



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



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## Request for Quotations

### **Terms of Reference: Appointment of Consultant for the Writing of the Department of Social Development Social and Behaviour Change Programme Report**

#### **1. Introduction**

The SANAC Trust seeks to appoint a service provider to write the report of the Department of Social Department (DSD) Social and Behaviour Change (SBC) programme. Since 2015, SANAC Trust has been supporting the implementation of the SBC Programme as part of DSD's HIV prevention strategy. The SBC programme comprises a comprehensive package of interlinked programmes referred to as the compendium to contribute to the reduction of new HIV infections among individuals, families and communities. SANAC Trust contracted eighteen (18) NPOs to implement the SBC package in eight provinces except the Free State.

#### **2. Programme Background**

The Department of Social Development developed a Comprehensive strategy on HIV and AIDS Strategy with a specific focus on addressing the social and structural drivers of HIV in line with Goal 4 of SANAC's National Strategic Plan on HIV, TB, and STIs, 2017- 2022. To implement the strategy, DSD developed a Social and Behaviour Change (SBC) programme, which comprises a package of programmes that addresses the social, structural and behavioural determinants that

place individuals at the risk of HIV infection. The SSBC package referred to as “the compendium” includes the You Only Live Once (YOLO), Families Matter Programme! (FMP). Men Championing Change (MCC). Community Capacity Enhancement (CCE), Ke Moja Substance Abuse, Disability, and Traditional Leadership Programmes. The SBC programme uses the Social Ecology model to effect change - which considers individual behaviour as a product of multiple, overlapping social and environmental influences. Each programme of the SBC package have their own manuals, tools, teaching aids, and training materials.

SANAC Trust has been in partnership with the DSD since 2015 to support and manage the implementation of the SBC programme through eighteen (18) contracted NPOs in eight provinces except the Free State.

The programme implementation followed the stages outlined below:

<b>Period</b>	<b>Description</b>
1. 2015/2016	Recruited and contracted 7 NPOs – trained the facilitators and management on the YOLO programme
2. April 2017/March 2018	11 NPOs contracted, and started implementation of YOLO, FMP, CCE (four adding to the 7 above)
3. April 2018/March 2019	18 NPOs implementing the SBC programme <ul style="list-style-type: none"> <li>• 14 implementing the full compendium(YOLO,FMP!,MCC, Ke Moja, CCE)</li> <li>• Two (2) Disability NPOs implementing SBC programme among people with disabilities</li> <li>• 1 NPO implementing programme training traditional leaders</li> <li>• 1 NPO implementing the Men Championing Change programme</li> </ul>
4. April 2019/March 2020	18 NPOs implementing the SBC programme (as above)
19 April 2020/March 2021	18 NPOs implementing the SBC programme

SANAC Trust seeks to contract a service provider to document and producing through a comprehensive report covering the whole project implementation period (2015 to 2020) of the SBC programme under SANAC Trust management. The report will look at the successes, challenges and lessons learnt of the programme as a whole, the different SBC programmes, looking at challenges of the programme lessons. This report will include photographs from key activities and events undertaken. This report is prepared in light of the finalisation of implementation support through SANAC Trust at the end of March 2021.

The following is a brief description of the SBC compendium:

- **YOLO programme (You Only Live Once):** The programme targets young people aged 15 to 24, in and out of school, to respond to the social and behavioural drivers of HIV.
- **The Families Matter! Programme (FMP):** targets parents and caregivers of 9 to 18 year-old young people in communities. The programme promotes positive parenting practices, effective parent-child communication about sex-related issues and sexual risk reduction among adolescents.
- **The Men Championing Change Programme:** is a social and behaviour change initiative targeting men and boys with the goal to address the social and structural drivers of HIV, Tuberculosis and sexually transmitted infections. Key focus areas include engaging men and boys to prevent and confront the scourge of gender-based violence and promote health among men in South Africa.
- **Ke Moja Substance Abuse Programme:** providing information on drug abuse, educating youth regarding drug abuse. The programme provides young people with information regarding healthy lifestyles and caring for their bodies. It also informs young people about drugs and seeks to offer them alternatives to drug abuse.
- **Community Capacity Enhancement:** programme: uses a methodology that facilitates a change process based on experiences of how individuals and communities change their values, attitudes and practices. Community members and stakeholders.
- **People living with disabilities:** addresses the vulnerability to HIV infection faced by people with disability, impart knowledge on HIV, and remove barriers to access HIV and AIDS services.
- **Traditional Leaders:** The Rock Traditional Leaders Programme supports and empowers traditional leaders with knowledge and skills to assist their communities to address HIV, and gender based violence through redressing harmful cultural practices, and promoting positive ones.

### 3. Overall aim of the assignment

SANAC Trust seeks to engage a consultant/service provider with excellent writing skills to compile and produce a comprehensive report on the implementation of the Department of Social Development's Social and Behaviour Change Programme through SANAC Trust from 2015 to 2020.

