



REQUEST FOR QUOTATIONS

Appointment of a service provider to sensitize traditional leaders and health practitioners in cervical cancer, breast cancer, TB, COVID-19 vaccination, and gender-based violence

Reference: **COVIDCAN2023**

Submission deadline: **27 Jan 2023 (12h00)**

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

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Abbreviations

AFSA	AIDS Foundation of South Africa
AYP	Adolescent Young People
AIDS	Acquired Immune Deficiency Syndrome
CSS	Community Systems and Responses
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HRA	Human Rights Advocacy
KVP	Key and Vulnerable Population(s)
PR	Principal Recipient
RFQ	Request for Quotation
STIs	Sexually Transmitted Infections
SW	Sex Work
TB	Tuberculosis
TL	Traditional Leader
THP	Traditional Health Practitioner

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) working in the HIV/AIDS sector, by placing donor funds with strategically selected CBOs in South Africa, and providing them with ongoing, technical support & capacity building. 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 has selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the four Principal Recipients (PRs) that will implement programmes funded by the grant, during Apr 2022 – Mar 2025. Serving as a grant manager, the PR coordinates grants' execution through sub-recipients (SRs), service providers and consultants as the main implementers of the GF programmes. AFSA's programmes under the current Global Fund grant are implemented in 22 districts in eight of the nine provinces in South Africa. Four core programmes are assigned to AFSA:

- 1) Adolescents and Young People (AYP) programme
- 2) Sex Workers (SW) programme
- 3) Human Rights & Advocacy (HRA) Programme
- 4) Community Systems Strengthening (CSS) Programme

In addition to the four core modules above, AFSA implements COVID-19 programme aimed at supporting COVID-19 prevention and management. Awareness, communication, and promotion of COVID-19 vaccination is a core activity under this project.

Many people seek advice from Traditional leaders (TLs) and Tradition health practitioners (THPs) in most parts of South Africa, in particular where there is a gap or inadequate in public healthcare systems and legal system. Traditional health practitioners (THPs) and traditional leaders (TLs) are largely required and trusted by the community to help them with diseases such as STI, TB, COVID-19 and, in dealing with cancers. THPs play crucial role in the community management of Cervical Cancer, Breast Cancer, STIs, and TB among other diseases, whilst TLs playing a crucial role in handling issues related to Gender Based Violence (GBV). It is upon this background that AFSA seeks to appoint a service provider to provide trainings to THPs, TLs, and community leaders on Gender-

based violence (GBV), TB, COVID-19, Cervical Cancer and Breast Cancer and access to justice /traditional system.

2. Objectives

AFSA is looking for a service provider to develop training resources, train trainers, train TLs & THPs, mentor trainers and consolidate reporting for a project aimed at sensitizing, raising awareness and training TLs and THPs on these health topics; COVID-19 vaccination, GBV, TB, Cervical Cancer and Breast cancer. The goal is to spread knowledge about the issues mentioned above, strengthen referral and linkages between traditional health care & legal systems and government healthcare facilities.

3. Scope of Work

1. Material Development

- ✓ Develop content (training manual & slides) for training, sensitization and raising awareness among field staff and better prepare them for their community work, in these areas:
 - COVID-19 vaccination promotion
 - GBV, TB
 - Breast Cancer and Cervical Cancer.
 - Traditional health system, traditional leadership system, traditional court system and how to work with these structures to promote respect for human rights, reduce violations of human rights, improve referral and linkage to the justice system and healthcare facilities and ultimately improve health outcomes of key and vulnerable people and reduce stigma & discrimination.

- ✓ Develop training evaluation tools.

2. Conduct Training (3-5 days)

- ✓ Conduct in-person Training using developed materials
- ✓ Train 60-120 trainers (TOT). Training will be completed in groups of 20-30 participants per group. Total number of groups will depend on costs per unit.
- ✓ Training to include: stakeholder engagement (how to recruit the intended training participants), facilitation skills, conducting community dialogues and report writing.
- ✓ Provide certificates of completion to trained individuals

NOTE: Provincial & District trainers will be contracted by AFSA and will roll out the trainings in all 22 AFSA supported districts.

3. Documentation /reporting

- ✓ Provide report on outcome of the training
- ✓ Provide report on each training conducted by trainers and one consolidated report.

4. Minimum requirements/ Eligibility of the Consultancy

Minimum requirements to be met.

- Degree or Diploma in a relevant field
- Five years' experience conducting related training in the health care sector.
- Five years' experience working with traditional leaders & Traditional health practitioners on issues such as: STIs, Gender-based violence (GBV), TB, COVID-19, Cervical Cancer and Breast Cancer, mental health or similar.

