



Request for Quotations

Appointment of consulting firm/s or service providers to provide Clinical Technical Assistance for the AFSA Global Fund programmes (AYP & SW Programmes).

REFERENCE: GLO03REQ09682 CLINICAL TECHNICAL ASSISTANCE

Application deadline: 26 September 2023 at 12h00

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

Note: Please direct any queries to procurement@aims.org.za

ITEM	Page
ABBREVIATIONS	2
1. INTRODUCTION AND BACKGROUND	4
2. IMPLEMENTATION DISTRICTS	4-5
3. ADOLESCENTS AND YOUNG PEOPLE’S PROGRAMME	5
3.1 CORE AND LAYERED SERVICES	5
3.1.1 CORE PACKAGE	5
3.1.2 LAYERED SERVICES	5-6
4. THE SEX WORK PROGRAMME	6
4.1 CORE AND LAYERED SERVICES	6
4.1.1 CORE PACKAGE	6
4.1.2 LAYERED SERVICES	6
4.2 CHILDREN OF SEX WORKERS	7
4.3 CLIENTS OF SEX WORKERS	8
4.4 DEVELOP AND PILOT A STRATEGY FOR MINORS (<18 YEARS) WHO SELL SEX	8
4.5 ECONOMIC EMPOWERMENT	9
4.6 CROSS-CUTTING KEY AND VULNERABLE POPOULATION PREVENTION INTERVENTION	9
5. SCOPE OF WORK	10
5.1 DELIVERABLES	10
6. MINIMUM REQUIREMENTS / ELIGIBILITY OF CONSULTANTS	11
7. SUBMISSION DOCUMENTS	12
8. EVALUATION AND TECHNICAL CRITERIA- STAGES	12-13
9. APPLICATION PROCESS	14

Abbreviations

AFSA	AIDS Foundation of South Africa
ABYM	Adolescent Boys and Young Men
ALHIV	Adolescents living with HIV
AGYW	Adolescent Girls and Young Women
ART	Anti-Retroviral Therapy
AYP	Adolescent and Young People
CET	Community Education Training
CBO	Community Based Organisation
CRS	Community Systems and Responses
GBV	Gender Based Violence
GF	Global Fund
HIV	Human Immunodeficiency Virus
IPV	Intimate Partner Violence
IQC	Independent Quality Assurance
HTS	HIV Testing Services
MSP	Male Sexual Partners
NEET	Not in Education, Employment, or Training
PrEP	Pre-Exposure Prophylaxis
PR	Primary Recipient
PT	Proficiency Testing
RTCQI	Rapid Testing Continuous Quality Improvement
SRH	Sexual Reproductive Health
STI	Sexually Transmitted Infections
TB	Tuberculosis
TCC	Thuthuzela Care Centre
TVET	Technical and Vocational Education and Training
VL	Viral Load

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 subrecipients (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 20 districts, across all nine of South Africa's provinces. Four core programmes are assigned to AFSA:

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

2. Implementation districts

AYP Districts		SWP Districts	
Province	District (Sub-District)	Province	District
KZN	King Cetshwayo (City of uMhlathuze)	KZN	King Ceshwayo, Zululand & uGu
	Zululand (Abaqulusi)	Limpopo	Mopani, Capricorn & Sekhukhune
Mpumalanga	Gert Sibande (Govan Mbeki)	North-West	Bojanala
	Ehlanzeni (City of Mbombela)	Free State	Lejweleputswa & Thabo Mafutshanyana
North-West	Bojanala (Rustenburg)	Gauteng	West Rand & Sedibeng
		Northern Cape	Frances Baard

		Eastern Cape	Buffalo City, Alfred Nzo, Amathole & Nelson Mandela Bay
--	--	--------------	---

3. Adolescents and Young People Programme

The AYP 2022 – 2025 programme objectives are as follows: Increase retention in school; decrease HIV incidence; decrease teenage pregnancy; decrease gender-based violence and increase economic opportunities. A comprehensive package of social, structural and biomedical services is offered through a highly-focused approach aiming to reach at-risk adolescents and young people aged 10-24 years. The AYP HIV-prevention, risk avoidance, age-tailored programme is an inclusive programme offering services to AGYW, ABYM, ALHIV, and Youth with disabilities.

3.1 Core and Layer services

Core and layered services are delivered in three tailored and targeted settings namely schools, TVET/ CETs and dedicated community safe spaces. The mobile clinic that delivers clinical HIV and SRH related services at different points in the community within or nearby schools, TVETs and safe spaces serve hard to reach or underserved communities.

3.1.1. Core Services

The Core Services consists of six main activities, offered privately and confidentially to the beneficiary:

- Facilitated HIV risk and vulnerability assessment;
- Offer of HIV testing
- Condom education
- Offer of male and female condoms and lubricant
- HIV, TB, STI, and GBV information

3.1.2. Layered Services

Layered services are the additional services provided to each beneficiary based on needs identified in the HIV risk and vulnerability assessment of the minimum package. Layered services are categorized into biomedical, behavioral and structural services.

- Biomedical Services to AYP delivered from mobile or fixed clinics in/near schools and in communities include: HIV Testing Services (HTS); Contraception; STI screening; PrEP; Referral for ART and; viral load monitoring and Linkage to care.

