

## **Terms of Reference**

### **Appointment of a Service provider to capacitate implementers on the Social and behaviour change package of services/programmes (FMP)**

#### **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. mobilize 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**

The purpose of this terms of reference is to assist South African National AIDS Council Trust (SANAC Trust) to appoint a service provider to capacitate SBC implementers in 8 provinces namely Mpumalanga, North West, Limpopo, Northern Cape, Western Cape, Eastern Cape, KwaZulu Natal, and Gauteng on the Social and Behaviour Change package of services/programmes as follows: Families Matter Programme (FMP).

## **3. Background and context**

The Department of Social Development (DSD) recognizes the great challenges to national development presented by the HIV & AIDS epidemic in South Africa. Studies have shown that the epidemic is largely fuelled by sexual behaviour patterns. Closely linked to this is the persistent challenge of teenage pregnancies that continues to have significant impact on the quality of life and economic status of young people, and increases levels of dependency on the social grant.

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 future of our nation. However, the South African National AIDS Council has established that this very same population group is currently the most vulnerable to HIV infection. In South Africa, about 18.7% of people living with HIV are aged between 15 and 24. The increasing number of young people infected with HIV is a cause for concern in development planning as this will impede their contribution to the economy of the country.

Although biomedical interventions, such as condoms, which help prevent the spread of HIV, are available, HIV infection remains relatively high among the youth. There is a general acknowledgement that social and behavioural patterns have a greater bearing on HIV prevention. Vulnerability is increased among young people as a result of several factors, including:

- behavioural issues such as low self-esteem, peer pressure and a sense of wanting to belong, which affect young people's decision-making capacity and compromise their ability to consider long-term consequences;
- many young people tolerate risk by being involved in multiple and concurrent partnerships;

- many young people engage in early sexual debut without protection;
- many young people become involved in intergenerational relationships, use intoxicating substances and find themselves victims of gender-based violence; and
- a large number of South African youth receive little guidance because they have absent parents and poor family structures.

Apart from these behavioural and social factors, structural issues also play a role; these include:

- culture;
- unemployment and employability;
- poverty; and
- poor education.

Clearly, the factors that affect risky behaviour among young people are complex.

In response to the above challenges, DSD has developed a Comprehensive Strategy on HIV&AIDS which seeks to address the social and structural drivers of HIV and promote positive behaviour change outcomes amongst targeted populations. The following are the expected outcomes of the Comprehensive Strategy:

- Decreased risky sexual behavior in DSDs target populations
- Increased uptake of HIV&TB testing, treatment and care services in target populations
- Gender based and intimate partner violence reduced
- Stigma and discrimination reduced among DSD target populations

In line with this Comprehensive Strategy, DSD has developed Social and Behaviour Change package of services/programmes that target the young people. These programmes aim at responding to young people's needs while also building resiliency factors, increasing their autonomy, self-esteem and self-efficacy, as well as minimising risky behaviours that expose them to HIV to reduce their chance of HIV infection.

Specifically, the social behaviour change programme seeks, among other things, to:

- i. Create an enabling environment in which young people can safely voice their issues (youth dialogues)

- ii. Invest positive values in young people
- iii. Instil active citizenry in young people, and
- iv. Break communication barriers between young people and their parents/  
guardians

### **Families Matter Programme**

The Families Matter! Program (FMP) is an evidence-based intervention which targets parents and caregivers of 9-12 year-olds in communities. The programme promotes positive parenting practices and effective parent-child communication about sex-related issues and sexual risk reduction. Subjects addressed include child sexual abuse (CSA) and gender-based violence (GBV). Many parents and caregivers need support to effectively define and convey their values and expectations about sexual behaviour and to communicate to their children important messages about HIV, sexually transmitted infections (STIs), and pregnancy prevention. The ultimate goal of FMP is the reduction of risky sexual behaviours among adolescents, including delayed onset of sexual debut. FMP pursues this goal by giving parents the tools they need to protect and guide their children. FMP is a community-based, group-level intervention that is implemented through workshops delivered over six consecutive sessions lasting approximately three hours apiece. Each session builds upon the foundation laid in the previous session. The sessions aim at achieving the following:

- Raising awareness about the sexual risks teens face today.
- Encouraging general parenting practices that increase the likelihood that children will not engage in risky sexual behaviours.
- Improving parents' ability to effectively communicate with their children about sexuality and sexual risk reduction.
- Addressing the difficult issues of CSA and GBV through culturally-acceptable and age-appropriate content and highlighting the key role parents can play in protecting their children from CSA and GBV.

