



BID/RFQ NUMBER:	RFQ SANAC 11/002/2021
CLOSING DATE:	18 November 2021
CLOSING TIME:	12:00 AM
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	Appointment of Service provider/ Consultant for Human Rights Training of Trainers (ToT) Manual 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: Beullah@sanac.org.za Copied: Mulalo@sanac.org.za Copied: Mbali@sanac.org.za Copied: Rentia@sanac.org.za	
Both Email and Hardcopy Submission are Accepted for this request	



Request for Proposals: Human Rights Training of Trainers (ToT) Manual Development

ASSIGNMENT INFORMATION

The SANAC Secretariat invites proposals for the development of a human rights training of trainers manual with a particular emphasis on sexual and reproductive justice. Content finalisation will follow a participatory approach whereby the successful consultant will facilitate a four-day training with the programme implementors for finalisation of the training materials.

The successful candidate will primarily draw on existing tools such as the Human Rights toolkit and other civil society facility monitoring tools such as those used by the Shukumisa Campaign and Ritshidze that have been tested and rolled out in the South African context¹. Therefore, a key aspect of the consultancy will be to review, synthesise and harmonize existing tools – and further develop these into a cohesive manual to guide the work of on-the-ground implementors (henceforth referred to community as community mobilisers).

The manual should be inclusive of graphic design of infographics and visualisations for a range of materials within a digital reference manual. The digital reference manual should be innovative and usable in both online and offline publications. The manual must include fact sheets accompanying each module that is couched in simple accessible language and can be used for popular education activities in communities.

The aims of the training programme are to a) build knowledge and monitoring skills for human rights and sexual and reproductive justice among community mobilisers; b) teach facilitation skills for community dialogues on human rights; c) provide practical tools for human rights and feminist advocacy campaigning c) equip participants with gender-sensitive approaches inclusive of key and vulnerable population and d) educate implementors on tools to monitor the impact of the actions. The training content is not on human rights and sexual and reproductive justice but for human rights and sexual and reproductive justice, i.e., it should improve knowledge and capacities for analysing human rights and sexual and reproductive justice issues and for developing, facilitating, and coordinating community-led actions.

The training methodology should be interactive and encourage dialogue between participants. It should be designed and facilitated in ways that stimulate discussion and analysis and strengthens interaction, consensus, and trust among training participants. The manual design process must take the form of a training of trainers and equip trainers to pass the knowledge on to community mobilisers who will be located across rural and urban communities.

¹ Information on the Shukumisa Campaign: <https://shukumisa.org.za/about-us/> and <https://www.nacosa.org.za/wp-content/uploads/2016/06/Shukumisa-Monitoring-Report-2013-2014.pdf> Information on the Ritshidze Project <https://ritshidze.org.za/about/>



The primary audience for the training programme are CSF’s implementing partners and intermediaries at the local and community level, including civil society organizations (CSOs) and community-based organisations (CBOs) and CSF Sector leaders represented at national, provincial and district levels .

BACKGROUND TO THE SANAC CSF

The civil society sector within the South African National AIDS Council (SANAC) is represented by the Civil Society Forum (CSF). The CSF was established in 2012 by SANAC, as an advisory body to government on issues of HIV, TB and STIs.

The CSF and its structures work to provide leadership, co- ordination and support, as well as political oversight and advocacy for the development, monitoring and evaluation of the National Strategic Plan on HIV&AIDS and STIs & TB (NSP). All these activities are aimed at reducing the personal, social and economic impacts of HIV/AIDS, TB and STIs in the community. The CSF consists of 18 SANAC civil society sectors captured in the table below:

Civil Society Forum Sectors		
1. Children	7. Law and Human Rights	13. Sex Work
2. Disability	8. LGBTIQ+	14. Sport, Arts & Culture
3. Faith	9. Men	15. Traditional Health Practitioners
4. Health Professionals	10. NGO	16. Traditional Leaders
5. Higher Education	11. People Living with HIV	17. Women
6. Labour	12. Research	18. Youth

The CSF’s goal is to strengthen civil society sector’s response to HIV, TB and STIs and to ensure that civil society effectively contributes to the realisation of the goals of the NSP. Its mission is to ensure that South Africa is on track to eliminate HIV, TB and STIs as public health threats by 2030, with a vision of a South Africa free from the burden of HIV, TB and STIs.

