



Terms of Reference

Appointment of a service provider to provide organisational development and capacity building to small community-based organisations

Reference: **GLO03REQ07754**

Application deadline: **16 Aug 2022, 23h00 (Email submissions only)**

AFSA reserves the right to amend this document or to cancel this call, for any reason.

Changes and notices to this document will be posted on AFSA website:

<https://www.aids.org.za/>

Table of Contents

ABBREVIATIONS	3
1. INTRODUCTION AND BACKGROUND	4
2. OVERALL GOAL	5
3. SCOPE OF WORK	6
4. DELIVERABLES	10
5. REMUNERATION AND INSTITUTIONAL ARRANGEMENTS	10
6. REQUIREMENTS	11
7. DOCUMENTS TO BE SUBMITTED -LABEL THEM AS SHOWN IN THE FIRST COLUMN	12
8. EVALUATION CRITERIA -STAGES	13
9. APPLICATION PROCESS	14
10. APPROVAL: BID SPECIFICATION COMMITTEE	15
11. APPROVAL: CEO	15
12. REQUIRED, ADDITIONAL FORMS TO COMPLETE AND SUBMIT	15

Abbreviations

AFSA	AIDS Foundation of South Africa
CSS	Community systems strengthening
CSO	Civil Society Organisation
CBO	Community Based Organisation.
GF	Global Fund
HIV	Human Immunodeficiency Virus
IEC	Information, Education, and Communication
PR	Primary Recipient
STI	Sexually Transmitted Infections
TB	Tuberculosis
OD	Organisational development

1. Introduction and Background

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's). AFSA is one of four Principal Recipients (PRs) currently implementing Global Fund (GF) supported programmes in South Africa for the April 2022 to March 2025 grant period. By placing donor funds with strategically selected CBO's, AFSA currently provides ongoing, technical support & capacity building to CBO's implementing programmes across South Africa.

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

- Mpumalanga: Gert Sibande, Ehlanzeni.
- North West: Bojanala district
- KwaZulu-Natal: King Cetshwayo, Ugu, uMgungundlovu, eThekweni, uThukela and Zululand

AFSA is seeking to appoint 3 suitably qualified and experienced service providers to conduct training for 130 Civil Society Organisations on Organisational Development. One service provider will be allocated per province (North West, Mpumalanga & KwaZulu-Natal). Number of attendees /learners per module and per province: KZN (150), Mpumalanga (56) and North West (56) which is 262 learners in total. AFSA shall enrol 70 CSOs to be capacitated for the first 15 months and the remaining 60 CSOs shall be enrolled on the next 18 months which is October 2023 to March 2025.

Table 1: number of CSOs and learners to be supported

Province	Phase 1 (Jul 2022 to Sep 2023)		Phase 2 (Oct 2023 to Mar 2025)		33 Months (Jul 2023 – Mar 2025)	
	No: of CSO	No: of Learners	No: of CSO	No: of Learners	Total number of CSOs per province	Total number of learners per province
KwaZulu-Natal	40	80	34	70	74	150
Northwest	15	30	13	26	28	56
Mpumalanga	15	30	13	26	28	56
Grand Total	70	140	60	122	130	262

The Civil Society Organisations are strategically well positioned to deliver programs to vulnerable communities at risk of HIV & TB due to their close proximity to such target communities and populations, however many of these Civil Society Organisations are small, have weak organisational structures and are underfunded. Therefore, AFSA is seeking to appoint one or more service providers to train them on the organisational governance. The training aimed at developing and strengthening the capacity of Sub-Recipients and Implementing Partner Organisations to enable them to manage and deliver HIV & TB programs in an effective, accountable, and sustainable manner.

The Capacity Assessment of the 130 Civil Society Organisations will 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 and Networking
- Secretariat function & Coordinating

2. OVERALL GOAL

The overall purpose of the consultancy is to build sustainable organizational capacity for the 130 Civil Society Organisations by responding to organizational capacity gaps identified by and/or with the Civil Society Organisations, and by delivering a series of tailored training courses and provision of one-on-one technical support.

