa has progressive legislative framework and has made important advances in providing social welfare services to children and women. Human rights treaties, such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC) as well as the Constitution and laws of South Africa guarantee women and children the right to live their lives free from violence. The Children's Act (No. 38 of 2005), along with the Amendment Act (No. 41 of 2007), provides for the full continuum of services, from prevention and early intervention to tertiary protection services of different forms of violence against children. The Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (No. 32 of 2007) has introduced a new range of sexual offences to ensure that certain offensive sexual behavioural patterns are classified as punishable crimes in the country. This Act further recognizes the need for specialized services to address the secondary traumatization that is often suffered by the victims when they engage with the criminal justice system. Likewise, the Domestic Violence Act, 1998 (No. 116 of 1998) prevents and responds against the rising levels of violence against women and children. This Act gives victims immediate protection by affording them with the right to obtain an interim protection order in the absence of the alleged abuser. It is an Act that allows children to apply for protection order against their abusive parents and guardians with or without assistance. It also makes the protection order enforceable throughout the country. The Older Persons Act, 2006 (Act No 13 of 2006) also criminalizes an abuse of older persons, and further requires that a conviction on this crime be regarded as an aggravating circumstance for sentence purposes. However, despite these progressive laws, South Africa has amongst the highest levels of violence against women and girls for a country that is not in conflict.

Violence, abuse, neglect, exploitation and discrimination affect women and children across all social strata in South Africa, greatly reducing their safety and security and at the same time limiting opportunities for development. Women and children are the most at-risk and most affected by violence and are exposed to a range of different types of violence and abuse including sexual abuse, psychological abuse, physical violence, sexual exploitation, trafficking, domestic violence and harmful traditional practices. According to Jewkes et al (2006), death resulting from gendered violence is the second leading cause of death in the country (after HIV) and the leading risk factor after unsafe sex for loss of Disability adjusted life years. Whilst there is inadequate national prevalence data on GBV in South Africa, provincial survey data has shown that an estimated 42% of South African men have perpetrated violence against a partner and 1 in 4 men admits to having raped[1]. South African Police Service (SAPS) 2012/2013 crime statistics report showed

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[1] World Health Organization. Global and regional estimates of violence against women: prevalence and health effects of intimate partner violence and non-partner sexual violence. Geneva: World Health Organization, 2013. http://apps.who.int/iris/bitstream/10665/85239/1/9789241564625_eng.pdf

the height of violent crimes against women and children with sexual violence contributing 10.8% to the levels of contact crimes in the country. The figure represent 66 387 reported cases (committed against women and children) in absolute numbers, however, given high rates of non-reporting, this figure is significantly lower than the actual occurrences of sexual violence[2]. According to the Victims of Crime Survey conducted Bi-Annually by Statistics South Africa, 44.1% of victims of sexual offences were attacked by a known community member or members from their area and 17% were assaulted by a relative. Only 15.4% stated that the perpetrators were people unknown to them and were from outside their area.

By virtue of children being dependent on adults and their participation in adult controlled institutions i.e. schools, children are even more vulnerable to different forms of violence and abuse. Census data indicate that 37% of South African population is children, 3.9 million of these children live in overcrowded housing conditions placing them in greater risk of sexual abuse were their privacy is infringed, girls and boys share beds or children share beds with adults[3]. Moreover, with 70% of the children population being in 40% of the poorest households in the country and 82 000 living in child-only households, there are greater likelihood of these children not accessing the necessary services for optimal growth, development and protection[4].

Confronted with escalating levels of VAWC the South African government has strengthened response measures to address the phenomenon, including the amendment of legislative instruments, to better tackle these incidences; two of these are the Domestic Violence Act and the Sexual Offences Act which further led to the reintroduction of the sexual offences specialised courts. The number of Thuthuzela care centers (which are One Stop Centres for response of sexual offences), increased from 45 centers in 2010 to 52 centers across the country in 2012, providing integrated health, social and police services to victims of sexual violence. The SAPS also embarked on a process of scaling up their Family Violence, Child Protection and Sexual Offences- FCS units, which provide family and child protection services and support to survivors of sexual violence. Moreover, Government has recognised the need for cross sectoral response that aligns efforts of different sectors of society; family, business, communities, civil society, government etc. and in May 2012 cabinet established an Inter-Ministerial Committee (IMC) with a specific mandate of developing a comprehensive strategy to address violence against women and children. To respond to this mandate two pieces of work are being commissioned:

- **Analysis of the direct causes of violence against women and children and review of the legislative framework**
  The study will assess the direct determinants /risk factors/determinants of violence against children (VAC) and violence against women (VAW). The findings from this study will add to existing knowledge on the theory of change underpinning VAC and VAW response in South Africa and hence provide a framework for assessing the relevance of the response. This will also include a comprehensive analysis of the laws and policies to determine the adequacy of the legal framework and its appropriateness in tackling the VAW and VAC. Results of the study are expected by end of March 2013.

