



P.O. Box 13912, HATFIELD, 0028 | 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028, Tel: +27 012 748 1000, Fax: +27 086 667 8894, VAT No.: 496 026 5751

BID/RFQ NUMBER:	RFQ0002055
CLOSING DATE:	14 April 2022
CLOSING TIME:	12:00 P.M
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	TRAINING OF TRAINERS (TOT) MANUAL DEVELOPMENT: ROLE OF FAITH LEADERS AS PSYCHOSOCIAL SUPPORT PROVIDERS, AS WELL AS INFLUENCERS IN COVID-19 PREVENTION
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	
Only Email submission is Accepted for this request due to COVID-19 Lockdown restrictions	



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REQUEST FOR PROPOSALS: TRAINING OF TRAINERS (TOT) MANUAL DEVELOPMENT: ROLE OF FAITH LEADERS AS PSYCHOSOCIAL SUPPORT PROVIDERS, AS WELL AS INFLUENCERS IN COVID-19 PREVENTION

ASSIGNMENT INFORMATION

The SANAC Secretariat invites proposals for the development of a 3-day train-the-trainer manual to elevate the role of Faith Leaders as psychosocial support providers, as well as influencers in COVID-19 prevention. Content development and finalisation will follow a participatory approach whereby the successful consultant will facilitate a three-day training with the faith leaders for finalisation of the training materials.

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.

The consultancy is two-fold.

- Development of a **three-day train-the-trainer manual** to elevate the role of Faith Leaders as psychosocial support providers, as well as influencers in COVID-19 prevention; and
- **Pilot the toolkit** through a national three-day training on how to use it and adapt in various contexts and communities.

The training methodology should be interactive and encourage dialogue between inter-faith leaders. 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 faith leaders who will be located across rural and urban communities.

The primary audience for the training programme are inter-faith leaders represented in their diversity at national, provincial and district levels.



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BACKGROUND TO THE DEVELOPMENT OF THE TOOLKIT

84% of the world's population self-identifies with a religion or faith tradition and religious and faith communities have been providing means for coping, surviving, and raising hope during the era of pandemics. The spiritual and psycho-social support to communities during difficult times, including the COVID-19 pandemic, is a critical area that cannot be overlooked as the majority of the population struggled with the isolation, movement restrictions, alongside domestic issues such as depression, grief and GBVf.

However there is a "significant gap" in available guidance on how to identify useful practices in mental health and psychosocial support, and how those practices could complement one another in an effective multisectoral toolkit.

Traditional coping mechanisms are also insufficient in a period of prolonged physical distancing and therefore spiritual and psychosocial support is more needed than ever. Key vulnerable groups include people who are living alone, disadvantaged, experience mental challenges and the elderly who form key constituencies in the case of the faith community. Many people who get sick or lose a family member want their spiritual leader to provide spiritual support. Many people having thoughts of suicide, feeling hopeless, trapped, or are in such emotional pain or despair, that they struggle to face another day turn to these faith leaders for support. These are often accompanied by a spiritual crisis or deep questioning about the purpose of life. If faith leaders are better able to recognize the signs and symptoms of stress, fear, mental illness and/or suicidal thoughts and learn how to respond, they can serve as an expanded safety net for those most in need.

One of the challenges are that during the COVID-19 pandemic, support has changed from face-to-face engagements to new safer means of providing spiritual and psychological support by phone, video, or through private social media chat platforms. Spiritual leaders would pray, share theological and scriptural reflections, and share messages of hope.

The toolkit to be developed should include sections on facilitating conditions for appropriate mental health, communal cultural, spiritual, and religious healing practices in these changing contexts.

The SANAC Trust is the lead applicant of the Global Fund (GF) COVID19 Response Mechanism grant on behalf of the Faith Sector of the SANC Civil Society Forum (CSF) to develop a toolkit to train faith leaders to train their peers on psychosocial provision, as well as elevate their role as ambassadors for COVID-19 vaccine uptake and continued promotion of non-pharmaceutical interventions in their own practice and that of their followers.

Trained faith leaders will undertake District Trainings and should also capture information on pre & post workshop forms to be integrated as part of the toolkit development. These should speak to the achievement of the areas as outlined above.



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SCOPE OF WORK

The consultant shall lead in the preparation of a toolkit – knowledge resources, communications and background material for internal and external use, including but not limited to fact sheets on the thematic issues presented above. The training manual should be flexible enough to be adjusted for longer or shorter durations as needed and tweaked for various inter-faith audiences at the local and community levels.

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. It may also require in-person meetings from time to time.

The toolkit must have options enabling delivery in resource scarce environments and resource rich environments. Most importantly, it must have sessions where faith leaders can develop action plans as ‘Leaders in Mental Health’ matters through the promotion of spiritual and psychosocial support thus creating a safe and welcoming environment for all God’s Children. The toolkit should further guide faith leaders in further referrals where further support is needed, and/or the level of support that the faith leader provides is exhausted.

APPROACH AND METHODOLOGY

Inception Report

Prepare an inception report including but not limited to:

- Analytical framework
- Detailed work plan and schedule of activities
- Project implementation methodology
- Data-gathering tools and methods appropriate to the work context
- Initial scan of relevant initiatives and list of stakeholders
- Type, context, and schedule of consultations with stakeholders
- **Output** Project Plan for the development of the toolkit

Desk Review

The consultant will carry out a desk-review of existing methodologies and toolkits relevant to faith-sensitive psychosocial programming, and present different options to the project steering committee. Collectively, the consultant and the steering committee will select the preferred options.

Output: Findings and Analysis Report

Content of the toolkit

Develop a toolkit and some of the thematic areas could include:

- Mobilising religious leaders as psychosocial support providers
- Leadership and coordination
- Message dissemination



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- Addressing stigma and discrimination
- Mobilising communities for COVID 19 Vaccine uptake
- Importance of adhering to non-pharmaceutical interventions
- Counselling strategies that take into consideration interactions that are not face-to-face
- Spiritual and psychosocial support, focusing on mental health issues including trauma and grief
- Welfare Provision

Output: Toolkit

DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

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 3-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, - and facilitation responsibilities. Ensure South African specific and context- responsive content is being incorporated into the manual, including relevant case-studies, examples etc. e. Facilitate weekly progress project meetings with the SANAC Project Team	Draft training manual that must contain at a minimum the following modules (5-10 pages per module excluding data collection tools): <ul style="list-style-type: none"> • Mobilising religious leaders as psychosocial support providers • Leadership and coordination • Role and special considerations for African Traditional religion • Spiritual and psychosocial support, focusing on mental health issues including trauma and grief • Addressing stigma and discrimination associated with mental health issues • Mobilising communities for COVID 19 Vaccine uptake



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	<ul style="list-style-type: none"> • Importance of adhering to non-pharmaceutical interventions • Counselling strategies that take into consideration interactions that are not face-to-face
f. Deliver 3-day Training of Trainers workshop. The workshop will reach 30 participants.	<ul style="list-style-type: none"> • Facilitation of training workshop and any training materials required. • SANAC Secretariat will manage all participant logistics. If there are specific venue requirements these should be communicated as early as possible.
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.	<ul style="list-style-type: none"> • Final ToT Manual
h. Draft debrief report on assignment, including what was achieved and recommendations for way forward	<ul style="list-style-type: none"> • Outcomes Report
i. Weekly progress updates	Weekly progress updates through online meetings with the CSF team

ELIGIBILITY CRITERIA

- University degree in public health, social sciences, religious studies, and/or related field is required
- Demonstrated experience of working with religious and/or cultural structures to deliver training content
- At least 5 years of professional experience in empowering faith-based organizations
- Demonstrated experience (minimum 2 years) in developing training of trainers manual content for print
- Minimum of 5 years' experience of relevant work, e.g. mental health stigma and discrimination; providing psychosocial support, 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
- 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



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DOCUMENTS TO BE SUBMITTED

Quotations must include the following information for assessment purposes:

- Cover letter
- Timelines
- References (a minimum of two)

- The technical proposal (not exceeding 5 pages) should reflect how the Consultant will undertake all tasks described in the Terms of Reference. The Consultant will provide a detailed plan of specific activities including a timetable for carrying out the assignment as well as the activities such as training. The **CRITERIA FOR TECHNICAL EVALUATION AND OBTAINABLE SCORE** below should guide the technical proposal as it will be scored accordingly by the Evaluation Panel.
- Demonstrable experience of developing a similar piece of work including a methodology
- Writing samples
- Financial proposal: the financial proposal shall provide a full break down of costs including taxes, expenses and any VAT, as well as the professional fee for each deliverable. The budget should further include detailed budget notes / justification of expenses

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 3-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.



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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 with a particular emphasis on psychosocial support	20 points
TOTAL	100 POINTS

All Consultant applying, should provide as much information as possible as per the above Technical Evaluation as it will be used by the Evaluation Committee, when reviewing and scoring the proposal. 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 per above Score Sheet.
- 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).



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APPLICATION INSTRUCTIONS

Required Supporting Documents

1. Proposal which include a project approach and work plan
2. Project Leader and Staff CV's
3. BEE and Tax Compliant pin
4. Three Reference letters in a similar project
5. Costing/ price quotation
6. Resent CSD Summary report (with active company registration status and Tax Compliant Status)

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 14 April 2022 at 12:00

For enquiries, email:

beullah@sanac.org.za

cc: mbali@sanac.org.za and mulalo@sanac.org.za

Subject line must be indicated with reference RFQ0002055