The specific objectives of the project are to:

a) Conduct an assessments using the Capacity Assessment Tool (CAT) to provide an overview and analysis of the capacity, strengths and weaknesses across the 130 Civil Society Organisations, and to identify the main capacity gaps and demands. The Assessment should in particular, as far as is practical and realistic, identify and analyse the main human and systemic capacity gaps (individual and organisational) and should highlight financial and physical asset deficiencies where necessary. The expected results should be well defined to analyse the dynamics that explain present capacity, identify driving forces for change to ensure effectiveness of future capacity development efforts and provide the building elements for developing a demand-driven capacity building action plans for each of the 130 Civil Society Organisations.

Number of CSOs to be assessed estimated: 150 (all applicants will receive this assessment and 130 selected for OD programme)

b) Develop capacity building action plans for the 130 Civil Society Organisations. Over the course of 36 months, the OD service provider will provide administrative capacity strengthening services. To guide this work, the OD service provider will develop action plans/capacity building plans for the 130 Civil Society Organisations which identify the administrative services required. It is expected that the OD, as practical as possible, will have and provide the associated technical skills required by the services sought in the action plans. Where such skills are non-existent with the OD partner, they would be expected to source them as part of their delivery of OD support to the 130 Civil Society Organisations.

c) Provider capacity development trainings through accredited courses. Capacity development runs over 3-6 months. Training is provided over 7day training blocks and there are 5 blocks in total, per group of CSOs /CSO participants.

d) Develop mentoring plan and support to AFSA team rolling out the CSO mentorship component of capacity development.

e) Conduct 3 assessments: baseline, mid-term and endterm assessments.

3. Scope of Work

The OD service provider should propose a capacity assessment framework that should recognize the multiple dimensions of capacity needed for an effective and sustainable organization including leadership, program and financial management and control, financial sustainability etc. The framework should go beyond individual capacity (relevant skills and abilities) to include organizational capacity (governance, structures, processes, systems etc.). The framework should in essence set the benchmarks against which assessments are done and success will be monitored and measured.

The Capacity Assessments should be participatory and consultative and aim to provide a diagnosis of current capacity of the 130 Civil Society organisations and track progress being made from OD support. The OD service provider should propose to conduct the capacity assessments using a methodology that will have to be developed in partnership or consultation with AFSA. As part of the consultancy the OD will be expected to deliver the following:

- Project Inception report – detailing the service provider’s overall approach, detailed project conceptual framework with detailed methodology, work plan, budget/financial costs, and internal capacity
- Capacity Assessment Methodology Framework with roll out plan, diagnostic participatory OD Assessment tools, indicators and benchmarks, and OD graduation criteria and tools
- A comprehensive consolidated capacity assessment report of the 130 Civil Society organisations with detailed findings and recommendations for each Civil Society organisation addressing the issues from the assessment. Where similar assessments have already been conducted by the Civil Society organisations, the OD service provider should review the reports and consultatively determine if the same can be used.
- Key Informant interviews with each of the 130 Civil Society organisations to identify gaps and needs to inform development of the capacity building programme linked to the Capacity Assessment Baseline Report.
- Development of individual 130 Civil Society organisations proposed capacity building action plans, including organizational strengthening methods / approaches.
- Facilitate a validation workshop with key stakeholders to review and agree on the final OD results. The OD service provider will present the capacity needs assessment results. The service provider will also revise and finalise the report and capacity building action plans to incorporate the discussions and the agreements of the workshop.
- Develop, organize and deliver one-on-one on-site / virtual mentoring, to implement the Administrative Strengthening component of each the Sector Secretariat / Hosting Action Plans
- Document success stories on OD activities achievements.

The OD training is divided into two phases as shown in the table below (the 2 phases are not clear below. Please clarify them). The first phase comprises of 18 months and second phase is another 18 months.

The 130 CSOs will be divided into two groups:

Group1: Half of the CSOs should complete their capacity development in the first 3-6months (July – October 2022).

