



Request for Applications
Terms of Reference (TOR)
Community System Strengthening (CSS)
Programme
Capacity Building and Mentorship
Global Fund Grant 1 April 2022 – 31 March 2025

Ref: RFA-AFSA-CB-P1-SA-2022

PLEASE NOTE: Changes made to this RFA and all relevant documents will be posted on AFSA's website: www.aids.org.za

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ABBREVIATIONS

AYP	Adolescent and Young People
AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
CCM	Country Coordinating Mechanism
CRS	Community Responses & Systems
CSE	Comprehensive Sexuality Education
DBE	Department of Basic Education
DOH	Department of Health
GBV	Gender Based Violence
GF	The Global Fund
HTS	HIV Testing Services
HIV	Human Immunodeficiency Virus
IEC	Information, Education, Communication
KP	Key Populations
LFA	Local Funding Agent
M&E	Monitoring and Evaluation
MSM	Men who have sex with Men
NSP	National Strategic Plan
PCA	Provincial Council for AIDS
PEP	Post-Exposure Prophylaxis
PR	Principal Recipient
PrEP	Pre-Exposure Prophylaxis
QA	Quality Assurance
RFA	Request for Application
SAPS	South African Police Services
SAW	Social Auxiliary Worker
CSO	Sub-Recipient
SCSO	Sub-sub-recipient
SW	Sex Worker
TG	Transgender
TVET	Technical, Vocational, Education and Training
TOR	Terms of Reference

1. INTRODUCTION AND BACKGROUND

The South Africa Global Fund Country Coordinating Mechanism (GF CCM) is responsible for leading the implementation of HIV and TB programmes funded by the Global Fund to Fight AIDS, TB and Malaria (GF) in the country.

The GF CCM determines the content of the programming, the budget envelope, and the output and outcome indicators and targets.

The GF CCM has selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the Principal Recipients (PRs) that will manage programmes to be funded by the grant.

AFSA has been assigned responsibility for managing the Community Response and Systems Programme (CRS) in the following provinces and target districts:

Province	District	Adolescents and Young People (AYP) – AFSA	Sex Workers Programme (SW) - AFSA	MSM, PWID, TB & HIV – Other PRs
Kwazulu-Natal	eThekweni			NACOSA on PWUD & NDOH on TB
	Umgungundlovu			NACOSA for PWUD
	uThungulu (King Cetshwayo)	City of Umhlatuze- AFSA	AFSA	AFSA for AYP & SW BZ for MSM
	uThukela			BZ for MSM
	Zululand	Abaqulusi- AFSA	AFSA	AFSA for AYP & SW
	uGu		AFSA	AFSA for SW & BZ for MSM
Mpumalanga	Ehlanzeni	City of Mbombela		AFSA for AYP
	Gert Sibande	Govan Mbeki		AFSA & BZ
North West	Dr Kenneth Kaunda			
	Bojanala Platinum District	Rustenburg- AFSA	AFSA	AFSA for AYP & SW & BZ for MSM & TG

The CRS Programme provides an opportunity for **Civil Society Organizations (CSO)** to benefit from capacity building and mentorship. AFSA therefore invites registered CSOs that are led, or work closely with Adolescents and Young People (AYP) to submit applications for consideration. This opportunity is limited to CSOs located and operating in the above districts.

The approved **terms of reference** and selection criteria are included in this document and serve as a guide to interested CSOs.

2.2 Organisational Requirements

The minimum requirements include:

- Organizations must be a registered South African legal entity.
- Organisations must have a proper and functional management & organizational structure (Management Team & Board).
- Organisations must have been operative for at least 3 years
- Organizations must be eager to be mentored, must demonstrate enthusiasm and commitment.
- Organisations must be willing to set time aside to allow for the relevant personnel to attend training workshops and participate in mentorship sessions.
- Organizations must display potential and willingness to be developed and grow.
- Organizations must have a vision to respond to critical HIV & AIDS and TB needs in the community.
- Organizations must be working with the key and vulnerable populations such as AYP, PLHIV, Sex Workers, LGBTQI and TB Survivors (refer to abbreviations list on page 2).
- Organizations providing HTS must have signed working agreements with their local healthcare facilities.
- Organizations must be actively participating within relevant community structures & committees i.e. War Rooms, LAC, DAC, Clinic Committees, Civil Society Forum, SANAC, Sectors and etc.
- Organisations must be located and operating in one or more of the specified target districts:-