- **Diagnostic review of programmes and sector systems**
  The diagnostic review, which is this project, intends to review both the institutional mechanism in the two sectors and programmes funded by government to address VAWC across the three pillars (prevention, immediate response and care and support). The exercise will include a rapid assessment of all programmes funded by government in the two sectors aimed at taking stock of the national programmes that address VAW and VAC. The focus will be on who is doing what, where, at what scale, reaching who and with what resources.

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[2] The South African Policy Services. (2013). An analysis of the South African crime statistics. http://www.saps.gov.za/statistics/reports/crimestats/2013/crime_stats.htm
[3] Hall, K. (2013). Children access to housing. In Berry, L., Biersteker, L., Dawes, A., Lake, L. and Smith, C. (eds). The South African children gauge.
http://www.ci.org.za/depts/ci/pubs/pdf/general/gauge2013/SouthAfricanChildGauge2013.pdf
[4] Meintjie, H and Hall, K. (2013). Demography of South African children. In Berry, L., Biersteker, L., Dawes, A., Lake, L. and Smith, C. (eds). The South African children gauge.
http://www.ci.org.za/depts/ci/pubs/pdf/general/gauge2013/SouthAfricanChildGauge2013.pdf

A combination of these two assignments should be able to identify areas where the problem lies in the country's response to VAWC.

2   The focus of the evaluation

2.1   Purpose of the evaluation

The purpose of this evaluation is to assess the effectiveness of government interventions (programmes and institutional mechanisms) in addressing the scale of the VAC and VAW problem in the country and how these can be strengthened.

The evaluation will establish the spread of government's funded programmes across the three pillars—prevention, immediate response and care and support, review the service delivery mechanisms and assess the effectiveness of a selected number of national programmes in addressing the scale and direct determinants of the various types of violence against women and children. The evaluation will also ascertain the factors underlying the level of response and how these can be altered towards greater effectiveness and delivery of programmes.

2.2   Evaluation questions

The evaluation has two parts: part 1 is to assess programme focus; resource allocation and institutional arrangements and part 2 examines the effectiveness of selected government funded programmes in responding to the scale and direct cause/determinants of VAWC.

Part 1: Sector review

- Do government programmes at various levels cover all aspects of VAC and VAW programming, that is, prevention and early intervention (including protection, immediate response, after care and support)? What is the Geographical and demographical coverage of government programmes?
    - o Do government programmes directly reflect the country's VAWC legislative framework?
    - o To what extent are government programs addressing the risk factors/direct determinants of VAW and VAC?
- To what extent has mandated institutions prioritized addressing VAWC?
    - o To what extent are service delivery mechanisms by mandated departments, provinces and chapter 9 institutions functional and responsive to VAW and VAC across the three pillars—prevention, immediate response and care and support? Are there indications that the theory of change is working?
    - o What resources have been allocated towards VAW and VAC by government; are they adequate, are they effectively and efficiently allocated?
    - o How effective are approaches for collaborative planning and programming between mandated departments and partners.
    - o What are the implementation bottlenecks at various levels of service delivery? How can these be overcome?
- How effective are the oversight, coordination and monitoring mechanisms for the sectors?
- What best practice approaches exist and how relevant are they to the South African context, and how can they be built on?

Part 2: Assessment of selected government programmes
- To what extent are government interventions reaching the target groups, with the required intensity and frequency over time?
- Do the programmes have a clearly defined programme theory and theory of change? Is the programme theory influencing the way services are delivered?

- What are the likelihoods of the programmes achieving expected results?

