



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA



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Terms of Reference: Appointment of a service provider to implement the social and behaviour change programme to reduce vulnerabilities to HIV&AIDS among 15 to 24 years old young people

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1. Introduction

The South African National AIDS Council Trust (SANAC Trust) is a voluntary association of institutions established by the national cabinet of the South African Government to build consensus across government, civil society and all other stakeholders to drive an enhanced country response to the scourges of HIV, TB and STIs. The Council is not a juristic person. Under the direction of SANAC Trust, the government of South Africa created the South African National AIDS Council Trust as the legal entity that is charged with achieving its aims. The SANAC Trust Secretariat exists to implement the objects of the SANAC Trust established in terms of the Trust Property Control Act.

The main objectives of the Council are to:

1. foster dialogue between government, civil society and all other stakeholders and to oversee the country's response to HIV, TB and STIs;
2. advise government on HIV and AIDS, TB and STI policy and strategy and related matters;
3. strengthen the governance, leadership and management of the response to HIV, TB and STIs at national, provincial, district and local levels;
4. strengthen the multi-sectoral response to HIV, TB and STIs as a contribution to the overall social and economic development of South Africa, including but not limited to policy review, programme management and co-ordination, technical assistance and capacity building and sectoral support;
5. mobilise resources domestically and internationally to finance the response to HIV, TB and STIs, including but not limited to estimating expenditure and resource needs, fund-raising from domestic and international institutions, including Treasury, donor co-ordination and investigating new sources of funding for the multi-sectoral response and the NSP;
6. ensure the monitoring of progress against the targets set in the NSP and ensure mid and end of term evaluations for the prevailing NSP;
7. create and strengthen partnerships for an expanded national response in South Africa to HIV, TB and STI among government agencies, non-governmental organizations (NGOs), donors of funds, agencies of the United Nations, the South African private sector and people living with HIV, TB and STIs.

2. Purpose

To solicit proposals and appoint suitable NPOs as Implementing Partners to assist SANAC Trust in partnership with the Department of Social Development in the implementation of the Social and Behaviour Change (SBC) Programme targeting young people aged 15-24 years, in particular girls and young women, with a view to decrease risky sexual behaviours among the young people in order to contribute to the reduction of HIV infections and unwanted teenage pregnancies in each of the following provinces: Western Cape, Limpopo, Mpumalanga and Eastern Cape. SANAC Trust is looking for a robust Provincial NPO in each of these provinces, which will be able to implement the SBC programme in the following respective Districts (including farm areas and informal settlements): City of Cape Town (Khayelitsha, Langa and Gugulethu), Mopani, Nkangala, and Chris Hani. It will be an added advantage if the NPO can come from these specific Districts.

3. Background and context

According to Statistics South Africa's census 2011, approximately 18.9 million people in the country comprise of youth between the ages of 15-35. From this 18.9 million, approximately 9 million were between the ages of 15 to 24. These young people are the crop and the future of the nation. However, these young people are currently the most vulnerable population to HIV acquisition. About 8.7% of people currently living with HIV and AIDS are aged between 15 and 24. The increasing number of young people infected with HIV is a cause for concern among development workers as this will impede their contribution to the economy of the country. Although biomedical interventions that help to prevent the spread of HIV, such as condoms are available, HIV acquisition amongst the youth remain relatively high. This is attributed to the behavioural, social and structural drivers of HIV which renders the youth to be vulnerable to HIV and AIDS.

At the behavioural level most young people are faced with challenges of low self-esteem, peer pressure and a sense of wanting to belong. Further more young people tolerate risk by being involved in multiple and concurrent partnerships, engaging in early sexual debut without protection, involving themselves in intergenerational relationships, abusing intoxicating substances and gender-based violence. Lack of guidance from absent parents and poor family support structures also expose young people to vulnerability. Compounding these behavioural and social drivers are structural elements such as culture, unemployment, poverty and poor education. These, among other things, result in unwanted pregnancies and HIV acquisition. Apart from these behavioural and social factors, structural issues also play a role, including:

- ❖ culture, because deeply embedded cultural norms affect sexual attitudes and behaviour;
- ❖ unemployment and un-employability, because it erodes self-confidence, which in turn leads to poorer decision making;
- ❖ poverty, because some young people view sex as a commodity, or earn a living through sex; and
- ❖ poor education, because some young people are not well informed or are unable to access information.