District Phase One: 01 April 2022- 30 September 2023		
Province	District	# of CSOs per district
Kwazulu-Natal	eThekwini	8
	UMgungundlovu	4
	uThungulu (King Cetshwayo)	8
	uThukela	4
	Zululand	7
	uGu	6
Mpumalanga	Ehlanzeni	7
	Gert Sibande	7
North West	Dr Kenneth Kaunda	7
	Bojanala Platinum District	7
	Total	65

2. SCOPE OF CAPACITY BUILDING AND MENTORSHIP

For the first phase of the capacity building and mentorship programme the PR is seeking to identify 65 suitable CSOs from the above districts to participate in the programme. The duration of the capacity building and mentorship course will be 18 months (01 April 2022- 30 September 2023). The training and mentorship shall be provided by the PR’s CRS team and accredited external service providers.

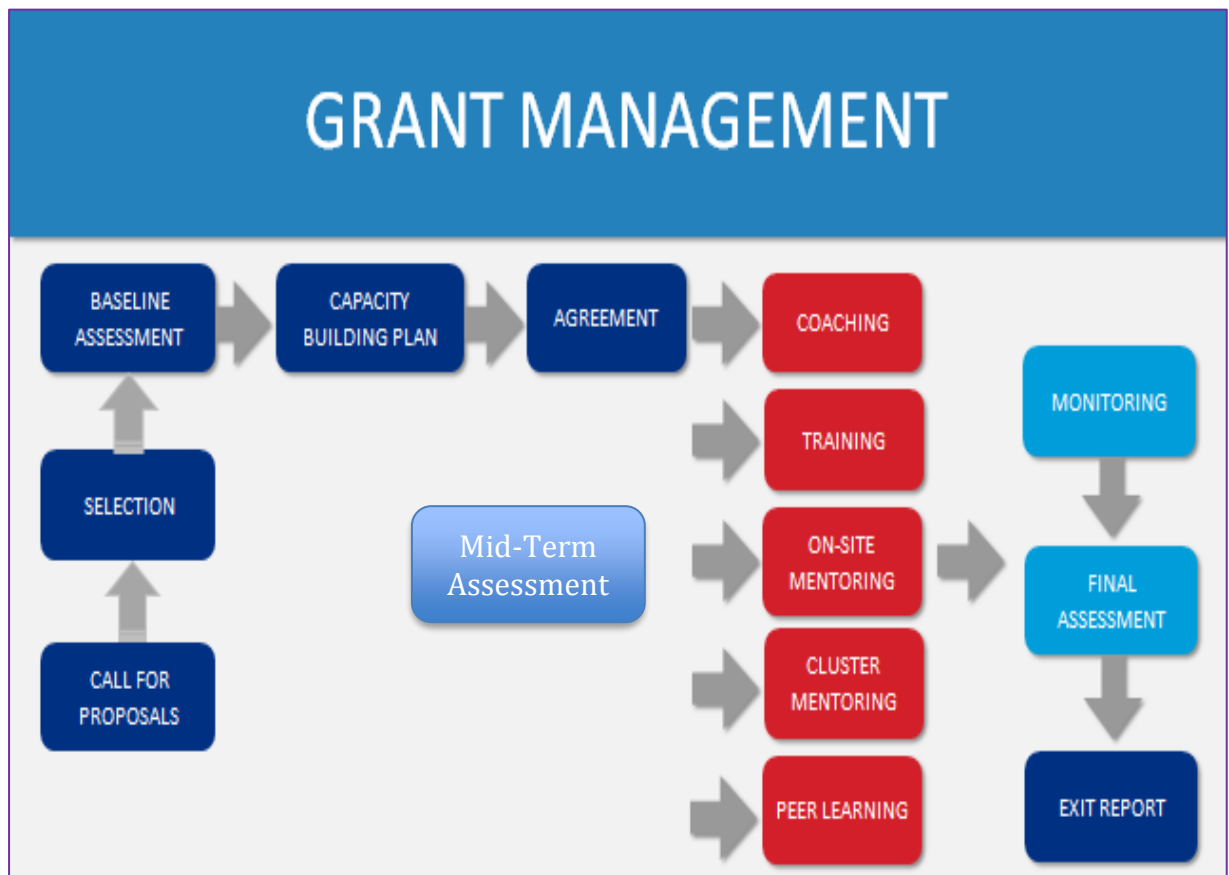
The capacity building and mentorship package includes:

- **Capacity Assessment:** Baseline capacity assessment of CSO to identify institutional and programmatic capacity building needs in the domains listed below:-

• GOVERNANCE LEADERS AND STRATEGY
• HUMAN RESOURCES MANAGEMENT
• ADMINISTRATIVE CAPACITY AND SYSTEMS
• FINANCIAL ACCOUNTABILITY
• SUSTAINABILITY
• COMMUNICATION AND MARKETING
• COMMUNITY LINKAGES, NETWORKING
• MERL
• HEALTH SERVICES & PRODUCTS
• PROGRAMME

- **Capacity Building Plan:** Targeted capacity building plans specifying institutional and programmatic capacity building interventions;
- **Accredited Programmatic Training for lay counsellors and community health care workers:** HTS, TB and STI Prevention;
- **Non-accredited** programmatic training for lay counsellors and community health care workers – HIV and TB stigma reduction and social change, Key Population sensitization, TB screening for lay counsellors, RTCQI;
- **Organizational Development Training** for managers and directors – Sustainability, Governance, Monitoring and Evaluation, Risk Management, Human Resource Management, Project Management;
- **Mentoring** (individual organizations and cluster) – technical and organizational development mentoring.

3. CAPACITY BUILDING TOOLS AND TOOLS TO MEASURE EFFECTIVENESS OF CAPACITY BUILDING



Outcomes of the CRS capacity building and mentorship programme

- CBOs strategically aligned to NSP priorities and able to catalyze HIV & TB response.
- CSOs have increased capacity to implement programmes to educate, mobilise their communities and support HIV & TB interventions.
- Develop organisations in order for them to be able to optimize their systems and attract donor funding
- CSOs are linked to:-
 - SANAC sectors
 - Contributing towards MDIPs
 - GF PRs & SRs and other potential funders to enable them to implement HIV/TB interventions;
- CSOs better able to support PLHIV, TB survivors and AGYW to deal with internal stigma and respond to external stigma and discrimination resulting in improved uptake of HTS, TB screening and linkage to and retention in care.
- CSOs with enhanced Organizational Development systems to support programme implementation.

4. PREQUALIFICATION CRITERIA

The selection of organisations will be supported by extensive consultation with district stakeholders (DSD, DOH, Municipalities, Civil Society and AIDS Councils) to ensure that shortlisted organisations are meeting critical district and sub-district HIV and TB need and that their service categories are aligned to district priorities. Organisations can be from different sectors, community based, faith-based and advocacy organisations with particular focus on supporting key populations (Adolescent and Young People, PLHIV, MSM, Sex Workers and TB survivors).

The following requirements must be met by organisations to be selected for the capacity building programme:

1. Be situated and working in the districts mentioned in the above table
2. Have been in operation for at least two years and have current audited financial statements if you are current funded or you were once funded.
3. Have current funding from donors or have worked with donor funding previously or to prove that you have been doing work using donations or donated resources.
4. There must be programme alignment to Global Fund funded programmes within the district.
5. Must have a focus on key or vulnerable populations or want to extend their services to include this.
6. The focus of organisational programmes should be in alignment to Provincial Implementation Plan (PIP) and Multi Sectoral District Implementation Plan (MDIPS) priorities.
7. Must have a management structure (even if they are struggling and in need of assistance) - extended family structures or people wanting to get involved in the HIV, TB or social development service delivery areas for own benefit, are not considered as ideal candidates.
8. Must have a need to be mentored as well as demonstrate enthusiasm and commitment to participate in the process. Organisations that want to grow, develop and become leaders and decision makers in their district and province.
9. Must have the potential to develop and grow and access funding (meeting donor criteria) after completion of the mentoring process.
10. Commit to attending relevant trainings, mentoring sessions and consultative meetings as agreed upon in the Service Level Agreement and Capacity Building Plan to be signed by both AFSA and the organisation.
11. Willingness to report their HIV and TB reach data to the DOH and AFSA on a quarterly basis.

5. EVALUATION PROCESS AND CRITERIA

The evaluation of submissions will be managed by a CSO Selection Panel (CSP) which will prepare a shortlist of applicants that meet the threshold for selection as a CSO to participate in the CRS Programme. The PR will use the shortlist drawn by the CSP to recommend applicants to be appointed as CRS Programme CSOs by the GF CCM. The GF CCM will make the final decision taking into account the recommendations by the PR.