Additional requirements -recommended.

- Good report writing skills.
- Good Communication skills (presentation, writing)
- Good understanding of local languages, community dynamics, community and traditional leadership structures and indigenous health issues.

5. Required documents

Service providers with necessary experience and skills are invited to submit quotations to AFSA.

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 held responsible for documents delayed or misplaced during file transmission. Mark and attach this table to your motivation letter.

DOCUMENT NUMBER	Submitted (Yes /No)	DESCRIPTION. REFERENCE:
*DOC-01		Motivation /cover letter, with full contact details: indicate reference number. 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.
*DOC-03		Two – three-page proposal. Describe how this project will be executed.
*DOC-04		CV, including 2-3 contactable references. Include 1-2 reference letters from traditional leadership or traditional health practitioners' sectors.
*DOC-05		Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-06		Qualification of all key persons in this assignment (Degree /Diploma /Certificates).
*DOC-07		A valid tax clearance certificate issued by the South African Revenue Service.
*DOC-08		VAT vendor registration
*DOC-09		Table listing relevant current and completed assignments, in the last 5 years.
*DOC-10		B-BBEE status level verification certificate. Attach affidavit if trading below the prescribed threshold.
*DOC-11		Costing: Detailed quotation for the assignment. At contracting and payment stage, payments will be linked to Milestones and not time worked.

Documents marked with asterisk are mandatory. Applications missing these documents may be disqualified. Documents are valid only if certified within 6months of the closing date. Only short-listed candidates will be contacted.

6. Evaluation Criteria and stages

Stage 1: Administrative compliance: Applications with missing mandatory documents may be disqualified.

Stage 2: Qualifications and experience: applicants must meet minimum qualifications /experience to be considered for the next stage of evaluation.

Stage 3: Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 50% (before oral presentation) is required to move to next stage.

Stage 4: Costing: Proposals will be scored, with cheapest scoring maximum score. B-BBEE will be factored (80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation.

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: indicate names and qualifications and attach their CVs. DOC-03/04	10
Academic qualifications –all persons who will be involved in undertaking any part of this assignment. DOC-06	10
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
Highly developed written and communication skills. This assessment will be based on the proposal and motivation letter submitted. DOC-01 and DOC-03.	05
Presentation (shortlisted applicants will be required to present their proposal): knowledge on the subject & responding to questions (15), implementation methodology & proposed team structure (10), presentation /slides /communication skills (5). IMPORTANT: Only applicants who scored 50% or more on the criteria above will be invited to do oral presentation and undergo cost assessment below.	30
Cost. Provide clear breakdown of costing /quotation. <i>Exclude VAT & travel logistics /accommodation because AFSA makes these arrangements where applicable. Preferential Procurement Policy Framework Act, and 80/20 rule, will be applied when scoring B-BBEE and quoted price.</i> DOC-11	20
Total (80% technical score and 20% price score)	100

7. Submission Instructions

- Suitably qualified service providers /consultants are required to submit application to: prcurement@aims.org.za with this reference: “**RFQ- COVIDCAN2023**” on the subject line, by **27 Jan 2023, 12h00**.
- All enquiries are to be submitted in writing *only* to procurement@aims.org.za with subject line clearly marked “**RFQ- COVIDCAN2023**”.
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*



DOC 02

8. 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:

- 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 11

9. PRICING TOOL

ITEM	Notes /description /justification	QUANTITY /UNITS	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Material development (present to AFSA before training starts. Submit slides, manual, tools). <i>These materials become property of AFSA /Global Fund and can be used in future similar activities -for non-commercial purposes.</i>		1		
*Training of trainers (TOT)- (group of 20-30 participants each). These trainers will be contracted by AFSA and will roll out the training at the district level. Submit 1 report		1		
*Physical support of training session at province (provide on-site mentorship to trainers) Submit 1 report		1		
*Virtual support /mentorship to provincial trainers: 1x 2hour sessions of virtual meetings		1		
*Submit 1 summary report per province (district reports to be written by trainers and submitted as annexures to the consolidated provincial report)		1		
Submit 1 consolidated report for 8 provinces (consolidate 8 provincial reports, analysis and submission).		1		
Other				
Other				
Other				
Administration and coordination (maximum 10% of total cost)		1		
<i>Items marked with asterisk (*) will be multiplied by quantity, depending on the total number of quantities that will be required by AFSA.</i>			TOTAL	R