## **4. Scope of Work**

The consultant is expected to document and produce a report on the implementation of the Social and Behaviour Change Programme from (2015 to 2020) through SANAC Trust management and support. The report will reflect the programme approach, modalities used, processes undertaken, successes, challenges and lessons learned in the programme as a whole and in each programme. To enable a deep understanding of the programme, the service provider will review programme documentation, interview programme implementers and collaborators. Photographs from the activities and events of the programme will be used to support the content.

The scope of work includes the following:

- 1) Document the implementation of the SBC programme and explain the Social and behaviour Change approach: Why a social and behaviour change approach to address social, structural and behavioural factors that place individuals at the risk of HIV infection.
- 2) Document and explain the use of the social ecology model in the implementation of the SBC programme
- 3) Document the implementation modalities and strategies used: successes and lessons
  - Appointment of Community Based Organisations (CBOs) to implement programme
  - Appointment and use of unemployed social workers by CBOs to implement the programme
- 4) Document the role of partners and collaborators at the different levels of implementation: SANAC and DSD partnership, other strategic partnerships at national level, partners and collaborators at implementation level
- 5) Document the defined programme implementation pathway of the programme and lessons learnt: How is the programme implemented
- 6) Document and highlight successes and lessons learnt in each SBC programme (YOLO, FMP, MCC,CCE, Ke Moja, Traditional Leaders, Disability programmes)
- 7) Identify examples of good practice from each SBC programme and the programme as a whole
- 8) Use photographs from programme activities and events

## **5. Major tasks and responsibilities**

5.1 Review background documents and materials, including but not limited to the following:

- DSD SBC HIV prevention strategy
- Social and Behaviour Change compendium document
- National Strategic Plan for HIV, TB and STIs 2017-2022
- Business plans from Y2015/16 to Y2019/20
- SANAC Programme reports to DSDs
- Programme training reports
- Stories of Change (success stories collected from beneficiaries)

#### 5.2 Conduct interviews/discussions with the following groups

- SANAC, DSD
- SANAC contracted NPOs (about 8 of NPOs)
- Select target groups/ beneficiaries of the programme
- Stakeholders: Community leadership, Traditional Leaders, NGOs, SANAC Men's Sector
- Programme partners/collaborators

#### 5.3 Professional design of the report

- Consultant to work with a professional layout/ design service to produce a professionally laid out report with content and photos from programme activities

#### 5.4 Produce programme report

- Produce a high quality narrative report of no longer than 40 pages (content presentation, lessons learnt on each programme, best practice examples, photographs from programme implementation and events).

This will be done in the following stages:

##### 1) Inception

- Briefing meeting with SANAC and DSD
- Propose and discuss report structure to DSD and SANAC for feedback

##### 2) Report writing process

- Consultations and interviews with relevant stakeholders

##### 3) Reporting

- Presentation of draft report for feedback
- Submission of final report

### **Specific Activities**

The consultant will:

- Initial briefing meeting with SANAC and DSD

- To be submitted 3 days after signing of contract Review programme documentation, materials
- Discussions with NPOs, programme beneficiaries, programme collaborators and other stakeholders
- Draft and edit report –ensuring accuracy of all content
- Consolidate inputs, information and produce final report

## 6 Deliverables

Deliverables/Outputs	Description	Timeline
a) Methodology and timelines	The consultant will present a methodology and timelines for carrying out the assignment To be submitted 3 days after signing of contract	
b) Outline of report structure	Submit a proposed structure and format of the report (content presentation; lessons learnt, best practice examples, photographs etc.) To be submitted 3 days after signing of contract	
c) Draft report	Draft report as a word document, including photographs	
d) Design and layout	Design layouts of document (working with Graphic Designer)	
e) Final report	Final report approved and signed off	

## 7 Qualifications and experience

The consultant must have the following appropriate experience and qualifications:

- Academic qualification in Communication, Health, HIV or related field
- Good understanding on issues related to HIV, TB and STIs
- Demonstrable knowledge and work experience in professional report writing
- Experience of writing similar reports, and presenting issues in an accessible and engaging manner
- Ability to write concisely and present information clearly
- Ability to produce high-quality work to tight deadlines with minimum supervision.

## 8 Duration of the Assignment

The assignment is for 45 consultancy days.

## 9 Reporting

The Consultant will report to SANAC according to the timelines outlined in the deliverables throughout the duration of the assignment.

## 10 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
1) Demonstrable experience of the prospective service provider in writing reports. Submit examples of work undertaken as lead consultant. <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	
2) References: Names and contact details of organizations for which similar work has been conducted in the last two years <ul style="list-style-type: none"> <li>• 1= 1 References</li> <li>• 2= 2 references</li> <li>• 3= 3 references</li> <li>• 4 = 4 references</li> <li>• 5 = 5 references,</li> </ul>		30	

ELEMENT	Rating						Weighting	Total
3) Qualifications of consultant related to the assignment <ul style="list-style-type: none"> <li>• CV of consult/team members highlighting relevant experience in line with the assignment less than 1 year experience</li> <li>• 1= 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	
4) Understanding of the scope of work and approach <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 [andries@sanac.org.za](mailto:andries@sanac.org.za) **Closing date for the application is 9 October 2020**

**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.**