Group-2: The second half of CSOs should receive and complete their capacity development during the period: October 2023 – February 2024.

Table 2: Summary project scope

Group-1 capacity development				
Item	KZN	MP	NW	Total
Number of applicant organisations to receive baseline capacity assessments	42	15	15	73
Number of CSOs shortlisted for capacity development	40	15	15	70
Number of learners	80	30	30	140
Mid-term assessments	1	1	1	3
Endline assessments	1	1	1	3

Table 3: Summary of accredited modules to be delivered

Module	Training (Theory) days	Number of learners per modules
Computer Skills for managers, Basic Bookkeeping and Financial Management	7	2 per CSO
Personal Development for Managers	7	2 per CSO
Information Management and M&E	7	2 per CSO
Human Resource	7	2 per CSO

Table 4: Training is provided in 4 blocks of 7 days each. Each block delivers 2-3 modules.

Core Activity	Planned Dates	No. of Days	Where	Number of Attendees	Summary of Content
Assessment: Mid-Term and End line of CSO's for Phase 1 and Phase 2	To be Confirmed by the applicant	1 day per organization	Mpumalanga, North West and KwaZulu Natal	130 Organizations	Mid- Term and End line assessment using the CAT tool and develop of Capacity building plans 64 for CSO's for Phase 1 and 65 for Phase 2
				For Phase 1 (64) CSO's and Phase 2 (65) CSO's	
Block 1 of (OD):	To be Confirmed by the applicant	7 days per province	Mpumalanga, North West and Kwa-Zulu Natal	MPL – 28	Computer Skills:
Computer skills for managers, training basic book keeping and financial management				NW – 28	General computer literacy, Word processing (MS Word), E-mail, MS Excel, Internet browsing, Presentations (MS Power Point).
				KZN - 72	Basic Book Keeping and Financial management:
					Introduction to financial management (incl. financial policy) Budgeting, Basic bookkeeping, accounting transactions, source documents, accounting for transactions, purchasing procedures, financial reporting, legal requirements/statutory obligations
Block 2 OD training: Personal Development for Managers, Managing Projects and Communication Skills for Managers	To be Confirmed by the applicant	7 days per province	Mpumalanga North west Kwa-Zulu Natal	MPL- 28	Personal Development for Managers: Personal skills, Self- awareness, Ability to accept and learn from criticism, self-confidence, problem solving, creativity, dealing with work pressure and stress, ethical decision making, time management, conflict management, professionalism, dress code, communication etiquette, dealing with funders & clients, dealing with change leadership
				NW – 28	
				KZN - 72	
					Managing Projects and Communication skills for managers:
					Programmes & Projects within Organisations, Project life cycle, Components of Project Management (Project planning & integration, project control. Incl. M&E. Writing business letters, reports, presentation skills, listening skills, facilitation skills.

Block 3 of (OD) training: Information Management & M&E, Networking and External Relations	To be Confirmed by the applicant	7 days per province	Mpumalanga	MPL- 28	Information Management & Monitoring & Evaluation (M&E)
			North West	NW – 28	Document management, keeping records, filing, M&E, data collection, data quality and developing M&E plan, operational planning, Community profiling.
			Kwa-Zulu Natal	KZN - 72	Networking and External Relations
					Communication strategy, marketing (including digital marketing website & social media) & organisational brochures & publications
Block 4 of (OD) training: Human Resource and Risk Management	To be Confirmed by the applicant	7 days per province	Mpumalanga	MPL – 28	Human Resource Management
			North west	NW – 28	Overview of HR Management, HR planning, Employment legislation, HR policies & procedures, Staffing, Training & Development, Performance Management, Organogram, Employee wellness.
			Kwa-Zulu Natal	KZN - 72	Risk Management:
					Define and investigate the problem, implement solutions, Evaluation the effectiveness of the solution, understand the approach to risk management, apply risk management to your organization

4. DELIVERABLES

The Service provider will deliver:

- a) Inception Report including a work plan, detailed methodology, report format and timelines
- b) Capacity Assessment Methodology Framework with assessment tools
- c) Capacity gaps analysis report of the 130 CSOs
- d) Action plan prioritizing capacity areas for development for the of the 130 CSOs
- e) OCD Validation Workshop report
- f) Success stories on OD activities achievements
- g) Uploading learners on ERP system and link them to assessors/moderators

5. Remuneration and institutional arrangements

- The service provider should provide rates /quotation which will be applied for the duration of this assignment.
- AFSA will pay directly for approved travel logistics to activities, using standard AFSA procurement policies; so, these are to be excluded from quote.
- Service provider is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the consultancy).
- Payment will be based on review and acceptance of the completed deliverables presented with required contractor paperwork /supporting documents.
- The service provider will be supervised by the Community Systems Strengthening (CSS) Manager and CSS Capacity Building Coordinator, who will work closely with the service provider to discuss the work and review progress and performance on deliverables and timelines.
- AFSA offices (Durban, Nelspruit, Rustenburg) are regarded as main project site, and thus any travel to meetings at these offices will be at the consultant costs. Travel to training sites /meetings confirmed by AFSA will be arranged and be the responsibility of AFSA.
- Important: project /assignment will be considered successfully completed after submission and approval of final product /deliverable /milestone. Some deliverables require final approval /sign-off by multiple stakeholders. If several revisions are required to produce acceptable quality, costs of these revisions are to be borne by the service provider /consultant.
- Before any work can start, AFSA will issue a contract and purchase order. Before each activity /assignment starts, AFSA will request a quotation, and confirm assignment by issuing a written confirmation /acceptance of quotation before the assignment is undertaken. Failure to comply to this requirement invalidates any claims made against the contract.
- AFSA is a non-profit and public benefit Organisation with limited budgets, and reliant on donor-funding. AFSA thus focuses on high quality, but cost-efficient services and applies transparent procurement processes.
- Payment from AFSA will be made on successful delivery of goods and services -no upfront deposit will be entertained.
- Project duration: September 2022 – March 2025

6. Requirements

AFSA intends to contract service provider/s with suitable qualifications and extensive experience.

Minimum requirements are:

- 1) Three-year degree in related fields such as: International Development, Social Sciences, Governance, Civil Society development, Community development and /or other related fields.
- 2) At least 4 years' experience working with civil society organisations and / or on good governance issues within the public sector.
- 3) Demonstrated experience with pedagogy.
- 4) At least 4 years of experience working in organizational development and capacity assessments and capacity building for civil society organisations.
- 1) Training modules offered are accredited -attach SETA accreditation documents.
(Accreditation letter from Seta for the company, Assessor letter from Seta, Moderation letter from Seta, Service Provide show process of uploading of learners on Seta portal)

Additional /recommended criteria

- Experience of mentoring or coaching to civil society organisations would be an advantage.
- Strong research capacity including knowledge of research methods, use of statistical software, data gathering and analysis, and report writing.
- Ability to work in a cross-cultural context and among different populations including in rural areas.
- Understanding of the HIV, TB and STIs civil society organization situation, challenges and trends prevalent in South Africa
- Knowledge and / or understanding of the SANAC and its stakeholders and structures

7. Documents to be submitted -label them as shown in the first column

Table 5: IMPORTANT: Documents listed in the table below must be submitted as one pdf file and, in the order, shown. Insert a blank page, with appropriate label & mark it “NOT SUBMITTED” to indicate documents not submitted. AFSA will not be responsible for documents misplaced during file transmission -if this step is not adhered to.