The National Strategic Plan (2017-2022) (the NSP) is the framework that outlines how South Africa seeks to prevent and treat HIV and AIDS, TB and STIs. The NSP falls in line with long-term plans to eliminate HIV and AIDS, to promote healthy lives and to increase life expectancy among all who live in South Africa. Prevention is a key goal of the NSP.

The NSP places significant emphasis on behaviour change interventions by:

- ❖ implementing tailored preventions for youth to facilitate the delay of sexual debut and to encourage protective behaviours;
- ❖ implementing multi-level interventions that focus on sexual, social, cultural and gender norms and values to change young people's risky behaviours related to multiple concurrent sexual partners;

- ❖ targeting prevention strategies to change youth behaviour related to intergenerational sexual relationships;
- ❖ implementing behaviour change interventions to decrease alcohol abuse and other substance abuse (including illegal substances); and increasing prevention knowledge and risk perception.

In line with the NSP, the Department of Social Development has developed a Comprehensive Strategy on HIV&AIDS which places young people at a core of its response to HIV&AIDS. One of the objectives of this Strategy is to respond to young people's needs; hence SANAC Trust in partnership with the DSD are seeking to appoint suitable NPOs to implement the SBC programme to build young people's resiliency factors, increase the autonomy, self-esteem and self-efficacy of young people, to minimise risky behaviours that expose them to HIV and the possibility of unwanted pregnancy.

4. Objectives of the Project

The programme is guided by the following broad objectives:

- ❖ Build young people's resilience, self-confidence, self-esteem and self-efficacy.
- ❖ Build young people's knowledge, attitude and skills to voluntarily assume positive practices and sustain positive behaviour outcomes.
- ❖ Invest positive values in young people to become change agents within their communities.
- ❖ Instil active citizenry among the young people.
- ❖ Minimise new HIV infections among the youth in the country.
- ❖ Enhance communication between parents and their children on sexual reproductive health.
- ❖ Increase the involvement of men in the protection of women and girls from gender-based violence and HIV acquisition.

And the desired programme outcomes include the following:

- ❖ Decreased risky sexual behaviours
- ❖ Reduction in teenage pregnancies
- ❖ Reduction in new HIV infections amongst young people
- ❖ Increased uptake of HIV testing and care services.

5. Scope of Work

The overarching goal of the project is to create an enabling environment in which young people can safely voice their issues (children and youth dialogues) and where positive values related to the sexuality of young people can emerge. Furthermore, the programme hopes to instil active citizenry in young people, and break communication barriers between young people and their parents/ guardians. This programme acknowledges that young people are not a homogeneous; they exist within families and communities. It is therefore important for the appointed Implementing Partner to situate the implementation of the SBC programme within the social ecology framework as guided by SANAC Trust.

The appointed Implementing Partner's (NPO) scope of work in each province is to implement the SBC programme using the SBC model to reach the targeted population as espoused by SANAC Trust. The implementation should be in line with the SBC manuals/guidelines to be provided by SANAC Trust. The Implementing Partner should ensure that the same participating targeted populations attend the SBC modules developed by DSD and keep at least a retention rate of 90% of participants to complete all SBC modules.

The scope of work includes the following:

- Identify targeted population in the districts in collaboration with local structures and DSD.
- Reach at least 90% of each targeted population in each district.
- Conduct HIV and AIDS prevention workshops focusing on the SBC programmes.
- Facilitate dialogues with each targeted population on a monthly basis.
- Map out interventions to curb social drivers of HIV epidemic specific to the geographic area.
- Refer affected individuals to relevant services including DSD.
- Mobilise the young people to participate in Provincial and National Youth Camps organized by DSD.
- Conduct pre and post assessment of participants' risk perception of HIV.
- Project administration, staffing (appropriate for each targeted population) and human resource management.
- Train all implementers on the SBC programme developed by DSD.
- Work closely with both National and Provincial DSD including Districts and Sub-Districts offices.
- Attend regular meetings both at National and Provincial level as requested by DSD.
- Reach the quarterly targets set by DSD.
- Compile and submit quarterly reports before the 10th of the following month to SANAC Trust (this can include reporting through the DSD's electronic monitoring system i.e. CBIMS).
- Compile and submit quarterly reports on actual expenditure incurred per activity in line with the approved cost breakdown structure, as well as audited statements reflecting expenses relating to the project at the request SANAC Trust.

