



Request for Quotations

GBV WHO LIVES TRAINER

REFERENCE: WHOLIVESSWP2023

Reference: **WHOLIVESSWP2023**

Application deadline: **27 January 2022 @ 12:00**

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

Note: If you have any queries or comments, kindly forward them to:

procurement@aims.org.za

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Abbreviations

AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
CBO	Community Based Organisation
CRS	Community Systems and Responses
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
KVP	Key and Vulnerable Population(s)
LEA	Law Enforcement Agents
MSP	Men's HIV prevention programme
PR	Primary Recipient
STI	Sexually Transmitted Infection
TB	Tuberculosis

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). 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.

Amongst these programmes is the Covid-19 Response Management Programme which seeks to equip communities with the necessary tools they need to protect themselves against COVID-19. Response Management Programme. Gender-based violence (GBV) is known to be pervasive in all settings. Women and girls face increased risks of GBV than that compared to their male counterparts. This increased risk is exacerbated during times of crisis. The covid-19 pandemic has disrupted existing protective structures and created multiple circumstances that leads to various forms of GBV.

Strategies to reduce the spread of covid-19 implemented during the first National Lockdown such as physical distancing and restrictions in movement that were placed across South Africa have placed women and girls at an increased risk at experiencing GBV at the hands of intimate partners, family members, or others in the home. The risk of experiencing GBV is further aggravated by factors such as economic strain, emotional stress, and changes in family dynamics resulting from economic and social disruptions as a result of covid-19.

It is upon this background that AFSA seeks to appoint a consultant who will develop training content around GBV Who Lives.

2. Scope of Work

Scope of Work

The successful Consultant will be responsible for the following scope of work;

Table 1: Scope of Work

Focus Activity	Deliverable
1. Material Development	Using existing material on GBV Who Lives, develop content that. <ul style="list-style-type: none"> explains GBV explains GBV in the context of Covid-19 highlights the unique dimensions of GBV and Covid-19 identifies what can be done to address GBV in the context of Covid-19 identifies existing structures already in place where individuals experiencing GBV can be directed to for assistance. Provinces to focus on Kwa-Zulu Natal, Mpumalanga, Northwest.
2. Conduct Training	Based on the material developed, conduct a 2-day training for C19RM2 IPOs in the following the following location <ul style="list-style-type: none"> Kwa-Zulu Natal, Durban: 1st to 2nd February 2022. Develop and administer pre and post assessments to attendees. Provide certificates to all attendees.
3. Documentation	Produce a brief report on the outcome of each workshop. Report to include: <ul style="list-style-type: none"> overview on the demographics of participants results from pre-and-post assessment surveys/exercises narrative on level of participation
4. Administration	Consultant to arrange transport and accommodation and bill accordingly. Payment subject to presentation of original receipts. If a consultant is based in the area of training, accommodation and transport cannot be claimed. Keep and update an organized record of key documents for administrative and auditing purposes.

3. Minimum Requirements

Minimum Requirements/ Eligibility of consultancy

- Bachelor's Degree in a relevant field (A Master's Degree in a relevant field is *Preferable*): Law, political studies, international relations, communications, media, journalism, or similar.
 - Post-graduation studies in gender or human rights is desirable
- 5 years' experience with working on issues related to human rights, sexual and gender-based violence, gender and sexuality, HIV/AIDS and TB related work, advocacy, and social mobilisation.

Additional requirements

- 5 years' experience with report writing or development of guidelines or similar documents.
- Familiarity with policies and regulations related to law enforcement and protection services in South Africa.
- Strong theoretical and practical background in human rights, sexual and gender-based violence, gender and sexuality, HIV/AIDS, and TB related work.
- Proven experience in stakeholder engagement; including government, civil society, and community workers.
- Proven ability to work in a multicultural environment.
- Ability to adhere to deadlines and flexibility.
- Fluent in at least two of the South African languages one of which *must* be an African language.
- Availability to start immediately.
- Able to commit to time required for the assignment.

4. Required Documents

IMPORTANT: Rename all documents to correspond with the document number.

DOCUMENT NUMBER	DESCRIPTION
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number & position/s applying for. Attach this page onto the motivation letter.
*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. This document is available on page 09 of this document.
*DOC-03	Two – five-page proposal.
*DOC-04	Implementation plans
*DOC-05	CV's of team members, including 2-3 contactable references.
*DOC-06	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-07	Qualification documents (Degree certificates etc.). Any certificates /recognition of achievements related to the advertised assignment
*DOC-08	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
DOC-09	VAT vendor registration -recommended. Applicable to companies.
DOC-10	Table listing relevant current and completed assignments /projects, in the last 5 years.
DOC-11	B-BBEE status level verification certificate (unless trading below the prescribed threshold) -attach affidavit. Applicable to companies.
*DOC-12	Proposed Costing. Include a detailed quote with notes. Use Costing Tool provided below

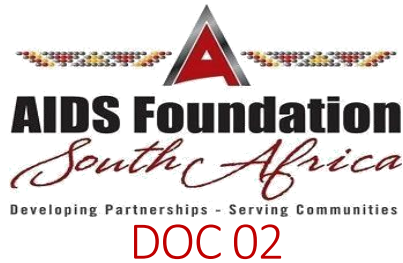
Documents marked with asterisk are mandatory. Documents are valid only if obtained /certified within 3months of closing date. Only successful consultant will be contacted

5. Deliverables, remuneration, and institutional arrangements

- The Consultant is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
- Payment will be based on review and acceptance of the completed deliverables presented with required contractor paperwork /supporting documents.
- This consultant will work under the supervision of an AFSA Manager and will also interact with project staff and stakeholders in various districts. The consultant will be home-based but expected to regard Durban AFSA office as main project site, and thus any travel to meetings at the Durban office will be at the consultant costs.
- 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.

6. Application Process

- Suitably qualified service providers /consultants are required to submit an application to procurement@aims.org.za with this reference: “WHOLIVESSWP2023” on the subject line, by 27 January 2023 at 12h00.
- All enquiries are to be submitted in writing *only* to procurement@Aids.org.za, with subject line clearly marked WHOLIVESSWP2023.



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.

- **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.

- 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:

- i. That the information which I disclose in this Declaration of Interest Form is correct and complete.
- ii. That in the event of a material change to the information provided, I shall advise the AFSA Chairperson and/or 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. That 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. That 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

Signature:

Date:

Name (please print):

Title (please print):



DOC 12

COSTING TOOL

DESCRIPTION	PRICE	NOTES
Material Development		
Conduct Training		
Documentation		
Administration		