Indicate province/s applying for, by marking with a “X”. Attach this page onto the motivation letter.		
Province	Mark province/s applying for with a “X”	
KZN		
MP		
NW		
DOCUMENT NUMBER	DESCRIPTION.	Submitted (Yes / No)
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number & province/s you are applying for. Attach this page onto the motivation letter. <i>If applying for more than 1 province, indicate in the motivation letter, but make 1 submission and 1 quotation per province.</i>	
*DOC-02	A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship with AFSA employees or directors.	
*DOC-03	Proof of registration of legal entity (NPC, Trust, NPO, Close Corporation, Pty (Ltd)). Sole Proprietor: Certified copy of identity document.	
*DOC-04	Valid SARS tax clearance certificate with tax compliance status pin.	
*DOC-05	VAT Registration document	
DOC-06	Company Profile. If sole Proprietor: provide two examples of relevant recent (last 5 years) work. Provide full contact details of these references for verification: provide reference letters.	
DOC-07	Business utility /rates statement.	
*DOC-08	Latest signed Annual Financial Statements (past 2 years). Financials are to be audited, independently reviewed, or compiled by Independent Accounting officer (SAICA/ SAIPA Accredited).	
DOC-09	Details of any value add /benefit offered as part of the bid	
DOC-10	List of company directors and certified copies of their identity documents.	
*DOC-11	Valid B-BBEE certificate or affidavit deposed by director/board member (for eligible entities) not older than three months from closing date. No beneficiary recognition certificates will be accepted.	
DOC-12	Provide detailed costing structure. No hidden costs.	
	Show unit cost per group trained for each module (7days). Indicate group size required. Where training module is accredited, quotation to include and reflect clearly associated costs. Quotation must remain valid for at least 90 days after closing date of this tender – Please state quotation validity timeframe.	
DOC-13	Pricing /costing summary sheet	
*DOC-14	Signed undertaking	
*DOC-15	Five – ten-page proposal. Details of training modules offered and accreditation status, with SETA accreditation letter. Invoices submitted against inaccurate accreditation documents will result in a crime being reported and refunds being recouped -regardless of time of discovery of false claims.	
*DOC-16	Qualifications package of facilitator/s. CV, qualifications documents (Degree certificates etc.). Any certificates /recognition of achievements related to the advertised assignment. Indicate language proficiency of facilitators.	
DOC-17	Table listing relevant current and completed projects, in the last 5 years. Indicate clearly training topics, groups trained & province of training.	
DOC-18	Two examples of relevant recent (last 5 years) work: training report /etc.	

Documents marked with asterisk are mandatory. Applications missing these documents may be disqualified. Documents are valid only if obtained /certified within 3months of closing date.

8. Evaluation Criteria -stages

Stage 1: Administrative compliance: If some mandatory documents are missing, application may be disqualified.

Stage 2: Minimum qualifications: If minimum qualifications were not met, application will be unsuccessful, and no further evaluation will be conducted.

Stage 3: Technical qualifications /experience: proposal and supported documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next evaluation stage.

Stage 4: Costing: Proposals will be scored, with cheapest proposal allocated maximum score. If B-BBEE score was required and submitted, it will be factored (80/20 rule) into final cost assessment. If it was not required, it will be excluded from this scoring. *AFSA is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.*

Table 6: Technical evaluation criteria and score

ELEMENT	Maximum Score
Submission compliant with documents listed in the table above: Submitted documents as 1 pdf file. Documents clearly labelled. Clearly marked placeholders for documents not submitted.	15
Proposal submitted: Clear, detailed, demonstrate understanding of assignment. An indication of the approach to carrying out the assignment, including any inputs that may be required from AFSA. Indicate how your qualifications and experience make you suitable for the assignment. If assignment/s will be undertaken by more than one person, include your team structure, roles and responsibilities of each team member. DOC-03	15
Tertiary qualifications –related to the assignment: CVs, qualifications, etc. DOC-06	15
Experience working on related issues /projects. Specify your role in these assignments. Track record of similar work assessed through table listing of prior assignments or CV or sample work submitted. DOC-04 /09 /10.	10
Highly developed written and communication skills (sample submitted). If no prior work submitted, this assessment will be based on the proposal submitted (DOC-03 /10).	05
Presentation: knowledge on the subject & responding to questions, implementation methodology & proposed team structure, presentation /slides /communication skills, innovation aligned to COVID-19 restrictions /protocol.	20
Costing. Provide detailed project costing, per province. No hidden costs. Provide breakdown of what constitutes your costs, with notes /justification. Exclude VAT & travel logistics /accommodation because AFSA makes these arrangements where applicable. Preferential Procurement Policy Framework Act, and 80/20 rule, may be applied when scoring B-BBEE and quoted price. You are required to provide total cost of this project, per province. DOC-12	20
Total (technical)	100