2.3   Intended users and stakeholders of the evaluation

Stakeholder	Likely use of the results
Department of Social Development	Refocus resources to address the direct determinants of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
Department for Women, children and people with disabilities	Strengthened advocacy and monitoring of the sector
Department of Health	Refocus resources to address the direct determinants of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
Department of Home Affairs	Strengthened coordination with other departments to address the scale of the problem.
Department of Justice and Constitutional Development (including National Prosecuting Authority)	Refocus resources to address the direct determinants of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
Department of Basic Education	Refocus resources to address the risk factors of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
South African Police Service	Refocus resources to reduce VAWC
COGTA	Refocus resources to address the direct determinants of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
National, Provincial and Municipal Treasury	Resources allocated to programmes that address the scale of the problem.
Civil Society	Refocus resources to address the direct determinants of VAC and VAW. Adapt, amend and expand existing programmes that respond to the scale of the problem.
Correctional Services	Adapt, amend and expand existing programmes that respond to the scale of the problem.

2.4   Scope of the evaluation

The assignment has two parts; sector review and programmes evaluation.

2.4.1. Sector review

- Emphasis is placed on the effectiveness of the sector's response to address VAW and VAC. Special focus should be paid to adequacy, relevance and responsiveness of government funded programmes
- Focus is on mandated departments including Departments of Health, Justice and Constitutional Development, Basic Education, Social Development and Women, Children and People with disability; National Treasury; DHE; correctional services National Prosecuting Authority and South African Police Services
- The sector review should cover both national and provincial spheres of government
- The sector review should assess the entire value chain of government's response to VAWC to determine where the result chain is breaking across the three components—prevention, immediate response and care and support.
- Use the findings from the sector review and the complementary study on direct determinants to develop a framework for effective country response (programme planning).

2.4.2. Programme evaluation

- This part of the evaluation focuses on selected government funded (fully or partially) programmes across the three pillars of response to VAC and VAW i.e. prevention, immediate response and care and support.
- The service provider will be expected to develop a sound sample of programmes considering level of government funding and the level coverage of the programmes (national and demographic); this should look at programmes that have been in existence in the last four years. The service provider is also expected to sample programmes across the three pillars (between 10 and 16 programmes). A non-exhaustive list of programmes is contained in Annex 2.
- Use the findings from the sector review and the complementary study on direct determinants analysis to evaluate if the programmes are aligned with the legislative framework and responsive to the risk factors of VAW and VAC.
- Develop criteria (quality standards) for VAW and VAC programmes

3 Evaluation approach, design and methodology

A mixed-method (quantitative and qualitative) approach should be used for the project. Data will be drawn from both primary and secondary sources. Primary sources will include key informant interviews at two levels — experts and programme management. Secondary sources will include legislation and programme design documents, various statistical sources, routine programme tracking information, previous evaluation reports, financial and institutional performance information. Some work has been done on both VAW and VAC and the proposal should reflect these.

Details of the study methodology are presented in Table 1 below:

Table 1:

Questions/Scope	Methodology	Sample
Sector review	- Desktop review - Document analysis - Budget analysis - Key informant interviews (senior managers) - Institutional analysis - Triangulation of different sources	All mandated government departments at national and provincial level
Programme Evaluation	- Analysis of routine programme delivery information. - Interviews with programme managers - Desktop analysis of previous evaluations	Between 10 and 16 fully-funded and partially funded government programmes across the three pillars.

4 Evaluation plan

4.1 Products/deliverables expected from the evaluation

- **Inception Report** by the service provider as a follow-up to the proposal with a literature review, revised evaluation plan, overall evaluation design and detailed methodology and content structure for the final report.
- Final data collection instruments and analysis plan

- A compendium of government-funded (partial and fully) programmes by focus, budget allocation and coverage
- **Draft sector review report** for review, full and in 1/3/25 format
- **Draft Programme evaluation report**, full and in 1/3/25 format
- Workshop with stakeholders to present the draft reports
- Revised draft report reflecting comments
- The **final evaluation report (reflecting both the sector review and programme evaluation)**, both full report and in 1/3/25 format, in hard copy and electronic;
- Programming framework for effective state response to VAWC based on the diagnostic review results and theory of change
- **All data collected in the evaluation**
- **A PowerPoint or audiovisual presentation of the results.**

4.2   Time frame for the project

A total of six months will be required for the assignment, starting in January 2014 ending June 2014.

