

TERMS OF REFERENCE:

APPOINTMENT OF AN NON PROFIT ORGANISATION (NPO) TO COORDINATE THE MEN CHAMPIONING CHANGE PROGRAMMES FOR MEN AND BOYS

BACKGROUND AND INTRODUCTION

Civil society has played a central role in the AIDS response since the earliest days of the epidemic. Civil society has been actively involved in every stage of the response, across the continuum of care, from advocacy to service delivery, from policy to programme design and implementation to monitoring and evaluation. It is widely acknowledged that without the efforts of civil society, the global AIDS response would be significantly weaker.

The Men Sector is one of the 18th sectors within the SANAC Civil Society Forum of the South African National AIDS Council (SANAC) charged with the responsibility of advocating for men's involvement and mobilization of the male population to contribute towards the reduction of the HIV, TB and STI incidence, gender based violence and mitigate the impact of the epidemics.

The sector is a critical player in the national response with skills and competencies for implementing programmes and capacitating communities; policy makers and programme managers on engaging the male sector of the population to participate in the national HIV response. Membership of the Men's Sector is voluntary to all male dominated organizations, their employees and their clients. There are established Men's Sector structures in all the provinces that ensure smooth coordination and implementation of sector activities.

PURPOSE

Coordination of the "Men Championing Change (MCC)" programme is all about sharing objectives, information and resource sharing to men about health, wellbeing and guidance on how to take part in the men's movement - a structure with autonomy

of the partners involved. The coordination will allow all the members to be independent and make their own contribution, yet they are organised to achieve common goals and objectives as set out in the National Strategic Plan for HIV, TB and STI 2017 - 2022, with an emphasis on men and boys.

This include:

- Overseeing the implementation of the “Men Championing Change” bearing in mind the core Secretariat functions of meeting preparation; and
- Capacity-building;
- Knowledge management;
- Cooperation and mainstreaming;
- Communication;
- Monitoring; and
- Information and communications technology

This RFP seeks to solicit proposals to appoint a suitable NPO to oversee the coordination of programmes for men and boys called “Men Championing Change”. The appointed NPO will also be expected to:

- Operationalize partnerships with men sector formations, organisations and other critical role players, offering technical support where relevant;
- Support initiatives that address the role of men in combating the spread of HIV, TB & STIs, at national, provincial and district initiatives aimed at improving the health and wellbeing of men and boys.
- Support the production of material including advocacy tools and support through engagement in planning processes and technical working groups at national and provincial level.
- Oversee the day-to-day work of the men’s sector, enabling them to implement advocacy initiatives.
- Engagement with other civil society sectors, focusing on civil society’s critical role in the national ownership of men and boys’ programmes. This may cover capacity building, advocacy, creating enabling environments and technical assistance.
- Share the vision of the SANAC Men’s Sector.

- Advise government of policy matters and policy implementation.
- Data collection on men sector formations and organisations on the implementation of the NSP.

The project is time-limited and has been designed to run from December 2018 through to March 2019. It is expected that in the 5 months, the NPO will ensure the integration and coordination of the sector at all levels, as well as develop collaborations and relationships with community organizations and members to ensure sustained programmes.

Scope of Work

The scope of work for the appointed NPO is to develop and coordinate the “Men Championing Change” programme to reach the targeted population – men and boys formations across the country. The scope of work includes the following:

- Act as a convener and coordination structure for men and boys’ formations, organisations and other critical role players;
- Enhanced sharing of evidence-based information, research findings and communication resources among stakeholders to achieve effective implementation of men and boys programmes;
- Facilitate information, communication, and knowledge sharing with its formations. This include-
 - Development of a website, providing up to date information in web ready formats for the sector’s use and to keep the movements and general public informed;
 - Development of social media platforms such as Facebook and Twitter and keep it relevant throughout the duration of the contract;
- Build strategic partnerships and alliances with different stakeholders and development agencies on issues such as gender based violence, social cohesion, crime, substance abuse and men’s health;
- Develop the role of men’s movements in the development and monitoring of public policies, test the new tools of participatory localised programmes and anchor their

participation in the framework of the process of advanced localised initiated programmes;

