



Province of the
EASTERN CAPE
EDUCATION

EARLY CHILDHOOD DEVELOPMENT

**INSTITUTIONAL MANAGEMENT
SERVICE SPECIFICATION**

2023/ 2024 FINANCIAL YEAR

1. INTRODUCTION

Early Childhood Development is the process of emotional, cognitive, sensory, spiritual, moral, physical, social and communication development of children from birth to school going age.

ECD programmes provide learning and support appropriate to the child's development age and stage and can be offered either as a Centre based or non-Centre based model.

ECD as an early intervention programme, provides for the care, protection and development of children. The early years have been recognized as the ideal phase for the passing on values that are important for the building of a peaceful, prosperous and democratic society. Provisioning of ECD services also make it possible for children to grow and develop to their full potential, thus reducing the need for remedial services to address stunting, developmental lag and social problems later in life.

In order to realize the rights of children as enshrined in the Constitution of the republic of South Africa, these services are provided through prevention, early intervention, statutory as well as re-integration and after care within family-based approach. Preventative and community-based care programmes are highly recommended to encourage caring communities and safe neighbourhood for children without any distinction.

2. STRATEGY FOR INTERVENTION

To give effect to rights of the child as contained in the Constitution of the Republic of South Africa Act 108 of 1996, Children's Act 38 of 2005 as amended and the United Nation Convention on the Rights of the Child.

The strategy for intervention is to offer services in line with the four levels of intervention as stipulated in integrated services delivery model that is prevention, early intervention, statutory, continuum of care and after care services. Emphasis is on prevention and early intervention levels; Family preservation is the centre of implementation at all levels. A holistic, integrated life cycle and systems approach should be utilized when offering services to children and families.

3. OBJECTIVE OF 2023/24 FUNDING

The strategic objective is to improve access to a range of Early Childhood Development (ECD) services by March 2024

KEY AREA: EARLY CHILDHOOD DEVELOPMENT PROGRAMME

3.1. CATEGORY OF SERVICES: CENTRE-BASED AND NON-CENTRE BASED ECD PROGRAMMES

3.2 SERVICES DESCRIPTION: EARLY CHILDHOOD AND DEVELOPMENT

AIM OF THE PROGRAMME	Provision of comprehensive early childhood development services for young children from poor and previously disadvantaged communities
TARGET GROUP (S)	Children from birth to five (0 – 5) years Families
TARGETED DISTRICTS	Alfred Nzo East, Alfred Nzo West, Amathole East, Amathole West, Buffalo City Metro, Chris Hani East, Chris Hani West, Joe Gqabi, Nelson Mandela, O.R. Tambo Inland, OR Tambo Coastal and Sarah Baartman.
AREAS OF EMPHASIS	Early Childhood Development prioritizing children in need, Poorest Wards throughout the Province and Children with disabilities

EARLY CHILDHOOD DEVELOPMENT (ECD) PROGRAMMES

1. Centre Based ECD Programmes
 - (i) ECD centres
 - To provide stimulation and developmental activities to children 0-5 years
 - To provide nutritious meals to children in ECD Centres
 - To support effective and efficient administration and management of the programme

2. Non-Centre Based ECD Programmes

- (i) Home Based

- Services rendered by community Family Care Workers who visit homes. They may meet with the family twice or three times a week. Focus on child stimulation and early learning programmes and nutritional support and assist in linking the family to other services.

(ii) Mobile ECD

- Target children in rural and farming areas who do not have access to ECD centres or where the ECD centres are Geographically far beyond their reach. May operate three to four days a week for three to four hours. Driver and two ECD practitioners may support the other ECD centres and play groups with toys and learning materials.