Table 3:Outline project plan and payment schedule (check against deliverables, those in bold will be present in all evaluations - make it clear whether these are based on submission or approval)

Deliverable	Expected milestones	% payment
Approved Inception Report reflecting both part 1 and part 2 of the evaluation	January 2014	
Approved Literature review and final data collection instruments and analysis plan	February 2014	10%
A compendium of government funded (partial and fully) programmes for VAW and VAC by focus, budget allocation and coverage	March 2014	10%
Draft sector review report for review, full and in 1/3/25 format	March 2014	20%
Draft Programme evaluation report, full and in 1/3/25 format	May 2014	20%
Workshop with stakeholders to present the draft reports	May 2014	
The **final draft overall evaluation report (reflecting both the sector review and programme evaluation)**, both full report and in 1/325 format, in hard copy and electronic;	May 2014	20%
The final overall evaluation report (reflecting both the sector review and programme evaluation), both full report and in 1/3/25 format, in hard copy and electronic;	June 2014	10%
A programming framework for effective state response to VAWC based on the diagnostic review results and theory of change	June 2014	
All data collected in the evaluation	June 2014	
A PowerPoint or audiovisual presentation of the results.	June 2014	10%

6 Management Arrangements

The evaluation will be managed by an Evaluation Technical Working Group and an Evaluation Steering Committee.

6.1 Role of steering committee

The evaluation will be subject to a steering committee which will comprise of the main departments and agencies who are members of the IMC task team, the DPME and sector specialists. The Steering committee will be chaired by DSD and will be responsible for approving the inception report and other main deliverables, prior to payments. This evaluation will be commissioned by the DPME in collaboration with DSD.

6.2 Reporting arrangements

The evaluation manager from DSD is Nonkululeko Ngcobo. The project will be commissioned by the DPME and the evaluation manager from DPME will be Matodzi Amisi to whom the service provider will report.

7 The proposal to be submitted

7.1 Structure of proposal

A potential structure of a good proposal is shown in Box 4.

Box 4: Potential structure of a proposal

The tenderer must provide the following. Failure to provide this will lead to a score of 1 on the scoresheet, which results in disqualification.

1 Understanding of the intervention and the TORs including a draft theory of change
2 Approach, design and methodology for the evaluation (e.g. literature and documentation review, data collection, tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the TORs, examples of evaluation questions suggested, process elements)
3 Detailed activity-based evaluation plan (including effort for different researchers per activity and time frame linked to activities)
4 Activity-based budget (in South African Rand, including VAT)
5 Background to the service provider including BBBE status and competence (include list of <u>related</u> projects undertaken of main contractor and subcontractors, making clear who did what, and contact people for references)
6 Team (team members, expertise, roles and level of effort for each activity)
7 Capacity development elements (building capacity of partner departments and PDI/young evaluators)
8 Quality assurance plan (to ensure that the process and products are of good quality)

Attachments
Example of a related evaluation report undertaken
CVs of key personnel
Completed supply chain forms, tax clearance etc.

7.2 Evaluation team

This work will be best responded to by a team of experts with a balanced skill sets made up of the following core expertise at minimum:

- A team leader with a handle of both VAW and VAC policy environment and programme design and management with a background in social science studies, preferably including gender studies,

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development studies, public policy, public administration, evaluation or social research. With at least 15 years working experience

- Supported by at least 2 evaluation specialists within both VAW and VAC, with not less than 10 years' experience in research or evaluations in VAW and VAC sectors.
- Critical to the evaluation team are two institutional and budget review specialists who should have a minimum of 5 years' experience in respective areas of specialization.

In addition the team should possess the following skills set;

- Strong analytical and research skills with sufficient understanding of survey design, quantitative/qualitative methods and data analysis.
- Demonstrated experience with reviewing institutional arrangements and budgets
- Experience with working on gender equality and women's empowerment.
- Excellent written and spoken English
- Writing skills that include an attention to detail as well as a grasp of conceptual frameworks.
- Outstanding interpersonal skills, teamwork, and competency to operate in a multi-cultural and diverse environment.