6. Outputs and deliverables

Based on the above scope of work the prospective service provider must provide the following outputs:

- A detailed business plan with budget breakdown.
- Number of workshops and dialogues conducted with the targeted population with a retention rate of at least 90% of the same participants attending all SBC modules developed by DSD.
- Number of young people participating in Provincial and National Youth Camps.
- Number of beneficiaries reached through the SBC programmes.
- Reports on workshops and dialogues conducted with the targeted population.
- Quarterly reports against approved project plan or business plan as well as targets set by SANAC Trust.

- Quarterly financial records as well as audited statements as requested by SANAC Trust.

7. Skills and Knowledge requirement

- a) Ability to develop, plan, and implement programmes for the young people.
- b) Communication skills and the ability to work effectively with a wide range of constituencies in a diverse community (social facilitation) and have linkages with local NPOs.
- c) Experience in HIV&AIDS and social and behaviour change programmes.
- d) Project and Financial Management.
- e) Ability to develop and maintain recordkeeping systems and procedures.
- f) Understanding of community development, social facilitation and community mobilization.
- g) Ability to gather data, to compile information, and compile reports.
- h) Experience in supporting or working with other NPOs.

8. Submission of proposals

The period of performance will be 12 months with a possibility to extend to 3 (three years).

8.1 Prospective service providers (NPOs) must submit their proposals in one envelope with the technical proposal including the following:

- Proof of NPO registration (NPO certificate)
- A response to the terms of reference.
- A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- profile of the organization and description of similar work undertaken,
- Contact numbers, names and CVs of workers/ consultants assigned to the project, including their roles and responsibilities,
- Letter of authority to sign documents on behalf of the organization
- One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.

8.2 The following information must be visibly marked on the envelope:

1. Name of the Organization:
2. Province:
3. Closing date:
4. Technical proposal

8.3 Failure to comply with these conditions will result in a proposal being disqualified

9. Closing date for proposals

9.1 The closing date for the submission of proposals is September 15, 2017 before 12h00. Proposals must be submitted within the province, in the venue reflected below/ the tender box used by the province.

Province	Venue
1. Western Cape	Attention Nicolette Van Der Walt 1st floor Norton Rose House, 8 Riebeek Street, Cape Town
2. Limpopo	Olympic Towers, Department of Social Development, 21 Biccard street, Polokwane, 0700
3. Eastern Cape	Beacon Hill Office Park Corner Hargreaves Road and Hockley Close, King Williams Town, 5600
4. Mpumalanga	Number 7 Boulevard Street, Sonjoy Building, Riverside Government Complex, Nelspruit, 1200

9.2 Briefing sessions will be held in each respective province as follows:

Province	Date	Responsible Official
1. Western Cape	August 14, 2017-11 am to 1 pm	Aziz Shabodien, 012 748 1005
2. Limpopo	August 28, 2017- 11 am to 1 pm	Aziz Shabodien, 012 748 1005
3. Eastern Cape	August 16, 2017-11 am to 1 pm	Aziz Shabodien, 012 748 1005
4 Mpumalanga	August 23, 2017- 11 am to 1 pm	Aziz Shabodien, 012 748 1005

Please call the officials mentioned above for any information related to the venues for the briefings.

10. Project management process

- a) All deliverables report should be submitted to SANAC Trust through the Chairperson of the Project Steering Committee. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- b) A comprehensive quarterly report with statistics of number of beneficiaries reached, number of workshops conducted, number of dialogues facilitated, number of implementers trained to implement the SBC programme, number of staff (preferably young people) receiving stipend, amount of the stipend, as well as number of local HCBCs partnered with, will be submitted by the Implementing Partner (NPO).

11. General conditions

The general conditions of contract prescribed by PFMA will be applicable to the call for proposals.

12. Special conditions

- a) The non-profit organisations must originate and be operational in the province which they are applying for.
- b) NPOs which are already receiving funding from DSD for similar work will not be considered as this will be double-dipping.
- c) The prospective NPO should be in existence for a period of at least 3 years and have evidence of having managed at least R300 000 in one financial year.
- d) SANAC Trust reserves that right to award work to one or more service providers.
- e) SANAC Trust reserves the right not to award the contract should it deem fit not to award.
- f) Once the briefing session has been held, successful service providers (NPOs) must further acquaint themselves with the programmes, policies and legislation at their own cost.
- g) SANAC Trust reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents.
- h) SANAC Trust reserves the right to appoint an independent auditor for financial auditing purposes.
- i) It will be expected of the successful service provider to sign a contract with SANAC Trust prior to the commencement of any work.
- j) The contract shall initially be valid for a period of twelve months as from the date of signing of the service level agreement by both parties, but it can be extended for a period not exceeding 36 months.
- k) The successful NPO will be paid upon the completion of phases or milestones set out in the project plan or as mutually agreed by SANAC Trust through the DSD and the NPO. Payment of invoices will be effected within 30 days after receipt of an invoice and a satisfactory detailed report (to be approved by SANAC Trust) from the service provider.