(iii) Play Groups

- Service rendered by trained facilitators in ECD to implement a basic play programme for children. Playgroups promote appropriate developmental skills and socialization in a safe and comfortable environment. Encourage learning through age-appropriate toys and activities, early literacy and parent-child interaction. Provide a link between families and other community services. May be held in local community libraries or community centres. May operate twice per week for about four hours

(iv) Outreach programmes

- The outreach ECD programmes use ECD centres as support for outreach programmes. In outreach ECD programmes, parents are equipped with skills to promote parental involvement in stimulation of their children regardless of their level of education. This programme is linked to ECD centres where ECD practitioners are training parents once a week, assist them to make toys and equipment with waste material that they can use with their children at home. These capacity building programme for parents have a fixed number of sessions.

(v) Toy Library

- It provides a variety of play materials - toys, games, puzzles, books, educational aids and general play equipment. Toys for a variety of special needs. Toys can be borrowed and taken to homes. Toy librarian should be well trained to offer advice on toys for various purposes and levels of development.

(vi) Community Based

- These are ECD programmes that are provided at Community structures. These could be at a clinic, school, traditional authority office, municipal office, community hall or a church. Programs are provided by trained community members and may operate two to three days in a week. Community programmes and home visiting programmes may provide common services. The Programme should focus on child stimulation and early learning programmes, nutritional

support, psychological support as well as various forms of support to children and their caregivers and assist in linking them to other services.

(vii) Parenting Programmes

- These are capacity building programmes that are offered in line with the UNICEF/DSD Parental/Primary Caregiver capacity building programme. The programme is meant for the support of parents and caregivers to ensure that parents can provide stimulation to infants and young children in their homes. The programme covers eleven (11) areas of development for infants and young children and all these areas should be covered during capacity building of parents and caregivers. The parenting programmes will be offered by NPOs in each of the Districts

4. OBJECTIVES AND EXPECTED OUTPUTS

OBJECTIVES	OUTCOMES
• To provide stimulation and developmental activities to children 0-5 years. • To provide nutritious meals to children. • To support effective and efficient administration and management of the programme	• Realisation of their full potential (Physical, Intellectual / cognitive, moral, spiritual, communication and social and emotional development of children. • Well- nourished children • Creation of job opportunities for ECD Practitioners as well as cooks • Effective and efficient management of ECD the programmes • Maintain record management

4.1.1 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
- Centre- based ECD services • Stimulation services	• Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) • Learning and support programme appropriate to the child' developmental age and stage.	• Out- door stimulation material (jungle Gym, see saw, sand etc). • In door stimulation material (puzzles, books, crayons, dolls etc) television set and radio - @ R3 per child per day	• Infrastructure • Salaries
• Nutrition • Administration	• Nutrition • Administration	• Nutritious, well-balanced meals and snacks @ R7 per child per day. • Administration @ R7 per child per day covering Stationary, electricity, communication costs, travelling expenses and R2 277 stipend for ECD Practitioner as well as R750 for Cook.	

4.1.2 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
- Non-Centre based ECD services (Home Based) • Stimulation services	• Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) • Learning and support programme appropriate to the child's developmental age and stage.	• Out-door stimulation material (mobile jungle gym, see saw, sand etc.) • Package of mobile Indoor stimulation material (puzzles, books, crayons, dolls etc.)	• Infrastructure • Salaries
• Nutrition • Administration	• Nutrition • Administration	• Nutritious emergency food parcels for needy families @ R1 800 per family. • Stationary, rent, electricity, communication costs, travelling expenses and stipend of Family Care Workers @ R2 277.00 and Coordinator @R2 413 • Capacity Building on programme specific areas @ R50 000 including facilitation fee	