7.3   Competencies and skills-set required

Service provider will be assessed against these competencies (see 8.4.2):

Domain/descriptor	Demonstrated ability to
1 Overarching considerations	
1.1 Contextual knowledge and understanding	Have knowledge of relevant sectors and government systems in relation to the 12 priority outcomes and can appropriately relate the evaluation to current political, policy and governance environments
	Perform appropriately in cross-cultural roles with cultural sensitivity and attends appropriately to issues of diversity
1.2 Ethical conduct	Understand ethical issues relating to evaluation, including potential or actual conflict of interest, protecting confidentiality/anonymity, and obtaining informed consent from evaluation participants.
1.3 Interpersonal skills	Lead an evaluation and its processes using facilitation and learning approaches, to promote commitment and ownership of stakeholders
2 Evaluation leadership	Lead and manage an evaluation team effectively
3 Evaluation craft	
3.1 Evaluative discipline and practice	Use knowledge base of evaluation (theories, models including logic and theory based models, types, methods and tools), critical thinking, analytical and synthesis skills relevant to the evaluation
3.2 Research practice	Design specific research methods and tools that address the evaluation's research needs. This may include qualitative, quantitative or mixed methods.
	Systematically gather, analyse, and synthesise relevant evidence, data and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps
4 Implementation of evaluation	
4.1 Evaluation planning	
Theory of change	Develop clear theory of change with quality programme

Domain/descriptor	Demonstrated ability to
	logframes with good programme logic and indicators
Design	Design and cost an appropriate and feasible evaluation with appropriate questions and methods, based on the evaluation's purpose and objectives.
4.2 Managing evaluation	Manage evaluation resources to deliver high quality evaluations and related objectives on time and to appropriate standards
4.3 Report writing and communication	Write clear, concise and focused reports that are credible, useful and actionable, address the key evaluation questions, and show the evidence, analysis, synthesis, recommendations and evaluative interpretation and how these build from each other
Total	

8   Information for service providers

8.1   Key background documents

- Legislative framework governing VAW and VAC (annexure 3)
- Programme of Action
- Recent studies and evaluations on VAW and VAC
- Children's Act budget analysis report
- Children's bill costing report

8.2   Evaluation criteria for proposals

This refers to the criteria for assessing the received proposals and the scores attached to each criterion. There are standard government procurement processes. Two main criteria are functionality/capability and price. Functionality/capability factors include:

- Quality of proposal;
- Service provider's relevant previous experience including of any subcontractors;
- Team leaders' levels of expertise;
- Qualifications and expertise of the evaluation team;
- Inclusion of PDI members in the evaluation team who will gain experience.

8.3   Pricing requirements

All prices should be inclusive of VAT. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted and price proposals should be fully inclusive to deliver the outputs indicated in these terms of reference.

8.4   Evaluation of proposals

There are three stages in selection – ensuring bids comply with administrative requirements, checking that functionally the proposal is adequate to do the job, and lastly the price is acceptable.

8.4.1   Administrative compliance

Only proposals and quotations that comply with all administrative requirements will be considered acceptable for further evaluation, and incomplete and late bids/quotes will not be considered. The following documentation should be submitted for each quote/bid:

- Documents specified in the tender documents (distributed separately from the ToR)
- Any other requirement specified in the ToR

8.4.2   Functional Evaluation

Only bids/quotes that comply with all administrative requirements (acceptable bids) can be considered during the functional evaluation phase. All bids/quotes will be scored as follows against the functional criteria indicated below. The table below shows the scores providing a link to the competencies:

1 – Does not comply with the requirements
2 – Partial compliance with requirements
3 – Full compliance with requirements
4 – Exceeds requirements

Domain/descriptor	Functional Evaluation Criteria	Weight (out of 4)	Score	Weight x score	Minim um
The quality of the proposal	Understanding of the intervention and the TORs	4			*8*
	Approach, design and methodology for the evaluation	4			*8*
	Quality of activity-based plan (including effort for different consultants per activity and time frame linked to activities)	4			*8*
	Demonstrated high quality experience in at least 5 related projects undertaken in last 5 years by main contractor and subcontractors	4			*8*
	Knowledge of and exposure to international good practice, particularly in middle-income and African countries.	1			*2*
	Capacity development elements (building capacity of partners, PDI/young evaluators)	1			*2*
The quality of the team	Team demonstrate the following key competences related to this assignment, with the ability to:				
1 Overarching considerations					
1.1 Contextual knowledge and understanding	Understand the relevant sector and government systems in relation to the evaluation and can appropriately relate the evaluation to current political, policy and governance environments	3			6
	Perform appropriately in cross-cultural roles with cultural sensitivity and attend appropriately to issues of diversity	2			4
1.2 Ethical conduct	Understand ethical issues relating to evaluation, including potential or actual conflict of interest, protecting confidentiality/ anonymity, and obtaining informed consent from evaluation participants.	2			4
2 Evaluation leadership	Lead an evaluation team effectively to project completion, using facilitation and learning approaches, to promote commitment and ownership of stakeholders	5			10
3 Evaluation craft					