***Proposals must achieve at least 60% on the technical evaluation to be considered further.**
Applicants will be expected to present their proposal to the selection panellist as part of proposal evaluation process.

9. Application Process

- This tender may be awarded to one or more successful applicants.
- AFSA reserves its right to:
 - a. Cancel this bid, at any time, for any reason,
 - b. Modify specifications before contract is awarded,
 - c. Terminate services /contract due to poor performance:
 - i. Failure to deliver goods /services within agreed timelines
 - ii. Goods /services delivered are of poor quality.
- Suitably qualified service providers are required to apply to quotes@aims.org.za
- **Always use** this reference: “GLO03REQ07754” on the subject line and in correspondence.
- All enquiries are to be emailed in writing *only* to Azande@aims.org.za, with subject line clearly marked with reference shown above. *Check <https://www.aims.org.za/> for updates.*
- *If you are not contacted within 30 days of closing date, please consider your submission unsuccessful.*
- AFSA may not be held responsible for costs associated with the application process.
- Submission /bidding implies full understanding and acceptance of contents of these terms of reference, requirements, and stipulated performance conditions.
- Applicant company directors also confirm that the bidding company is a going concern.

Table 7: key dates for proposal evaluation & project start.

Stage	Date/ Period
Deadline for submitting applications	3 Aug 2022, 23h00 (emailed)
Evaluation period (indicative). Additional details may be requested. Shortlisted applicants present their proposals.	18-19 Aug 2022
Contracting	22-26 Aug 2022
Implementation start	05 September 2022

10. Approval: Bid Specification Committee

Name	Designation	Signature	Date
			11 Jul 2022

11. Approval: CEO

Name	Designation	Signature	Date
Ntombi Mkhize	Chief Executive Officer		11 Jul 2022

12. Required, additional forms to complete and submit



DOC 02: DECLARATION OF INTEREST FORM

Please respond to the following questions, by placing an “X” on your response.

If you require additional space to complete a response, please continue your response on a separate page and sign and date that page.

1) Do you or any of your immediate family members have any financial interest in the work of the AIDS Foundation of South Africa?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation, including, but not limited to, the following:

- If the financial interest relates to a role held at an organization, please list the name of the organization, the role held at the organization (such as employee, consultant, or board member), the work performed in the role, and the dates during which the role was held.
- If the financial interest relates to an ownership interest, please describe the nature and amount of the interest owned, the duration for which the interest has been held, and any other relevant information.

2) Have you or an immediate family member had a professional relationship with an organization subject to a diagnostic review, audit, investigation, or similar activity by AFSA, or been personally subject to an investigation by AFSA? Has there ever been an investigation by any other authority against you, your immediate family members, or an organization to which you have a professional relationship?

Yes: _____ No: _____

If you have responded “yes”, please describe relevant information in the box below, including, as applicable:

- The organization involved.
- The role and title held (such as employee, consultant, or Board member), whether the role was held by you or by an immediate family member, and the dates when the role was held.
- The work performed, and whether the role involved working on, managing, or overseeing matters involving AFSA.
- The investigating authority
- The focus of the investigation or other action
- The outcome or resolution of the investigation or other action (such as findings of fraud or misuse of funds).

3) Have you or any of your immediate family members been involved in a legal dispute with AFSA or its grant recipients, or are you currently involved in any other legal dispute that could have a real or perceived effect on your duties at AFSA?