4.1.3 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
- Non- Centre based ECD services (Mobile) - Stimulation services	- Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) - Learning and support programme appropriate to the child' developmental age and stage.	- Outdoor stimulation material (outdoor learning area e.g. block, fantasy, art, concept, puzzle and construction areas - Indoor stimulation material (puzzles, books, crayons, dolls etc.) @ R30 000 for a new mobile ECD Programme - Gazebos, matts, portable chairs, - Electric Generator (its maintenance and fuel) - Nutritious, well-balanced meals and snacks @ R7 per child per day - Stationary, fire extinguishers, communication costs, Purchasing and	- Infrastructure - Salaries
- Nutrition - Administration	- Nutrition - Administration		

		customising Mobile ECD truck (New) @ R700,000 • Running and maintenance costs of mobile truck (e.g., fuel, service and insurance) @ R80 000 Stipend • Practitioners @ R4,000, • Truck driver @ R4,000 • Family Care Workers @R2 277.00 • Mobile portable toilets with septic tanks (New) • Television with DVD Player (New) • Projector (New) • Capacity Building on programme specific areas @ R50 000 (Including facilitation fees)	
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4.1.4 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
Non- Centre based ECD services (Playgroups)			
Stimulation services	- Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) - Learning and support programme appropriate to the child' developmental age and stage.	- Outdoor stimulation material (outdoor learning area e.g., block, fantasy, art, concept, puzzles @ R16,000; - Indoor stimulation material (puzzles, books, crayons, dolls etc.), Television set and radio @ R10,000	- Infrastructure - Salaries
Nutrition	Nutrition	Nutritious, well-balanced meals and snacks @R7 per child per day	
Administration	Administration	- Stationery, communication costs, Rent - Stipend for Playgroup facilitators @R2 277.00, - Capacity Building on programme specific areas @ R50 000 (Including facilitation fees)	

4.1.5 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
- Non- Centre based ECD services (Outreach)) - Stimulation services	- Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) - Learning and support programme appropriate to the child' developmental age and stage.	- Outdoor stimulation material - Indoor stimulation material (puzzles, books, crayons, dolls etc.),	- Infrastructure - Salaries
Administration	Administration	- Stationery, (Parental training material) communication costs - Stipend for Outreach ECD Practitioners @ R2 277.00, - Capacity Building on programme specific areas @ R50 000 (Including facilitation fees)	

4.1.6 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON FUNDABLE ITEM
- Non- Centre based ECD services (Toy Library) - Stimulation services	- Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) - Learning and support programme appropriate to the child' developmental age and stage.	Indoor stimulation material (puzzles, books, crayons, dolls etc.), Television set and radio @ R120,000	- Infrastructure - Salaries
Nutrition	Nutrition	Nutritious, well balanced meals and snacks @R7 per child per day	
Administration	Administration	- Stationery, communication costs, Rent - Stipend for a trained Librarian @R7000.00, - Capacity Building on programme specific areas @ R80 000 (Including facilitation fees)	

4.1.7 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
Non-Centre based ECD services (Community Based)			
Stimulation services	- Stimulation (Cognitive; physical; communication; spiritual; emotional; sensory; moral and Education programmes) - Learning and support programme appropriate to the child's developmental age and stage.	- Outdoor stimulation material (outdoor learning area e.g., block, fantasy, art, concept, puzzles @ R16,000; - Indoor stimulation material (puzzles, books, crayons, dolls etc.), Television set and radio @ R10,000	- Infrastructure - Salaries
Nutrition	Nutrition	Nutritious, well-balanced meals and snacks @R7 per child per day	
Administration	Administration	- Stationery, communication costs, Rent - Stipend for Playgroup facilitators @R2 277.00, - Capacity Building on programme specific areas @ R50 000 (Including facilitation fees)	

4.1.8 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
Non- Centre based ECD services (Parenting Programme)	Capacity building of parents/caregivers of children from birth to four years. The cost per learner will be R1 300 for 11 sessions.	Facilitation fees (including administration) @ R1 300 for 240 parents (30) per District.	- Infrastructure - Assets - Salaries

