

Terms of Reference
Adolescent Girls and Young
Women Ambassadors Training &
Mentoring Manual



Terms of Reference- Request for the appointment of a consultant to develop a training and mentoring manual for AGYW Ambassadors

1. Background

Prevention of HIV infection in adolescent girls and young women (AGYW) aged 15-24 years, remains a public health concern. Although new HIV infections have declined in South Africa by 18% since 2016, incidence among youth aged 15-24 years is estimated at 88 000, and 75% of these new infections are among AGYW. HIV risk among AGYW is explained through a confluence of factors, including their elevated biological susceptibility, coupled with multiple vulnerabilities including social isolation, economic insecurity, lack of access to services, and sexual and gender-based violence.

South Africa's National Strategic Plan for HIV, TB and STIs (2017-2022) identifies AGYW as a population vulnerable to new HIV infections and STIs. A combination of multi-pronged and multi-level programmes targeted at AGYW have been implemented in response to the vulnerability identified. The need for a renewed focus on HIV prevention for and by young women is paramount in bending the curve. AGYW Ambassadors have been effective in the global movement to ensure adequate youth involvement and participation in evidence-based programs. The core factors that need strengthening are identified as:

1. Peer-led programme facilitation and implementation
2. Social and Behavioural Change Communication (SBCC) intensification
3. Language, tonality and methods of delivery to the end-user
4. An updated and detailed localized directory for fitting service referrals
5. Systematic implementation of combination prevention programmes

SANAC, in collaboration with its subnational structures, will identify, train and mentor AGYW ambassadors to improve youth participation and representation in the multi-sectoral response at Provincial, District and Local level.

2. Purpose of training consultancy

A training manual is pivotal to ensure that the AGYW ambassador programme is of high quality and implemented the same across all priority districts. It is meant to function as a guiding document that collates technical expertise, evidence-based recommendations and community inputs or contributions into a deliverable packaged tool that complements already existing AGYW programming and support peer-led engagements.

It is important that the manual ties together the overall objectives of AGYW programming ensuring that the activities and learning outcomes adhere to the sexual, social, cultural, psycho-social and economic needs of AGYW. It needs to align with all AGYW Youth HIV Prevention interventions in the South Africa and capacitate AGYW ambassadors as well as the AGYW communities' considerably.

3. Scope of Work

SANAC seeks to engage a service provider/consultant to work closely with the Prevention team to conduct the following scope of work:

- Review existing AGYW training material and make the recommendations taking into consideration available evidence
- Develop a robust AGYW ambassadors training manual, including facilitators and participant guides, customised to the needs of the cultural and social context of the Provinces
- The service provider will also identify and/or develop for each section the relevant elements containing text, definitions, figures, tables, examples, tools, exercises such as role plays, infographics, posters and leaflets, links, reference to existing video material, case studies and other pertinent information to create a structured training manual
- Develop a mentorship programme for a sustained utilisation of skills and knowledge

The modules should include, but not limited to:

- HIV Services
- TB Services
- STIs
- Prevention
- Sexual and reproductive health
- Social and Behavioural Change
- Lead self, others and community
- Diversity (sexuality, disability, cultural, religious etc.)
- Social and structural driver interventions (GBV, socio-economic, social pressure, gender inequality etc.)

4. Deliverables and Timelines

The duration of the assignment **8th February – 26th March 2021** (6 weeks)

These timelines include consultations and draft work.

Scope of Work	Deliverable	Timelines
A draft outline of the training manual and proposed work plan based on the stated scope of work and deliverables, including a timeline for activities	Work plan	Upon appointment
Develop the AGYW ambassador training manual, which should include: <ul style="list-style-type: none"> ▪ The design of the training manual, using an agreed look and feel for both the Facilitators and Participants Toolkit. ▪ Each module should include: <ul style="list-style-type: none"> ○ A focus and delivery summary sheet for each unit ○ Separate worksheets for each module ○ Background materials for trainer to use, including leaflets, posters, infographics etc ○ PowerPoint Presentations ○ Resources and materials lists ○ Sheets for training notes ○ Pre-and-Post assessment tools for 	Draft consolidated training manual	1 st March (3 weeks)

each module		
Submit draft for input and rework modules based on feedback		
Consult and pre-test the training material with key stakeholders to ensure the material is relevant and will address the needs of the AGYW ambassadors and community that they will serve <i>The Consultant is expected to undertake the training with a view to finalising the training material based on the comments and inputs</i>		
Provide copywriting and editing services	Submit to reference group	
Provide a final version based on inputs from the reference group	Final training manual (participant and facilitator guides) including all related materials	26 th March
Develop a mentorship programme	Mentorship programme	8 th March (Draft) 26 th March (Final version)

It is proposed that the review process will happen in the form of virtual meetings (preferably zoom) where stakeholders can give feedback and ensure adherence to the stipulated timelines

5. Reference group

The SANAC team and the Youth Sector will be the reference group that will be reviewing and inputting in all the stages of the development of the training manual. The SANAC team will provide strategic guidance for the manuals and provide inputs at all the stages of the manual.