13. Roles and responsibilities

13.1 Department of Social Development

- During the project implementation, DSD officials will make themselves available for clarity, reporting processes, discussions mentoring and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.
- The Department will provide the Implementing Partner with detailed operating manuals/guidelines that will guide the implementation of the SBC programme.

13.2 SANAC Trust

- Development of activity plans and service level agreements for partnering NPOs in the implementation of the social behaviour change programme;
- Provide guidance to partnering NPOs in the implementation of the social behaviour change programme;
- Monitor the implementation of the social behaviour change programme and report to the Department on the programme implementation and financial performance of the partnering NPOs
- Allocation of resources to partnering NPOs in eight (8) provinces to support the implementation of the social behaviour change programme.

13.3 Successful service provider

- All resources, equipment's and technical skills will be the responsibility of the service provider; these may be sourced from the Department at no cost and if not available outsourced to ensure successful execution of the project at a cost to the service provider.

14. Evaluation

14.1 Only proposals of NPOs who comply with the requirements of these Terms of Reference will be evaluated.

14.2 Proposals will be evaluated in two stages:

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out in paragraph 15.
- b) Site inspection and verbal presentation will form part of the second stage; it will be expected of all the qualifying bidders to give verbal presentations on their proposals. The same criteria used for the scoring of proposals in the first stage will be used to score bidders during the verbal presentations.

14.3 The SANAC Trust Evaluation Committee comprise of the SANAC Trust HIV technical advisor, SANAC Trust SBC technical advisor, SANAC Trust CFO, SANAC Trust Contracts manager and DSD advisor. The committee will evaluate the proposals using the functional evaluation criteria reflected below.

SANAC Trust Evaluation Committee:

Functional areas
Social and behaviour change programmes oversight
Regulations governing NPOs & compliance to the NPO act
Programme implementation at youth camps
Service delivery/ performance monitoring and reporting.
Financial Monitoring
OVCs, Ward of State children, Child and Youth Care Centres or any other relevant welfare services.
HIV&AIDS Provincial Coordinators.

15. Evaluation criteria

. Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

ANNEXURE A: FUNCTIONALITY

ELEMENT	Rating						Weighting	Total
1. Demonstrate knowledge and experience in working with young people.							20	
2. Demonstrate knowledge and experience on HIV&AIDS.							10	
3. Demonstrate knowledge and understanding to implement SBC programme implementation.							10	
4. Understanding of community development, social facilitation and community mobilization.							10	
5. Capacity to facilitate and ensure establishment of institutional mechanisms for constituent organisations, the monitoring and evaluation of work delivered by such organisations (linkage with local NPOs).							10	

Functionality								60	
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ANNEXURE B

A maximum of 10 points will be allocated for specific goals (equity ownership). The points are made up as follows:

Equity Status	Weighting
HDI	10
Women Equity Ownership	5
Disability	2
Development of human resources	3

The service provider with highest score will be considered as a successful service provider.

16. Disqualification criteria

Proposals will be disqualified if they fail to comply with all conditions as set out in these terms of reference.

17. Eligibility Criteria

- The organisation must be registered in terms of the Non-Profit Organisations Act No.71 of 1997, as amended and produce the NPO registration certificate.
- All the NPOs must produce documented proof of their NPO certificate, which will be verified for validity with the NPO Directorate within the Department of Social Development.
- The NPO must originate and be operational in the provinces in which they are applying for funding.
- Applications must comply with the Public Finance Management Act (PFMA) to ensure sound financial management and accounting procedures.
- All the applications for funding must be done using the Department’s application forms (i.e. the business plan); additional information can be provided on the technical proposal.
- All sections of the application form must be fully and comprehensively completed.

18. Enquiries

All enquiries can be directed to Project Managers as reflected below:

Mr Abdul Shabodien : 012 748 1005

Ms Antoinette Uys : 012 748 1018