Domain/descriptor	Functional Evaluation Criteria	Weight (out of 4)	Score	Weight x score	Minimum
3.1 Evaluative discipline and practice	Use knowledge base of evaluation (theories, models including logic and theory based models, types, methods and tools), critical thinking, analytical and synthesis skills relevant to the evaluation	3			6
3.2 Research practice	Systematically gather, analyse, and synthesise relevant evidence, data and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps	3			6
4 Implementation of evaluation					
4.1 Evaluation planning					
Theory of change	Develop clear theory of change with quality programme logframes with good programme logic and indicators	3			*6*
4.2 Managing evaluation	Manage evaluation resources to deliver high quality evaluations and related objectives on time and to appropriate standards	5			*10*
4.3 Report writing and communication	Write clear, concise and focused reports that are credible, useful and actionable, address the key evaluation questions, and show the evidence, analysis, synthesis, recommendations and evaluative interpretation and how these build from each other	5			*10*
Total		50			

Minimum requirement: Service providers are required to meet the minimum scores for each element as well as the overall minimum score (75%), based on the average of scores awarded by the evaluation panel members.

Proposals should clearly address the project description and the functional evaluation criteria mentioned above.

8.4.3   Price evaluation: The PPPFA

Only bids/quotes that meet the minimum score required indicated under the functional evaluation above will be evaluated in terms of the Preferential Procurement Framework Act and related regulations. The 90/10 evaluation method will be used for bids from R1 million and above and the 80/20 method for bids/quotes below R1 million. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1.

In the application of the 80/20 preference point system, if all bids received exceed R1 000 000, the bid will be cancelled. If one or more of the acceptable bid(s) received are below the R1 000 000 threshold, all bids received will be evaluated on the 80/20 preference point system.

In the application of the 90/10 preference point system, if all bids received are equal to or below R1 000 000, the bid will be cancelled. If one or more of the acceptable bid(s) received are above the R1 000 000 threshold, all bids received will be evaluated on the 90/10 preference point system.

9   Intellectual property rights

Evaluation material is highly sensitive. The ownership of the material generated during the evaluation shall remain with the commissioning department. However evaluations that are part of the national evaluation plan will be made publically available, unless there are major concerns about making them public.

10   General and special conditions of contract

The awarding of the final contract is subject to the conclusion of a service level agreement between the Department and the successful service provider.

11   Enquiries

For content enquiries please contact Nonkululeko Ngcobo of DSD on nonkululekon@dsd.gov.za or for enquiries about the commissioning or evaluation process contact Matodzi Amisi, DPME Matodzi@po-dpme.gov.za.

Annex 1:   Requirements for metadata

A metadata should accompany any datasets produced. It should include, amongst other issues, the following:

1. Explanation of what format the data is in and how one might convert the data into another format if needed (eg from Excel to Stata).

2. Description of the data: What the units of analysis are, how many variables (columns) there are, etc.

3. Data structure: Description of whether the data is contained in a single data file or in several data files.   If there are separate data files there should be an explanation of how to merge the various data files (eg what unique identifiers should be used to merge the data files).

4. Explanation of variable labeling and how the variable names correspond to the questionnaires.

5. A discussion about the weights. Which weights should be used when doing various types of analysis?

6. Data quality issues. Are there any variables that should be treated with caution due to reliability issues?

7. A discussion of non-response and what procedures were followed to deal with it, if any (eg imputation).

8. A discussion of coding: What coding was used to identify "unspecified", "don't know", "Not Applicable, etc.

9. Derived variables: Are there any derived variables (eg minimum infrastructure standards combining water, electricity, toilets, etc)? How were these calculated?

Annex 2: Non-exhaustive list of Government Programmes and Initiatives

Government initiatives with regard to violence against women have entailed the following:
- The RSA has developed One Stop Services (Model of service delivery aimed at expediting services and reducing secondary victimisation). This includes the following:
    - Thuthuzela Care Centres for Rape Victims. These centres assist victims of rape by offering a victim-friendly environment that helps eliminate secondary victimization.
    - Khuseleka One Stop Centre. These are medium to long term service centres (taking up to six months) to allow the healing process for victims of abuse.

