

## **TERMS OF REFERENCE FOR REQUEST FOR QUOTATION – WRITERS FOR THE DEVELOPMENT OF SOUL BUDDYZ ZONE MAGAZINE AND UNIT GUIDE – 2026**

### **1. BACKGROUND**

The **Soul City Institute for Social Justice (SCI)** is a feminist social justice organisation that focuses on advancing gender justice, sexual and reproductive health and rights (SRHR) and youth empowerment in South Africa. One of our longest-running and most impactful programmes is **Soul Buddyz Clubs (SBCs)**—peer-led, school-based clubs for children aged 8–14 years. Implemented in partnership with the **Department of Basic Education and the Department of Health**, SBCs promote leadership, body autonomy, health, safety and critical thinking in early adolescence.

Each year, SCI produces the **Soul Buddyz Zone Magazine and Unit Guide**—a learner-friendly and facilitator-supportive resource pack used across thousands of schools to drive the SBC curriculum. These resources are critical in translating comprehensive sexuality education (CSE) and social justice themes into relatable, engaging, age-appropriate materials.

The 2026 edition will incorporate emerging themes in youth development, including digital safety, mental health, and climate justice, while retaining core CSE and gender-rights content

### **2. PURPOSE**

SCI seeks to appoint experienced **writers and content developers** to create the **2026 edition** of the Soul Buddyz Zone Magazine and Unit Guide. The appointed service provider will collaborate with the SCI team to develop a content outline and produce creative, interactive and curriculum-aligned content for children aged 8–14 years.

Content must align with the **Department of Basic Education’s Comprehensive Sexuality Education (CSE) curriculum** and the Integrated School Health Programme (ISHP) and must reflect the values and approach of Soul City’s feminist, rights-based educational model.

### **3. SCOPE OF WORK**

The appointed service provider will be responsible for the following:

- Attending inception and planning meetings with the SCI team.
- Co-developing a **content outline and detailed content plan** for the Soul Buddyz Zone Magazine and Unit Guide.
- Developing engaging, inclusive content for children that:
  - Aligns with DBE’s CSE learning outcomes and Grade 4–7 Life Orientation curriculum.
  - Is rights-based and responsive to the lived realities of South African children.

- Utilises child-friendly formats: comics, stories, activities, quizzes, advice columns and conversation starters.
- Designing interactive activities and facilitation prompts for the Unit Guide to reinforce the magazine content.
- Working closely with:
  - **A graphic designer** commissioned by SCI to incorporate **age-appropriate illustrations and images**.
  - **A photographer** commissioned by SCI who will join club visits to capture real images of Buddyz in action for use in the material.
- Participating in **2–3 site visits** to Soul Buddyz Clubs in **KwaZulu-Natal, Free State and Limpopo**, for:
  - Material development context and inspiration.
  - Live testing and feedback sessions with learners and facilitators.
  - Photography and illustrations reference gathering.

*(Travel and accommodation costs for a maximum of two people from the service provider's team will be covered by Soul City Institute.)*

#### 4. DELIVERABLES

Deliverable	Description	Timeline
Inception Report	Approach, draft timeline, outline of content categories	4 July 2025
Content Outline	Co-developed content plan with mapped DBE CSE linkages	10 July 2025
Draft 1	Full draft of magazine and unit guide	28 July 2025
Draft 2	Revised version based on internal SCI review	8 August 2025
Field Visits	Participation in Buddyz club visits	15–22 August 2025
Draft Layout	Submission of draft layout of Zone Magazine and Unit Guide	5 September 2025
In-person Feedback Session on Testing	Feedback session on testing of the material from all stakeholder	10 October 2025
Final Submission	Final proofread content	31 October 2025

#### 5. REQUIRED COMPETENCIES

The successful service provider must demonstrate:

- Minimum of 10 year experience in **developing educational content** for 8–14-year-old learners.

- Strong understanding of the **South African education system** and DBE CSE framework.
- Ability to translate complex concepts into **engaging and accessible** content.
- Knowledge of child development and inclusion principles.
- Experience collaborating with designers, illustrators and photographers.
- Excellent project management and communication skills.

## 6. OVERSIGHT AND COLLABORATION

The service provider will work under the supervision of Soul City's SBC Programme and Communications teams. Regular check-ins and iterative content development sessions will be scheduled. SCI will provide:

- Past editions of the Soul Buddyz Zone and Unit Guide.
- DBE CSE and Life Orientation curriculum documentation.
- Contact with schools, facilitators and clubs.
- Commissioned graphic design and photography partners.

## 7. BUDGET AND TRAVEL SUPPORT

- Travel costs for field visits (2–3 visits) will be covered by SCI for **a maximum of two team members**.
- Other costs (writing, consultation time, etc.) must be clearly outlined in the proposal.
- The proposal should indicate whether VAT is included or not.

## 8. PROPOSAL REQUIREMENTS

Interested service providers should submit:

- A **proposal** (max 4 pages) outlining:
  - Understanding of the assignment.
  - Proposed methodology and timeline.
  - Team profiles and relevant experience.
- A **budget** and cost breakdown.
- **At least three (3) writing samples** or links to similar work.
- Two **contactable references**.

Submit your proposal to: [procurement@soulcity.org.za](mailto:procurement@soulcity.org.za)

By: **23 June 2025 at 16:00**

## 9. EVALUATION CRITERIA

Soul City Institute invites bids from qualified service providers. The evaluation process will be conducted in two phases:

- **Technical Evaluation (60%)**
- **Price and B-BBEE Evaluation (40%)**

Each bid will first be assessed on its technical merit, with a maximum achievable score of 60 points. **Only bidders who score 70% or more (i.e. at least 42 out of 60 points)** in the technical evaluation will proceed to the price and B-BBEE evaluation phase.

EVALUATION CRITERIA	WEIGHT
<b>TECHNICAL EVALUATION</b>	
Understanding of assignment, scope of work, Soul Buddyz and CSE	15
Provision of at least three (3) writing samples or links to similar work.	10
Feasibility of methodology and timeline	6
References" to "Two references, with at least one from a youth-focused project	9
Minimum of 10 years demonstrated relevant experience and expertise	20
<b>TOTAL SCORE</b>	<b>60</b>
<b>PRICE &amp; B-BBEE EVALUATION</b>	
Budget management & cost-effective solutions	35
<b>B-BBEE Level 1-4 compliance or black-women owned preferred</b> (Level 1 Black Woman Owned - 5 points; Level 1- 4 points; Level 2 – 3 points; Level 3 – 2 points; Level 4 – 1 point)	5
<b>TOTAL SCORE</b>	<b>40</b>

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