6. Qualifications

The consultancy requires should meet the following criteria:

Qualifications:

- Minimum Masters Degree in Social Science, Anthropology, Public Health or other relevant field

Experience:

- Proven experience at least 5 years in completing trainings/workshops for organizations
- Strong track record of developing training manuals for comparable programmes
- Experience of providing training, leadership, support and guidance
- Experience of designing and facilitating participatory workshop sessions

Competencies:

- Excellent command of written and spoken English

- Good understanding of the youth sector would be an added value
- Ability to adapt designs according to feedback quickly and efficiently
- Ability to work independently and remotely, meeting tight deadlines as required
- Demonstrated analytical, time management and client orientation skills
- Attention to detail

7. Supervision

The service provider will work under the overall guidance of the HIV Prevention Technical Lead, with technical and coordination support from the HIV Prevention team, to discuss the work and review drafts and the final product.

8. CRITERIA FOR EVALUATION OF PROPOSAL

Written Proposal Evaluation:		Weight
<p>RELEVANT WORKING EXPERIENCE IN WORKING IN AGYW, HIV AND TB Experience in similar work done in the past.</p> <p>Score: (From 5 years and above: 20 points); (Between 4 to 5 years = 16 points); (Between 3 to 4 years = 12 points) (Between 2 to 3 years = 8 points)</p>	25	
<p>QUALIFICATION AND EXPERIENCE OF PROPOSED INDIVIDUALS Academic and experience of individuals that will be involved in the assignments</p> <p>Score: (Degree/National Diploma, 10 years' relevant social sciences/HIV/TB experience and above = 25 points; (Degree/National Diploma, 7 to 10 years' social sciences /HIV/TB experience = 20 points (Degree/National Diploma, 5 to 7 years' social sciences /HIV/TB experience = 15 points; (Degree/National Diploma with 3 to 5 years' social sciences /HIV/TB experience = 10 points; (Degree/National Diploma with 1 to 3 years' social sciences /HIV/TB experience = 5 points (Degree/National Diploma with 0 to 1 year social sciences /HIV/TB experience = 0</p>	25	
<p>LAYOUT AND DESIGN OF TRAINING MANUALS Ability to do visually striking, modern layout</p> <p>Score: Layout examples provided are visually striking, memorable and best-in class = 20 Layout examples are of an acceptable quality in terms of basic layout principles but lacks creativity = 12 Examples display shortcomings in terms of layout. Ineffective use of space, contrast, proportion = 5</p>	20	
<p>UNDERSTANDING THE SCOPE OF WORK (METHODOLOGY AND APPROACH) Providing a high level project plan</p>	30	

Score:

0 points = inadequate methodology and approach

15 points = methodology and approach cover the minimum requirements

20 points = methodology and approach are fully adequate to meet the requirements of the assignment

9. Price Evaluation

Bids will be evaluated for price out of 80 points. The responses that would have achieved 60% or more from the Functionality Evaluation will be further evaluated for price. Price evaluation will be out of 80 points.

10. Total cost

The total costs must be VAT inclusive (Please provide a clear breakdown of costs).

11. Contactable references

Supply at most three contactable references by simply stating the following:

- Name of client
- Contact telephone numbers
- Contact person
- Work performed
- Dates when work performed

12. Expertise and Capacity

Supply information with regards to expertise and capacity to deliver.

13. Examples of material

The service provider should include examples of previous material that has been designed and laid out to demonstrate previous experience and creativity.

14. Submission of proposals

Proposal must reach the below mentioned person below by **29th January 2021 at 12H00**. Only electronic submission will be accepted.

Koketso Rathumbu

AGYW National Ambassador

koketso@sanac.org.za

Proposals should be sent to Andries@sanac.org.za cc Beullah@sanac.org.za and

Koketso@sanac.org.za