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Terms of Reference

Appointment of a service provider to implement the Department of Social Development's Rock Leadership programme to conduct sensitisation workshops on social and structural drivers of HIV with Traditional Leaders

1. Introduction

The SANAC Trust seeks to appoint a service provider to implement the Rock Traditional leaders programme. The Rock Traditional Leaders 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 programme is to capacitate traditional leaders on social and structural determinants of HIV and AIDS. It seeks to empower traditional leaders to be champions of HIV and gender based violence prevention in their communities. This will be done through sensitization workshops that promote positive traditional norms and promote culture as vehicle to social cohesion and positive behaviour change.

2. Background and context

The Department of Social Development acknowledges the crucial role that traditional leaders have in protecting vulnerable members of their communities and regards them as key stakeholders in addressing some of the socio-structural factors through their tribal councils. To realise this, SANAC Trust, in partnership with DSD supported the implementation of the Rock Leadership Programme to strengthen the capacity of traditional leaders to address socio-structural barriers to HIV prevention in their communities. The programme was implemented by SAfAIDS from July 2018 to June 2020.

This programme envisages to train 3500 traditional leaders in KwaZulu Natal for a period of three (3) months, January to March 2021 through a traditional council to council approach.

3. Objectives of the Project

The Rock Traditional Leaders programme aims to capacitate traditional leaders on social and structural determinants of HIV and AIDS. The programme seeks to empower traditional leaders with knowledge and information to mobilize their tribal councils and people within their communities to be meaningfully engaged in addressing barriers to prevention of HIV and gender based violence.

The programme is premised on the following objectives:

- To capacitate traditional leaders on social and structural determinants of HIV and AIDS.
- To promote culture as a vehicle for social cohesion and positive behaviour change in communities.
- To promote support of HIV prevention efforts in the communities.
- To strengthen DSD's commitment to working with traditional leadership.

4. Scope of Work

The scope of work includes the following;

- Organise and conduct three (3) days training sessions on addressing the social and structural drivers of HIV, TB and STIs with traditional leaders. Work in collaboration and consultation with Provincial House of Traditional Leaders,
- Conduct workshops with senior traditional leaders, head men and women in nine provinces.
- Conduct pre and post assessment of participants' risk perception of social and structural drivers of HIV.
- Attend meetings with SANAC Trust and DSD.
- Compile and submit provincial and comprehensive training report.
- Compile and submit reports on actual expenditure incurred per activity in line with the approved cost breakdown structure.

5. Duration of the Assignment

The project will be implemented for a period of three (3)months, January to March 2021.

6. Project management process

Department of Social Development

- During the project implementation, DSD officials will make themselves available for clarity, reporting processes, discussions mentoring and meetings.
- The Department will provide the Implementing Partner with relevant documents, and manuals /guidelines that will guide the implementation of the SBC programme.

SANAC Trust

- Development of service level agreements for contracted NPOs in the implementation of the social behaviour change programme.

- Provide guidance to contracted NPOs
- Monitor the implementation of the social behaviour change programme and report to the Department on the programme implementation and financial performance of the partnering NPOs.

Special conditions

- a) 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.

7. Skills and Knowledge requirement

- a) Ability to develop, plan, and implement programmes for the young people.
- b) Knowledge and experience of working on traditional leadership programmes
- c) Communication skills and the ability to work effectively with a wide range of constituencies in a diverse community (social facilitation) and have linkages with local NPOs.
- d) Experience in HIV and social and behaviour change programmes.
- e) Project and Financial Management.
- f) Ability to develop and maintain recordkeeping systems and procedures.
- g) Understanding of community development, social facilitation and community mobilization.
- h) Ability to gather data, to compile information, and compile reports.

8. Submission of proposals

Prospective service providers (NPOs) must submit their proposals in one envelope with the technical proposal including the following:

Proof of NPO registration (NPO certificate)

- A response to the terms of reference.

- A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- profile of the organization and description of similar work undertaken,
- Contact numbers, names and CVs of workers/consultants assigned to the project, including their roles and responsibilities,
- Letter of authority to sign documents on behalf of the organization
- One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.

The following information must be visibly marked on the envelope:

- Name of the Organization:
- Closing date:
- Technical proposal

Eligibility criteria

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 which validity will be verified with the NPO unit within DSD.

- The organization must produce documented proof of their NPO certificate, which will be verified for validity with the NPO Directorate within the Department of Social Development.
- The organization must be operational at a national level.
- The organization must comply with Public Finance Management Act (PFMA) to ensure sound financial management and accounting procedures.

9. Disqualifying criteria

Proposals will be disqualified if they fail to comply with any of the following requirements:

- a) Proposals submitted after the stipulated closing time and date.

- b) Failure to submit the financial and technical proposals
- c) Failure to use the required business plan in responding to the terms of reference

Evaluations

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

ELEMENT	Rating						Weighting	Total
<p>Demonstrate knowledge and ability to implement programmes targeted at traditional leaders</p> <p>The following points are applicable for factor above:</p> <p>1 point = 0 - 1 year undertaken on similar work</p> <p>2 points = 2-3 years undertaken on similar work</p> <p>3 points = 3-4 years undertaken on similar work</p> <p>4 points = 4- 5 years undertaken on similar work</p> <p>5 points = >5 years undertaken on similar work</p>							30	
<p>Demonstrate knowledge and experience in HIV and AIDS, Sexual and Reproductive Health, Gender based violence programmes.</p> <p>Proposed team has limited skills and</p>							30	

<p>experience (between 1- 2 years)</p> <p>3 points = Proposed team with solid skills and experience (between 2 – 5 years)</p> <p>4 points = Proposed team with advance skills and experience (between 5 – 10 years)</p> <p>5 points = Proposed team are technical experts in the field with more than 10 years of experience</p>							
<p>a)Understanding of community development, social facilitation</p> <p>The following points are applicable for factor above:</p> <p>1 point = 0-1 year similar project/work undertaken in the last 2 years</p> <p>2 points = 2- 3 years similar project/work undertaken in the last 2 years</p> <p>3 points = 3 - 4 years similar project/work undertaken in the last 2 years</p> <p>4 points = 1 similar project/work undertaken in the last 2 years</p> <p>5 points = 2 similar projects/work undertaken in the last 2 years</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>						20	

5 points = >5 years								
a) Demonstrable organisational experience to execute the project including capacity, materials 1 = Very Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent.							20	
Functionality							100	

10 Closing date for proposals

The closing date for the submission of proposals is **xxxxxxxxxxxxxxxx** before **11h00**.

Proposals must be sent by email to andries@sanac.org.za

11 Enquiries

All enquiries can be directed to Andries Mokgele: andries@sanac.org.za

General conditions

The general conditions of the contract as per Part G of the bid document will be applicable to this proposal.

Special conditions

- 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) SANAC Trust reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents.
- e) SANAC Trust reserves the right to appoint an independent auditor for financial auditing purposes.
- 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 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.
- i) 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.
- j) All resources, equipment's and technical skills will be the responsibility of the service provider; these may be sourced by the service provider at no cost to SANAC Trust and if not available outsourced to ensure successful execution of the project at a cost to the service provider

Disqualification criteria

Proposals will be disqualified if they fail to comply with all conditions as set out in this terms of reference.