The program is designed to help parents overcome common parent-child communication barriers – such as embarrassment or discomfort and lack of knowledge, skills and confidence – and to enhance parenting skills and practices, including parental monitoring, positive reinforcement and the building of a strong parent-child relationship.

### **4. Objectives of the Project**

The objectives of the project include:

- ❖ To capacitate implementers on the Families Matter Programme in 8 Provinces:
- ❖ To conduct coaching and mentoring support to the contracted 15 NPOs on the implementation of the Social and Behavioural Change Package of Services.

## **5. Scope of Work**

The scope of work includes the following:

- Develop a project plan.
- Capacitate 240 facilitators from SBC implementers in eight provinces on the FMP Programme.
- Compile training reports.
- Conduct monitoring and coaching visits to SBC implementers.
- Compile monitoring and coaching reports.
- Catering and conference venue will be provided by the NPO's

## **6. Outputs and deliverables**

Based on the above scope of work the prospective service provider must provide the following outputs on which payment will be based:

- Detailed project plan that outlines how the project will be implemented with clear time frames.
- A workplan within two weeks of commencement of the project detailing the specific outputs/deliverables at specific period of the implementation
- Detailed training report conducted in respective provinces.
- Copies of power point presentation on all SBC programme manuals.
- Monitoring and coaching reports.

## **7. Skills and Knowledge requirement**

The following attributes are required for the successful delivery of the project

- Sound knowledge and experience in the field of Social Behaviour Change Programmes.
- The service provider/consultant must possess a group of certified master trainers that will be able to capacitate a few organizations at once situated in various provinces

- Understanding the link between HIV and the Social issues
- Master trainers should possess good communication and interpersonal skills
- Master trainer must be comfortable with teaching, leading group discussion and role play
- Master Trainers must be able to teach a coach trainer or implementer “train the trainer”
- Knowledge and experience on implementing prevention programmes for youth.
- Knowledge and experience on implementing monitoring systems.  
Proven experience in developing training programmes, learning material and related materials.
- The ability to analyse data collected from pre and post assessments.
- Project management skills.
- Good report writing skills.
- Research skills
- Good presentation and facilitation skills
- Financial management skills
- Training and facilitation Skills

## **8. Duration of the Task**

The period of performance will be 12 months.

### **Special conditions**

- a) The applicant must have experience in implementing training programmes at a national level.
- b) SANAC Trust reserves that right to award work to one or more service providers.
- c) SANAC Trust reserves the right not to award the contract should it deem fit not to award.
- d) Once the briefing session has been held, successful service provider must further acquaint themselves with the relevant programmes, policies and legislation at their own cost.
- e) SANAC Trust reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents.
- f) It will be expected of the successful service provider to sign a contract with SANAC Trust prior to the commencement of any work.
- g) 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.

- h) The successful organisation 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.

## **9. Roles and responsibilities**

### **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.
- All deliverables, manuals and report developed will remain property of the Department of Social Development at conclusion of the project.

### **SANAC Trust**

- Development of activity plans and service level agreements for the successful bidder in training of currently contracted NGO's under the Social Behavioural Change Programme on the FMP Programme;
- Provide guidance to the successful bidder in the training of recipients under the Social Behavioural Change Programme on the FMP Programmes;
- Monitor the development of the FMP Programme and report to the Department of Social Development on the performance of the appointed NPO.
- Allocation of resources to the successful bidder to support the roll out of training on the FMP Programmes.