- Development and adoption of a comprehensive, coherent and adequately financed national Men Championing Change plan by March 2019;
- Coordinate activities with other men sector formations, organisations and other critical role-players as required. These activities will include communications via phone, email, and written correspondence;
- Prepare for and facilitate meetings, and prepare meeting agendas and summaries for meetings. The NPO will arrange and pay for adequate facilities and refreshments and assist with preparation of presentations;
- Development of a comprehensive package that promotes male sexual health, including addressing gender based violence;
- The NPO will produce three newsletters, which will provide updates about the implementation of Men Championing Change. Hardcopies of each newsletter should be distributed to key role players. Electronic versions will be posted on the website.
- To standardise and coordinate actions by unifying the criteria concerning the basic needs by men and boys' structures and groups that need attention.
- Inform government and partners about the needs identified through these groups and to provide them with proposals for more targeted programming and coordination to avoid duplication and optimise outcomes of investments.

Outputs and deliverables

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

- Development of a Men's Charter;
- Development and implementation of a media relations plan;
- Compile Resource List of Men and Boys formations and Structures at all levels (including name of organisation, contact address, Chief Executive Officer (CEO) and number, geographic coverage, types of services etc.);
- Development of a comprehensive, coherent and adequately financed national Men Championing Change plan; and

- Development of a comprehensive package (research, information, training material etc.) that promotes male sexual health, including addressing gender based violence.
- Prepare and furnish meeting minutes to participants;
- Collection and collation of data as per the Monitoring & Evaluations (M&E) plan of the National Strategic Plan (NSP)

Skills and Experience requirement

- Ability to coordinate and promote the roll-out of programmes targeted at men and boys.
- Communication skills and the ability to work effectively with a wide range of constituencies in a diverse community (and have linkages with men and boy's formations).
- Experience in working with Civil Society, specifically with men and boys.
- Understanding of community development, advocacy and community mobilization.
- Ability to gather data, to compile information, and compile reports in English.

EVALUATION PROCESS AND CRITERIA

- a) Bidders are required to study the criteria carefully before responding to the RFP.
- b) Please note that the evaluation process will take place in two (2) stages – Prequalification and Technical Evaluations.
- c) The Functional Criteria that will be used to test the capability of Bidders are as follows:
In terms of National Treasury Instruction No.4A of 2016/2017 regarding the Central Supplier Database (CSD) all bidders must register on CSD to provide the following information to be verified through CSD:
 - a) NPO Certificate Business registration, including details of directorship and membership
 - b) Bank Account holder information
 - c) In the service of the state
 - d) Tax Compliance Status
 - e) Identity Number

- f) Tender Default and restriction status
- g) Proof of NPO Certificate issued by Department of Social Development (DSD)

Evaluations Stage 2: Technical Evaluation

- 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 on the functionality table.
- b) Bidders who obtained a minimum point of 70 out of 100 on functionality will be evaluated on Price & BEE (refer to SBD 6.1 for Adjudication process on Price & BEE)

Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below:

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

	1	2	3	4	5	Weight	Total
Percentage of Points (%)	0	25	50	75	100		
Capacity to facilitate and ensure establishment of institutional mechanisms for a civil society structure to coordinate men and boy formations Include contracted list of Facilitators or CV's: 0= No Capacity to Facilitate 20= Adequate Capacity to facilitate						20	

	1	2	3	4	5	Weight	Total
Percentage of Points (%)	0	25	50	75	100		
<p>Five years relevant working experience in working with Civil Society.</p> <p>Proof or portfolio of evidence to be provided</p> <p>Point score breakdown: 0= no proof of evidence 10= proof of portfolio with 5 years' experience</p>						10	
<p>Understanding the scope of work (providing a high level project plan)</p> <p>Points broken down as follows: 0 Points = No Project Plan proposed and Lack Understanding</p> <p>15 points = Project Plan proposed however no clear deliverables or understanding Men & boys programme</p> <p>30 points = Detailed Project Plan and an indication of understanding of the programme</p>						30	
<p>Demonstrate knowledge and experience in working with men and boys:</p> <p>0 points =</p>						20	

	1	2	3	4	5	Weight	Total
Percentage of Points (%)	0	25	50	75	100		
demonstrates poor or inadequate knowledge 10 points = demonstrates adequate knowledge 20 points = demonstrates extensive knowledge							
Experience in conducting advocacy on key issues, including engaging in media advocacy Point score breakdown: 0= no experience 10= 5 years' experience						10	
Confirmed and verified provided contactable references (2 references) Point score breakdown: 0= no reference 5= 1 reference 10= 2 references						10	
Total Points						100	