The SANAC Trust is the lead applicant of the European Union (EU) grant on behalf of the CSF to implement the *Communities in Partnership for Human Rights* project. The overall objective of the action is the Mitigation of the socio and economic impact of COVID-19 on human rights and gender equality through a (multi-sector approach). Adolescent girls, women, key and vulnerable populations are foregrounded in the approach.

Through this project, a national-level Monitoring and Response Centre will be established within the CSF Secretariat to track rights violations and strengthen referral linkages. The Centre will be responsible for the management and maintenance of a database of violations; compiling composite reports as well as associated communication such as press statements, policy briefs and driving of advocacy campaigns. Additionally, the Centre will be responsible for the coordination and support to implementors for roll-out of training at project start-up and virtual refresher and capacity building support sessions throughout the project life cycle.



Human rights violations will be captured using the Communities Matter App, a secure mobile enabled application owned by the CSF. Community mobilisers will be trained in the use of the App including how to input demographic information, identify available community services based on location, log violations, and access community level data via means of a live dashboard.

Trained community mobilisers will collect responses through a combination of door-to-door engagements, public activation campaigns at shopping malls, places of worship and other sites where different civil society sector organisations are already engaged in peer education and mobilisation efforts relevant to their constituencies. Data will be captured on tablets that will be procured as part of the project.

SCOPE OF WORK

The consultant shall lead in the preparation of knowledge resources, communications and background material for internal and external use, including fact sheets on thematic issues. The training manual should be flexible enough to be adjusted for longer or shorter durations as needed and tweaked for various audiences at the local and community level.

The consultant should be willing to work with the SANAC and CSF Teams and facilitate weekly 30-minute Zoom check in meetings for the assignment period. Should the vendor be based in Gauteng they will be required to participate in in-person monthly project review meetings at our offices in Hatfield. Should they be outside of Gauteng or otherwise unable to do an in-person meeting these will be split over 2 consecutive days each session no longer than 3 hours.

As part of the work plan the consultant can suggest adjustments to specific deliverables and deadlines based on joint agreement. The key deliverables that underpin the assignment are found in the table below:

Key Task	Deliverable
a. Inception meeting with Project Team to understand project context and expectations b. Develop curricula outline for Training of Trainers (curriculum outline should include: aim, objectives, key messages, key methods) to be validated by the Project Team c. Session plan for 4-day participatory training programme (session outline should include: key topics, key messages, methodology, materials, time durations) and validate with Project team	Inception Report covering <ul style="list-style-type: none"> ▪ Workplan ▪ Approved Draft curricula outline ▪ ToT and trainer session plan
d. Work with project team to finalize training manual, including curricula outline, session plans, materials, -	Draft training manual that must contain at a minimum the following modules (5-



<p>and facilitation responsibilities. Ensure South African specific and context- responsive content is being incorporated into the manual, including relevant case-studies, examples etc.</p> <p>e. Facilitate weekly progress project meetings with the SANAC Project Team</p>	<p>10 pages per module excluding data collection tools):</p> <ol style="list-style-type: none"> 1. Introduction to Human Rights highlighting socio & economic rights in the context of SGBV, discrimination and Harrasment 2. SGBV in South Africa – current status and mechanisms for redress of grievances 3. Community Mapping of Services for SGBV 4. Community led monitoring of healthcare facilities 5. How to facilitate a community dialogue 6. Stakeholder engagement – working with duty bearers 7. What is SANAC CSF and the NSP 8. How to document a rights violation including - Informed decision making and doing no harm when working with key and vulnerable populations
<p>f. Deliver 4-day Training of Trainers workshop. The workshop will reach 30 participants.</p>	<p>Facilitation of training workshop and any training materials required.</p> <p>SANAC Secretariat will manage all participant logistics. If there are specific venue requirements these should be communicated as early as possible.</p>
<p>g. After the training finalise the ToT manual based on participants feedback, inclusive of the graphic design of infographics and visualisations for a range of materials within a digital reference manual. (minimum number of pages, who should approve it</p>	<p>Final ToT Manual</p>
<p>h. Draft debrief report on assignment, including what was achieved and recommendations for way forward</p>	<p>Outcomes Report</p>
<p>i. Weekly progress updates</p>	<p>Weekly progress updates through online meetings with the CSF team</p>

ELIGIBILITY CRITERIA

- Demonstrated experience (minimum 2 years) in developing training of trainers manual content for print
- Knowledge and minimum of 5 years’ experience in Human Rights, VAW/G in Sub Saharan Africa



- Minimum of 5 years' experience of relevant work, e.g. women's rights, policy advocacy, movement building, human rights, community mobilisation.
- Experience in developing training material for diverse audiences in South Africa
- Experience in delivering training workshops for diverse audiences in South Africa
- A strong knowledge of South Africa, specifically, development, politics, human rights and HIV, Sexual and reproductive justice and violence against women and girls issues demonstrated through a minimum of 3 years involvement in community activism programme implementation and/or research
- Excellent English oral and written skills demonstrated through examples of previous work
- Excellent facilitation and brokering skills with a minimum of 5 years demonstrable experience notably in applying participatory trainings

DOCUMENTS TO BE SUBMITTED

- Consultant work profile/portfolio
- How the bidder matches the eligibility criteria
- Cover letter
- Writing samples
- Financial proposal: the financial proposal shall specify a lump sum amount breaking down the professional fee for each deliverable

Indicative Payment schedule

Deliverable	Deadline	Payment
Inception Report , including the outline of the ToT and Manual		30%
Submission of Draft training manual		20%
Delivery of 4-day ToT		20%
Finalisation of training manual and 5-page final report on assignment		30%

*The payment conditions indicated herein represents the maximum amount to be paid for the deliverable and will be based on the actual number of working days invested for the development of each deliverable. Number of days to be invested for each deliverable may change but the total number of days worked by the individual contractor cannot exceed 60 days for this assignment (i.e. for submission of the deliverables).

The manual developed and all related creative content will be the exclusive ownership of SANAC Civil Society Forum, including all use and distribution rights connected to them. The Consultancy must deliver all the material developed on a hard drive at the end of the period.



CRITERIA FOR TECHNICAL EVALUATION AND OBTAINABLE SCORE (TOTAL 100 POINTS)

CRITERIA	SCORE
Relevance of education/degree	10 points
Relevant work experience (min. 5 years)	35 points
Experience in developing training material and delivering training workshops for diverse audiences in South Africa (min. 2 years)	35 points
Minimum of 5 years experience working in Human Rights and HIV in South Africa specifically, SRJ, VAW/G, right to health, community engagement strategies and civil society movements issues	20 points
TOTAL	100 POINTS

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

DETAILS OF THE EVALUATION PROCESS

- Proposals will be reviewed by an evaluation committee that will be comprised from members from the Project Steering Committee (constituted by SANAC CFO, Global Fund Technical Support Unit Implementation Lead, Grants Manager, Risk Manager and the SANAC CSF Coordinator and Communications Officer) and a designated member from the CSF Coordinating Committee
- All eligible proposals will be first evaluated based on the technical criteria and those shortlisted, i.e. that reach at least 70 points will proceed to the next stage.
- Among the shortlisted candidates that obtained the minimum of 70 points, the one that has the most economic financial offer will be awarded the contract.
- A scorecard will be used to assess each proposal and will be submitted by each evaluation committee member.
- As the final step an evaluation committee report will be prepared summarising the scorecard inputs and signed by all members providing justifications for point allocated to each candidate.
- Offers will be evaluated against objective criteria which enable measuring the quality of the offers and which take into account the price (the offer with the lowest price shall be awarded the highest score for the price criterion among those that fulfil the minimum quality criteria of 70 points).



Application Instructions

- Applications should be submitted via email to the following address: beullah@sanac.org.za
- cc: mbali@sanac.org.za and mulalo@sanac.org.za
- Clearly mark application with reference EOI: CSF Membership Toolkit Application, and all correspondence, should use the same Reference in the email subject line.
- All annexures must be clearly marked, with corresponding annexure number.
- Email proposals, with all supporting documents by 12h00 on 18 November 2021

For enquiries, email:

- beullah@sanac.org.za
- cc: mbali@sanac.org.za and mulalo@sanac.org.za
- Subject line must be indicated with reference EOI: CSF Manual Development