Yes: ____ No: _____

If you have responded “yes”, please give details in the box below on the nature of the dispute, the parties involved, and, as applicable, the status of the dispute or how and when the dispute was resolved.

Note: This question is intended to only address legal disputes that could have a real or perceived effect on your ability to work with the best interests of AFSA in mind. Therefore, any legal issues you may have experienced relating to your gender, sexual orientation, political beliefs, disease status, activities as a sex worker or drug user, or activities associated with advocacy for social, political or human rights issues do not need to be disclosed here. For the legal disputes disclosed here, you may provide any background you deem relevant.

4) Do you or any of your immediate family members or business associates have any relations with AFSA Sub-recipients, Donors, Partners, Suppliers or Contractors?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

5) Do you or any of your immediate family members or business associates have any relations with AFSA?

Yes: _____ No: _____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

6) Is there anything else not captured in the questions above that could affect your objectivity or independence in the performance of your duties for AFSA, or in your opinion, the perception by others of your objectivity and independence?

Yes: ____ No: ____

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation.

In signing this Form, I, the undersigned, _____ hereby confirm that:

- i. The information which I disclose in this Declaration of Interest Form is correct and complete.
- ii. In the event of a material change to the information provided, I shall advise the AFSA CEO immediately of the situation consisting of a conflict of interest or that which could give rise to a conflict of interest and undertake to update the information in this Declaration Form in the event of these circumstances and, in any event, at least annually.
- iii. I have not made, and will not make, any offer of any type whatsoever from which a personal advantage can be derived from my involvement or employment with AFSA.
- iv. I understand that AFSA reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA. Such consequences may include reporting a crime to law enforcement agencies, disqualification from the bidding process, cancellation of contract, and refunding AFSA of all monies paid in relation to this contract -even if service had been delivered.

Name (print): Title (print):

Designation /position

Signature: Date:

DOC 13: Pricing /costing summary sheet -complete and submit as annexure -KwaZulu-Natal

Group-1 quotation summary. Quotation includes all training materials /aids required by each learner.				
Province	KZN			
Item	Quantity	Unit cost (Excl VAT)	Total cost (Excl VAT)	Supporting document to be submitted during invoicing
Capacity development training blocks completed. Each block includes 2-3 modules and runs for 7 days. There are 4 blocks in total, per group. Number of participants per training group =30-40 participants.	10			Training plan, workplan, training manuals, training slides, training aids, attendance register, training report, other?
CSO mentorship plan developed, per CSO, finalised & discussed with AFSA team that will be providing mentorship to the CSOs.	38			Final CSO mentorship plan per CSO.
AFSA staff induction on CSO mentorship and discuss mentorship plan per CSO. AFSA staff to be capacitated to conduct CSO mentorship. All AFSA CSS team that will be providing mentorship to CSOs and 1x MER officer must attend & receive this training /induction (3days).	1			Staff induction plan, material, slides, attendance register.
Mid-term assessments -for all provincial CSOs receiving capacity building support.	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Endline assessments -for all provincial applicant CSOs receiving capacity building support.	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Total for GROUP-1 (Excl VAT)				
Total for GROUP-2 (Excl VAT)				
Total for GROUP 1 & 2 (Excl VAT)				

Service provider is responsible for travel to AFSA offices (Durban, Nelspruit, Rustenburg), within the contracted province. AFSA will be responsible for travel from AFSA offices to CSO offices & for lodging -if distance exceeds 100km from AFSA offices.

DOC 13: Pricing /costing summary sheet -complete and submit as annexure -Mpumalanga

