

Terms of Reference

Appointment of a service provider to implement the Ke Moja Substance Abuse Prevention Programme

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:

- foster dialogue between government, civil society and all other stakeholders and to oversee the country's response to HIV, TB and STIs;
- advise government on HIV and AIDS, TB and STI policy and strategy and related matters;
- strengthen the governance, leadership and management of the response to HIV, TB and STIs at national, provincial, district and local levels;
- 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;
- 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;
- ensure the monitoring of progress against the targets set in the NSP and ensure mid and end of term evaluations for the prevailing NSP;
- 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 these terms of reference is to assist South African National AIDS Council Trust (SANAC Trust) to appoint a service provider to implement the Ke Moja Substance Abuse

Prevention Programme to address factors related to HIV/AIDS and abuse of drugs amongst young people.

3. Background and context

The Prevention of and Treatment for Substance Abuse Act No 70 of 2008 provides for the establishment of programmes in the prevention and treatment of substance abuse. Substance abuse is a pervasive problem in South Africa which cuts across racial and socio-economic lines. South Africa is seeing an increase of substance abuse among primary and secondary school learners which leads to school crime, violence as well as social and health problems. At the social and health level, substance abuse impacts on HIV outcomes. Abuse of alcohol and drugs can affect a person's judgment and increase risk of getting or transmitting HIV. Excessive consumption of alcohol can be linked to risky sexual behaviours. For people living with HIV, substance abuse can affect treatment outcomes as it can affect adherence to antiretroviral therapy.

In order to address the above issues, the Department of Social Development (DSD) launched the '*Ke Moja, I'm fine without alcohol and drugs*' programme in 2003. This is a national anti-substance abuse awareness campaign led by DSD which targets both in and out of school youth with a view to achieve positive social and behaviour change outcomes. The campaign aims at creating awareness of and discourages substance abuse amongst communities, using a range of media including print, electronic, roadshows, workshops and community dialogues.

SANAC has contracted fifteen (15) NPOs in 8 (eight) provinces (see attached) According to the National Strategic Plan for HIV, TB and STIs (2017-2022), substance abuse is one of the social drivers of HIV&AIDS. In order to contribute to the reduction of new HIV infections among the young people, SANAC in partnership with DSD seeks to appoint a service provider to implement the Ke Moja programme. The successful service provider is expected to train facilitators from the 15 NPOs contracted by SANAC to enable them to integrate the prevention of substance abuse within the broader HIV&AIDS agenda. The NPO is expected to partner with the existing 15 NPOs to roll out Ke Moja programme in the assigned districts. (see list attached).

4. Objectives of the Project

The overall objective of the project is to incorporate the Ke Moja Substance Abuse Prevention Programme within the compendium of DSD's Social and Behaviour Change programmes that are currently implemented by the 15 contracted NPOs. This project will focus on the following:

- Train the currently contracted NPOs who are implementing social and behaviour change programmes on the implementation of the Ke Moja Programme.
- The NPO will partner with the existing funded NPOs to support the Ke Moja programme in their areas of implementation
- Design the pre and post Ke Moja Substance Abuse Prevention Programme assessment tool.

- Conduct mentoring and coaching visits to the contracted NPOs on the implementation of the Ke Moja Programme.

5. Scope of Work

The scope of work includes the following:

- Train the currently contracted NPOs under the social and behaviour change programme on the Ke Moja Programme in nine provinces to enable these NPOs to include the Ke Moja Programme in their social and behaviour change package of services.
- Develop pre and post assessment tools on the Ke Moja programme to be used by facilitators before and after conducting the sessions with the participants.
- Develop M&E tools on the Ke Moja programme.
- Review the current Ke Moja training materials to highlight the linkages between substance abuse and HIV&AIDS.
- Conduct monitoring and coaching visits to currently contracted NPOs under the social and behaviour change programme.
- 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
- Submission of the training report conducted in respective NPOs.
- Copies of power point presentation on all the above mentioned training manuals.
- Electronic and hard copy of pre and post assessment tool
- Electronic monitoring tools and evaluation tools
- Reviewed training materials with up to date HIV&AIDS related information.

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 substance abuse.
- Understanding the link between HIV and substance abuse
- Knowledge and understanding of policies and legislation applicable to substance abuse.
- Knowledge on International Standards on Drug Use Prevention.

- 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

8. Duration of the project

The period of performance will be 12 months.

9. Special Condition of the contract

- a) The non-profit organisations must have implemented the proposed evidence based programme at a national level
- b) 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.
- c) SANAC Trust reserves that right to award work to one or more service providers.
- d) SANAC Trust reserves the right not to award the contract should it deem fit not to award.
- e) Once the briefing session has been held, successful service provider (NPO) must further acquaint themselves with the relevant programmes, policies and legislation at their own cost.
- f) SANAC Trust reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents.
- g) SANAC Trust reserves the right to appoint an independent auditor for financial auditing purposes.
- h) It will be expected of the successful service provider to sign a contract with SANAC Trust prior to the commencement of any work.
- i) The contract shall initially be valid for a period of three months as from the date of signing of the service level agreement by both parties.
- j) 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.
- k) 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.

10. 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 partnering NPO in training of currently contracted NGO's under the Social Behavioural Change Programme on the Ke Moja Drug Awareness Programme;
- Provide guidance to partnering NPO in the training of currently contracted NGO's under the Social Behavioural Change Programme on the Ke Moja Drug Awareness Programme;
- Monitor the implementation of the Ke Moja Programme and report to the Department on the performance of the appointed NPO.
- Allocation of resources to the NPO to support the development of Ke Moja Programme.

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.

10. Evaluation and Criteria

Proposals will be evaluated in two stages:

Evaluations Stage 1: Pre-qualification/ initial Screening process

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) Business registration, including details of directorship and membership
- b) Bank Account holder information
- c) Declaration of interest: In the service of the state

- d) Tax Compliance Status
- e) Identity Documents of Directors
- f) Tender Default and restriction status.
- g) 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.
- h) All the NPOs must produce documented proof of their NPO certificate, which will be verified for validity with
 - i) the NPO Directorate within the Department of Social Development.
 - j) The NPO must be operating at national level.
- k) All sections of the application form must be fully and comprehensively completed
- l) Only proposals of NPOs who comply with the requirements of these Terms of Reference will be evaluated

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 threshold of 60 points out 100 will further be shortlisted for presentations.
- c) 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 for the scoring of proposals in the first stage will be used to score bidders during the verbal presentations threshold.
- d) Bidders who obtained a minimum point of 60 out of 100 overall points on both proposal and presentations will be evaluated on price 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. The rating will be as follows:

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

FUNCTIONALITY

ELEMENT	Rating					Weighting	Total
<p>Approach and methodology as well as proposed work plan the following factor will be taken into account:</p> <p>10 points will be allocated per factor</p> <ul style="list-style-type: none"> a) Comprehensive work plan b) Convincing methodology and approach to the task c) Implementation plan that can be delivered on a realistic timeframe <p>1 point = Addressed poorly</p> <p>2 points =Addressed but with limitations</p> <p>3 points = Addressed adequately</p> <p>4 points = Adequately addressed with advanced understanding in some areas</p> <p>5 points = Extensively addressed</p>						30	
<p>Demonstrate training skills, knowledge and experience on HIV&AIDS programmes:</p> <ul style="list-style-type: none"> a) Demonstrable skills set and experience of the team b) Experience of the team in conducting trainings <p>10 points will be allocated per factor</p> <p>1 point =0 - 1 year</p> <p>2 points = 2-3 years</p> <p>3 points = 3-4 years</p> <p>4 points = 4- 5 years</p> <p>5 points = >5 years</p>						20	

<p>Proven experience and knowledge of working on Ke Moja substance abuse programmes</p> <p>a) Experience in working on similar projects in the last 12 months b) Three reference letters showing work undertaken in Ke Moja Substance Abuse projects</p> <p>10 points will be allocated per factor</p> <p>1 point = 0 - 1 year 2 points = 2-3 years 3 points = 3-4 years 4 points = 4- 5 years points = >5 years</p>						20	
<p>Experience in developing programme training manuals targeted at young people</p> <p>a) Availability of existing materials on substance abuse</p> <p>10 points will be allocated per factor</p> <p>1 point = 0 - 1 year 2 points = 2-3 years 3 points = 3-4 years 4 points = 4- 5 years 5 points = >5 years</p>						20	
<p>Overall competency: Overall skills and capacity to deliver on the task</p> <p>1 = Very Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent</p>						10	
<p>Functionality</p>						100	