The evaluation process will be conducted according to the following stages:

- **The first stage** of the evaluation process assesses for compliance with pre-qualification criteria. Applications that do not comply will not be evaluated further.

- The **second stage** of the evaluation process to assess the compliance with administrative requirements. Applications that do not comply will not be evaluated further.
- The **third stage** of the evaluation process assesses technical aspects: namely experience in community level programming and working with key and vulnerable populations such as AGYW, PLHIV and TB survivors (refer to page 2 for abbreviations); and must have a track record of participating in relevant community structures & committees e.g. WAC, LAC, DAC, clinic committees, CSF, SANAC Sectors, health facilities etc. Applicants need to achieve a score of at least 50 points for the technical competency requirements in order to progress further.
- The **fourth stage**, which is optional and at the discretion of the CSP, may involve an on-site visit to clarify details about the applicant. No points are awarded.

The CSO Selection Panel will present its evaluation outcome to the PR for consideration and recommendation to the GF CCM for a decision on the final list of CSOs. Aggrieved applicants can lodge an appeal with the CEO/Executive Director within seven working days of receiving official communication of the CRS Programme CSO selection decision, clearly stating the grounds for appeal and providing the necessary evidence.

6. APPLICATION INSTRUCTIONS

All applicants are required to:

Clearly mark their applications with “**RFA-AFSA-CB-P1-SA-2022**”. Applications submitted electronically should use the same Reference in the email subject line.

- Ensure completeness of the application form (including the attachment of all necessary supporting documentation) and not exceed recommended length of sections.
- Attach board resolution authorising submission of application; and supporting documents as listed in Section 3 of this document.
- Confirm in writing that the information and statements made in the proposal submission are true and accept that any CSO misrepresentation contained in it may lead to disqualification;
- Either email full application (do not email AFSA a link to your cloud storage) to: applications@aims.org.za or
- Submit 1 hard copy and the USB of the application with all supporting documentation into the tender box located at the below address before the deadline :

Email Address		applications@aims.org.za
		Physical Addresses for Hand delivery
AIDS Foundation of South Africa Mpumalanga Nelspruit Office	Mpumalanga Province	14 Heshall street The Medcen Building, Suite 504 Nelspruit 1200
	KwaZulu-Natal	135 Musgrave Rd, 02 Floor Standard Bank Building
	North West	70 Mmilo Drive, Thlabane West, Rusternburg

- Ensure that appropriate staff are available on site if, and when, the on-site CSO capacity assessment visit is done.

7. KEY DATES

- The key dates for the application process are shown in the table below.

Stage	Date/ Period
1. Publication of call	23 May 2022
2. Deadline for submitting applications	17 June 2022 @13h00
3. Evaluation period (indicative) during which additional details may be requested and an on-site visit may be done to evaluate CSO capacity.	10 – 23 June 2022
4. Final CSO selection decision (Followed by feedback to applicants)	Week ending 30 June 2022

8. CONTACT DETAILS

Please direct your requests for information and questions/queries to:

Name and title: Zakhele Mavundla, CRS Manager: Global Fund Program

Contact email: zakhele_m@aims.org.za

Please note that questions and requests for information must be submitted before 16h00 on the 10th of June 2022

- . Please refer to our website, www.aims.org.za for regular updates on frequently asked questions that were not addressed at the briefing session.

9. SUPPORTING DOCUMENTS

Applicant organisations are requested to submit the following supporting documents with their Application:

- Board Resolution authorizing the submission of the application (**Annex 1**)
- Founding Documents – Registration as a legal entity (Memorandum of Incorporation, NPO Certificate) (**Annex 2.A**)
- Public Benefit Organization Registration (if registered as a PBO) (**Annex 2.B**)
- SARS Tax Clearance Certificate (**Annex 3**)
- Senior Management Profile - indicating position, qualifications, gender, age and race (**Annex 4**)
- Board Profile: provide details of Board Members listing positions, qualifications, age, gender, race and CVs. (**Annex 5**)

- Letters of Support and/or MOU, MOA or SLA with government and/Civil Society/SANAC Sector or other stakeholders (**Annex 6**)
- Financial reports, Last audited Annual Financial Statements or Financial Review (**Annex 7.A**)
- Narrative & statistical programmatic reports (**Annex 7.B**)
- Organogram for all management, programme and administrative positions (Human Resources, Finance, PSM, M&E, Project Management) (**Annex 8**)
- BBBEE certificate or exemption affidavit (**Annex 9**)