Group-1 quotation summary. Quotation includes all training materials /aids required by each learner.				
Province	KZN			
Item	Quantity	Unit cost (Excl VAT)	Total cost (Excl VAT)	Supporting document to be submitted during invoicing
Baseline capacity assessments -for all provincial applicant CSOs	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, training /capacity development plan /timelines, others?
Capacity development training blocks completed. Each block includes 2-3 modules and runs for 7 days. There are 5 blocks in total, per group. Number of participants per training group =30-40 participants.	5			Training plan, workplan, training manuals, training slides, training aids, attendance register, training report, other?
CSO mentorship plan developed, per CSO, finalised & discussed with AFSA team that will be providing mentorship to the CSOs.	15			Final CSO mentorship plan per CSO.
AFSA staff induction on CSO mentorship and discuss mentorship plan per CSO. AFSA staff to be capacitated to conduct CSO mentorship. All AFSA CSS team that will be providing mentorship to CSOs and 1x MER officer must attend & receive this training /induction (3days).	1			Staff induction plan, material, slides, attendance register.
Mid-term assessments -for all provincial CSOs receiving capacity building support.	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Endline assessments -for all provincial applicant CSOs receiving capacity building support.	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Total for GROUP-1 (Excl VAT)				
Total for GROUP-2 (Excl VAT)				
Total for GROUP 1 & 2 (Excl VAT)				

Service provider is responsible for travel to AFSA offices (Durban, Nelspruit, Rustenburg), within the contracted province. AFSA will be responsible for travel from AFSA offices to CSO offices & for lodging -if distance exceeds 100km from AFSA offices.

DOC 13: Pricing /costing summary sheet -complete and submit as annexure -North West

Group-1 quotation summary. Quotation includes all training materials /aids required by each learner.				
Province	KZN			
Item	Quantity	Unit cost (Excl VAT)	Total cost (Excl VAT)	Supporting document to be submitted during invoicing
Capacity development training blocks completed. Each block includes 2-3 modules and runs for 7 days. There are 5 blocks in total, per group. Number of participants per training group =30-40 participants.	5			Training plan, workplan, training manuals, training slides, training aids, attendance register, training report, other?
CSO mentorship plan developed, per CSO, finalised & discussed with AFSA team that will be providing mentorship to the CSOs.	15			Final CSO mentorship plan per CSO.
AFSA staff induction on CSO mentorship and discuss mentorship plan per CSO. AFSA staff to be capacitated to conduct CSO mentorship. All AFSA CSS team that will be providing mentorship to CSOs and 1x MER officer must attend & receive this training /induction (3days).	1			Staff induction plan, material, slides, attendance register.
Mid-term assessments -for all provincial CSOs receiving capacity building support.	1			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Endline assessments -for all provincial applicant CSOs receiving capacity building support.	2			Capacity assessment data collection tool, collected raw data, attendance register, data analysis tables, final assessment report, others?
Total for GROUP-1 (Excl VAT)				
Total for GROUP-2 (Excl VAT)				
Total for GROUP 1 & 2 (Excl VAT)				

Service provider is responsible for travel to AFSA offices (Durban, Nelspruit, Rustenburg), within the contracted province. AFSA will be responsible for travel from AFSA offices to CSO offices & for lodging -if distance exceeds 100km from AFSA offices.

DOC 14: Signed undertaking

In signing this Form, I, the undersigned, _____
hereby confirm and agree that:

- 1) This tender may be awarded to one or more successful bidders.
- 2) AFSA reserves its right to:
 - a. Cancel this bid, at any time, for any reason,
 - b. Modify specifications before contract is awarded,
 - c. Terminate services /contract due to poor performance:
 - i. Failure to deliver goods within agreed timelines
 - ii. Goods delivered are of poor quality.
- 3) AFSA may not be held responsible for costs associated with the application process.
- 4) Submission /bidding implies full understanding and acceptance of contents of the terms of reference, requirements, and stipulated performance conditions.
- 5) I also confirm the company is a going concern.
- 6) The information which I provided in this application process is correct and complete.
- 7) In the event of a material change to the information provided, I shall advise the AFSA CEO immediately of the change and in writing.
- 8) I understand that AFSA reserves the right to verify information I provided and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA. Such consequences may include reporting a crime to law enforcement agencies, disqualification from the bidding process, cancellation of contract, and refunding AFSA of all monies paid in relation to this contract -even if service had been delivered.

Name (print):

Title (print):

Designation /position

Signature:

Date: