



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



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<b><u>BID/RFQ NUMBER:</u></b>	<b><u>RFP SANAC 03/02/2020</u></b>
<b><u>CLOSING DATE:</u></b>	<b><u>30 April 2020</u></b>
<b><u>CLOSING TIME:</u></b>	<b><u>11:00 AM</u></b>
<b><u>BID VALIDITY PERIOD:</u></b>	<b><u>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</u></b>
<b><u>DESCRIPTION OF BID:</u></b>	Appointment for the Finalisation of the Men Championing Change Training Manual of the Social and Behaviour Change Programme of the Department of Social Development
Please Indicate whether the bidder is a : Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: Email address: <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a> Copied: <a href="mailto:Nomfundo@sanac.org.za">Nomfundo@sanac.org.za</a> Copied: <a href="mailto:Madoda@sanac.org.za">Madoda@sanac.org.za</a> Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a>	
Only Email submission will be accepted due to total lockdown in South Africa	

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## **Request for Quotations**

### **Terms of Reference: Finalisation of the Men Championing Change Training Manual of the Social and Behaviour Change Programme of the Department of Social Development**

#### **1. Introduction**

The SANAC Trust seeks to appoint a service provider to update and finalise the development of the Men Championing Change and the Boys Championing Change Manuals. SANAC Trust in partnership with the Department of Social Development (DSD) is supporting the implementation of the Men Championing Change (MCC) Programme implemented through fourteen NPOs in eight provinces. The MCC programme is implemented as part of a compendium of programmes under the DSD's Social and Behaviour Change (SBC) Programme. The overall goal of the Men Championing Change Programme is to empower men and boys to address the behaviours and traditional norms that puts themselves and/or their partners at risk of acquiring HIV. It seeks to encourage men to play an active role in ending violence against women and harness the power of men and boys so they can be agents of social change.

#### **2. Background**

The population of men like the rest of the population faces various risk factors that drive the spread of HIV infections. The prevalence rate amongst men is however reportedly lower than that of women. Men's risk to HIV infection is exacerbated by the social and structural and social factors as well as traditional gender norms that prescribe specific social roles to men and women. Some gender norms are deeply entrenched in cultural practices that do not promote safe sexual practices in men. Some men still hold the belief that seeking health services or psychosocial support is weak and unmanly. Expectations that men are self-reliant, sexually experienced and superior in sexual matters inhibit men from accessing sexual.

SANAC Trust in partnership with the Department of Social Development (DSD) contracted 14 NPOs in eight provinces except the Free State to implement the Social and Behaviour Change (SBC) with the overall aim to contribute to addressing the social and structural determinants that increase risk and vulnerability to HIV, TB and STIs. The Men Championing Programme is implemented as part of a package of programmes of the SBC programme that include, You Only Live Once (YOLO), Families Matter (FMP), Community Capacity Enhancement, and Ke Moja Substance Abuse programmes.

The MCC programme targets men and boys from the age of 18 years and above. An MCC Toolkit (Booklet 1) and Workshop Manual (Toolkit 2) were developed and are currently used by the NPOs in the implementation of the MCC. The materials are still in draft form to allow for new information and lessons arising from implementation to be incorporated into the final manual. A Boys Championing Change Facilitators Guide was developed to cater for boys aged 14 to 18 years old. The Boys Championing Change Boys Facilitators Guide was not reviewed and is not being used currently.

### **3. Purpose of the assignment**

SANAC Trust seeks a Consultant/service provider to compile and update the final Men and Boys' Championing Change training manuals. The consultant is expected to review the Men Championing Change MCC Toolkit (Booklet 1) and Workshop Manual (Toolkit 2) and Boys Championing Change Facilitators Guide and compile an updated and final copy of the manuals.

### **4. Scope of Work**

The Consultant will develop a time-defined proposal (including a work plan) describing clear methodology to use in the updating and finalisation of the MCC and BCC manuals respectively. This includes reviewing the current draft MCC and BCC manuals as well as interview relevant stakeholders.

The service provider is expected to revise and finalise two separate sets of manuals as follows:

- Men Championing Change manuals (Championing Change Toolkit (Booklet 1) and Workshop Manual -Toolkit 2)
- Boys Championing Change Facilitators Guide

The service provider is expected to revise the abovementioned documents and restructure them into concise and user-friendly manuals.

## **Men Championing Change Manual**

- i. Revise and finalise the MCC draft training manuals -*Toolkit (Booklet 1) and workshop Manual (Toolkit 2)*

## **Boys Championing Change Manual**

- i. Revise and finalise the BCC draft manual

## **5. Methodology and Approach**

The consultant is expected to review the manuals that are in draft form and produce a final copy of MCC and BCC manuals. In compiling the final manuals, the consultant will conduct interviews with key stakeholder such as a select number of NPOs (at least 5 NPOs), the SANAC Men's sector, DSD and SANAC to draw lessons learnt in the use of the MCC manual in particular.

## **6. Deliverables**

The key deliverables for the assignment are as follows:

- a) A revised Men Championing Change training manual
- b) A revised Boys Championing Change training manual

The Consultant will present the revised manuals (MCC and BCC) before finalisation to SANAC for review and feedback.

## **7. Duration of the Assignment**

The assignment is for 26 consultancy days.

## **8. Skills and knowledge required**

- a) SANAC Trust intends to contract a service provider/Consultant with extensive experience in HIV/AIDS prevention, expert knowledge on gender equality and knowledge on men and boys specific programmes
- b) Experience of working in community organisations and or Non-Governmental organisations (NGOs)
- c) At least five (5) years proven experience in developing training manuals
- d) Ability to produce high quality outputs

## **9. Reporting**

The Consultant will work closely and report to the SBC Programme Manager at SANAC Trust throughout the duration of the assignment.

### Evaluation Process

a) 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 Criteria

ELEMENT	Rating					Weighting	Total
<p>Demonstrable experience of the prospective service provider in developing training manuals and toolkits</p> <p>Examples of work undertaken as means of verification</p> <ul style="list-style-type: none"> <li>• less than 1 year experience = 1 point,</li> <li>• 1-2 years' experience= 2 points,</li> <li>• &gt;2 years experience=3 points,</li> <li>• 3-4 years' experience= 4 points,</li> <li>• &gt;4 years' experience= 5 points</li> </ul>						30	
<p>Expert knowledge on HIV, gender based violence and experience n men specific/ targeted programmes</p> <p>History of projects undertaken in the specific fields of HIV and gender based violence</p> <ul style="list-style-type: none"> <li>• less than 1 year = 1 point,</li> <li>• 1-2 years= 2 points,</li> <li>• &gt;2 years experience=3 points,</li> <li>• 3-4 years' experience= 4 points,</li> <li>• &gt;4 years' experience= 5 point</li> </ul>						30	

ELEMENT	Rating						Weighting	Total
Qualifications of team members <ul style="list-style-type: none"> <li>• CVs of the proposed team members highlighting relevant experience in line with the assignment less than 1 year experience = 1 point,</li> <li>• 1-2 years' experience= 2 points,</li> <li>• &gt;2 years but &lt;3 years' experience=3 points,</li> <li>• 3-4 years' experience= 4 points,</li> <li>• &gt;4 years' experience= 5 point</li> </ul>							20	
Submission of a project plan <p>a) A detailed project plan with timelines.</p> <ul style="list-style-type: none"> <li>• Addressed poorly = 1 point</li> <li>• Addressed but with limitations= 2 points</li> <li>• Addressed adequately = 3 points</li> <li>• Adequately addressed with advanced understanding in some areas = 4 points</li> <li>• Extensively addressed = 5 points</li> </ul>							20	
<b>Functionality</b>							<b>100</b>	

For enquiries please contact [beullah@sanac.org.za](mailto:beullah@sanac.org.za)

**NB: Please indicate your ability, availability and daily rate to undertake the terms of reference above (including travel and daily subsistence allowance, if applicable). Applications submitted without a daily rate will not be considered.**