- Victim Friendly Rooms at police stations are established on an incremental basis to allow for private space for statement taking by the police. This is designed to preserve the dignity of the victim by not exposing her to the more public Community Service Centre while her statement is taken.
- PEP (post exposure prophellaxis) for the victims of Sexual abuse
- Counselling services for victims of Abuse
- Shelters for abused women
- Norms and Minimum Standards for Shelters
- Medico-Legal Services
- Family Violence, Child Protection and Sexual Offences Units which provide specialised investigations in cases involving sexual offences and certain cases regarding domestic violence related cases.
- Sexual Offenders Register
- HIV and AIDS Counselling Services
- Appropriate training programmes have been developed and are conducted that include:
    - First Responders Sexual Offences training (aimed at all police officials who first come into contact with a victim of sexual offences);
    - Investigators training on Sexual Offences;
    - FCS (Family Violence Sexual Offences) Course for specialised investigators;
    - Domestic Violence learning Programme;
    - Victim Empowerment training aimed at enabling members to provide qualitative services to all victims of crime.
    - 16 Days Campaign Against Gender-based Violence as a national advocacy programme.
    - The 365 days National Plan of Action which have (5)five pillars
        - -Prevention
        - -Response
        - -Support
        - -Coordination and Communications
        - -Advocacy, awareness-raising and social campaigns

Annex 3: Legislative Framework for VAC and VAW

- The South African democratic government in consultation with civil society and business, has made major milestones in formulating and promulgating legislative and policy frameworks dealing with gender-based violence. The following inter alia include but is not limited to:

- The Constitution of the Republic of South Africa, 1996 [Act No. 108 of 1996] was founded to promote the values of human dignity and the achievement of equality including the advancement of human rights and freedoms.

- The Domestic Violence Act 116 of 1998, which introduced the legal recognition of various forms of abuse and domestic relationships as worthy of protection. It also provides procedures for obtaining a protection order, criminal process and monetary relief.

- The Criminal law Amendment (Sexual Offences and Related Matters) Act 32 of 2007 introduced a gender neutral definition of rape, new offences and special protection for children and mentally disabled persons.

- The Criminal Procedure Act 51 promulgated in 1997. The act provides for procedural mechanisms for the prosecution of criminal activities which encompass acts of violence perpetrated against women.

- The Protection from Harassment Act (Act No. 17 of 2011) was promulgated in order to provide for the issuing of protection orders against harassment and to further amend the Firearms Control Act of 2000, and provide for matters connected therewith. The proposed bill is an initiative to prohibit and punish harassment and stalking, which mostly affect women and children.

- Firearms Control Act No 60 of 2000 places criteria for members of the public to qualify for possession of firearms. It explicitly disqualifies domestic violence offenders for firearm licence ownership.

- Films and Publications Act No 65 of 1996.

In the absence of a single statutory legislation criminalising various instances of trafficking in persons, the police and courts have variously employed the following pieces of legislation in order to address trafficking through racketeering, syndicates and other initiatives. These include:

- Prevention of Organised Crime Act No 121 of 1998;

- International Cooperation in Criminal Matters Act No 75 of 1996;

- Basic Conditions of Employment Act No 75 of 1997;

- Immigration Act No 13 of 2002;

- Refugee Act No 130 of 1998;

- Extradition Act No 67 of 1962.

The following is proposed legislation:

- The Human Trafficking Bill;

- The Gender Equality Bill ;

Policies have included the following:

- National Policy Framework on Sexual Offences tabled in Parliament in July 2012. This is a strategic interdepartmental policy framework aimed at ensuring courts, the police, social services; correctional services and Legal Aid are enabled in the implementation of the Criminal Law (Sexual Offences and Related Maters) Amendment Act, 2007. This policy is coordinated by the Department of Justice and Constitutional Development.

- National Policy Guidelines for Victim Empowerment 2009. These are interdepartmental policy guidelines aimed at ensuring services are provided to victims of crime and especially women and children. The continuum of services is followed to include health services, social services, the police, courts and correctional services. This policy is coordinated by the Department of Social Development.

- The Service Charter for Victims of Crime in South Africa (The Victims Charter 2007). The charter provides minimum standards of services that must be provided to victims of crime across the criminal justice system. It includes the police, courts, social services and correctional services.

- National Instruction on Domestic Violence no 7 of 1999. This provides policy directives for the police when providing services to domestic violence victims.

- National Instruction for Sexual Offences, No 3 of 2008. This provides policy directives to the police when providing services to victims of sexual offences.