KEY AREA 2: PARTIAL CARE SERVICES

5.1. CATEGORY OF SERVICES: RENOVATION OF PARTIAL CARE FACILITIES (ECD Centres)

5.1.1 SERVICE DESCRIPTION: PARTIAL CARE SERVICES

AIM OF THE PROGRAMME	Provision of comprehensive early childhood development services (Provincial Strategy and profile for ECD and Partial Care, Provision of services ECD and partial Care, Norms and Standards compliance, registration of ECD and Partial Care Programmes and services, Assignment of functions to Municipalities and funding of ECD sites.)
TARGET GROUP (S)	Facilities that do not meet norms and standards in terms of Section 82 of the Children's Act No 38, 2005
TARGETED DISTRICTS	Alfred Nzo East, Alfred Nzo West, Amathole East, Amathole West, Buffalo City Metro, Chris Hani East, Chris Hani West, Joe Gqabi, Nelson Mandela, O.R. Tambo Inland, OR Tambo Coastal and Sarah Baartman.
AREAS OF EMPHASIS	Partial Care facilities prioritizing those in Poorest Wards throughout the Province

5.1.2 OBJECTIVES AND EXPECTED OUTPUTS

OBJECTIVES	OUTCOMES
To provide renovation services to centres that do not meet norms and standards due to poor infrastructure	Safe environment for the care and protection of children in ECD centres
To provide stimulation and developmental activities to children	Realisation of their full potential (Physical, Intellectual / cognitive, moral, spiritual, communication and social and emotional development of children.

5.1.3 SERVICES REQUIRED

TYPE OF SERVICE(S)	PROGRAMME	FUNDABLE ITEM	NON-FUNDABLE ITEM
Infrastructure	Renovations of facilities to meet the norms and standards	Renovation material	Stimulation material Nutrition Administration

6. ENQUIRIES

PROVINCIAL OFFICE	PHYSICAL ADDRESS	CONTACT DETAILS
1. Director: ECD Institutional Management - Ms. Nozipho Chiliza	Steve Tshwete Complex Zone 6, Zwelitsha	Office Number: 040 6084141 Mobile Number: 060 500 5236
2. Social Work Policy Manager – Ms. Nosipho Nkalitshana	Steve Tshwete Complex Zone 6, Zwelitsha	Office Number: 040 6084570 Mobile Number: 079 873 7724
3. Social Work Policy Manager – Ms. Vuyiseka Kaso	Steve Tshwete Complex Zone 6, Zwelitsha	Office Number: 040 6084136 Mobile Number: 060 964 1364

7. PROCEDURE FOR APPLICATION:

1. A Business Plan in the prescribed format must be submitted before or on the deadline at the District office of the Department of Education.
2. The Department of Education at District and Provincial level will assess the submitted service plan.
3. The approval of the service plan for funding is subject to approval of the extent and levels at which the organisation or consortium will be able to deliver services required in an effective and efficient manner in line with the service specifications as well as the availability of funds.
4. The Department of Education will enter in a formal contractual agreement with a successful organisation to formalise the agreement to funding.
5. Proof of Registration as prescribed must be provided.

8. DOCUMENTS TO BE ATTACHED

Letter of application for Assistance from the project to the Department in line with the service specification
Completed signed Business Plan (Format received from local offices of Department of Social Development)
Signed NPO Constitution
Certified copy of Non-Profit Organisation Certificate
Certified copy of Partial Care and/or ECD Programme Registration Certificate in terms of Children's Act No 38 of 2005
Letter from the Bank confirming the NPO banking details
Letter of support from Community (School/Church)
2023/24 Financial Statement
Submit a list of Personnel /Volunteers with certified copies of qualifications and ID copies

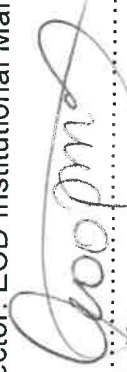


N.P.M. Chiliza

Director: ECD Institutional Management

Date

03/08/2022



G.R. Koopman

Chief Director: Curriculum Management

Date

10/08/2022

15/08/2022

Date

R.M. Tywakadi

Deputy Director General: Curriculum Management

Approved/Not Approved



Head Of Department

Date

17 AUGUST 2022