- Behavioural Services delivered to AYP predominantly at the community safe spaces and other settings include: Peer-led education: Soul Buddyz Clubs; Adherence support; Post-violence care; GBV prevention and response and Psychosocial support services.
- Structural Services delivered to AYP at safe spaces and other settings in communities are focused on AYP but also on changing norms and raising awareness of GBV among male sexual partners, parents and caregivers: Parenting programs for teen mothers and positive parenting skills for all caregivers; Economic strengthening with a focus on skills, income generation and livelihood support including food security; Youth leadership; GBV and IPV awareness and Post violence care services

4. The Sex Worker Programme

The Sex Worker Programme offers beneficiaries a comprehensive package of social, structural, and biomedical services (aligned to the National Sex Worker Plan 2019-2022) will be offered to male, female, and transgender sex workers at fixed and mobile sites, aiming for 95% saturation in 16 non-PEPFAR districts. The programme aims to reach and provide services of 45,584 sex workers.

The package of services available to beneficiaries consists of the following.

4.1. Core and Layer services

4.1.1. Core Package

The minimum (core) package for sex workers is comprised of a risk assessment, peer education (HIV negative sex workers) and peer navigation (HIV-positive sex workers), offer of male and female condoms and lubricants, offer of HIV testing services, TB and STI screening, risk reduction counselling, social mobilization, the offer of psychosocial support (to beneficiaries and to interventionist staff – new addition), PrEP demand creation (HIV-negative sex workers) and GBV screening and awareness (based on WHO LIVES). Then, layers are added based on the risk assessment.

4.1.2. Layered Services

- Biomedical Services: HIVSS, pregnancy testing, annual pap smear, cervical cancer awareness, screening, and referrals (new addition in this funding request), emergency contraception, PrEP, PEP, ART initiation or linkage, viral load monitoring, PMTCT, termination of pregnancy, PPT for STIs, TPT, TB treatment,

Hep B screening and immunization, mental health services, hormone therapy (for trans sex workers) and rectal care (for male and trans sex workers).

- Behavioral Services: PrEP use support, peer-led adherence support, parenting support, harm reduction (for sex workers who use drugs), substance use support.
- Structural Services: Community empowerment, dignity packs, gender-transformative condom negotiation, economic empowerment, reporting human rights violations, sensitizing healthcare workers and HTA, legal services, post-violence care, interventions for young people who sell sex, HIV service uptake for clients and partners, referrals to Sisonke.
- The programme aims to enhance the tailoring of packages for transgender sex workers, male sex workers, young sex workers, and sex workers who are parents. Outreach will be led by 288 peer educators/navigators (ratio of 1 peer educator to 150 sex workers), 32 of whom are young sex workers, 32 of whom are peer mothers, and 48 of whom are specially trained linkage officers who will link sex workers to services. The proportion of male and transgender peer educators will be determined based on the demographics of the specific site.

4.2. Children of Sex Workers

The programme will continue to prioritize special programming aimed at children of sex workers. Support groups for sex workers who are parents will be established to share information on perinatal health (including mental health), SRHR, child health, child development, and parenting skills.

The “Mothers 4 the Future” four-week curriculum will be updated and modified. A cohort of specialized peer educators shall be trained to conduct outreach work to sex workers who are pregnant or have children. Family health days for sex workers’ children will be hosted to conduct health checks, vaccinations, nutritional assessment and support, and school readiness assessment.

Provision has been made for SRs to employ social workers (1 per site), and auxiliary social workers (2 per site) to assist sex workers in obtaining childcare grants, birth certificates, nutritional support, and other social protection and to provide legal and social support for sex workers on matters relating to child custody. As appropriate, linkages will be made to the Global Fund AGYW programme, DREAMS,

DBE's Learner Support Agent programme, and other OVC programming

4.3. Clients of Sex Workers

The programme will include a new component specifically targeting the clients of sex workers, this has been included at the request of the sex workers. The initial focus will be on engaging with the owners, managers, staff and other 'gatekeepers' at sex worker venues (e.g., bars, shebeens, brothels, truck stops, hostels) to ensure that occupational health and safety standards for sex workers are developed and maintained, and to be able to engage with clients of sex workers around their sexual health.

This will be done performed by outreach peer education teams in each of the districts. Outreach teams will be led by the by venue gatekeepers to facilitate individual or small group discussions with clients around promoting the sexual health of both clients and sex workers, creating demand for HIV and STI services, particularly HIV testing and treatment initiation and adherence support for those who are positive, navigation to where they can access discreet HIV and STI services, PrEP promotion, awareness of support services, challenging harmful gender norms which perpetuate violence against sex workers, raising awareness of sex workers rights, among other relevant topics.

Occupational health and safety will be promoted through a zero tolerance of violence policy in workplaces, and the availability of condoms, lubricants and HIVSS at sex work venues will be ensured. Existing materials developed by Sonke Gender Justice will be adapted, including a curriculum, and IEC materials will be made available to clients. Collaboration with the private sector will be explored for example with the road freight industry, mining industry, and beverage industry among others.

4.4. Develop and Pilot a Strategy for Minors (<18 years) Who Sell Sex

Another new component to the Sex Worker programme is the plan to develop and pilot for minors (<18 years) who sell sex. During the first year of the NFM3 programme cycle consultations will young people who sell sex in the co-creation of appropriate, relevant programmes which meet their needs. A multi-sectoral national working group will also be established in year 1 (sustained in years 2 and 3), which will develop a strategy to address the HIV-related needs of minors selling sex. The working group will include the representation of young people who sell sex.

Additionally, the programme will conduct a programmatic mapping to assess current services for minors selling sex and analyse gaps. The research and the mapping will explore minors who sell sex in their diversity (male, female, and transgender) as well as a variety of venues, including online.

Importantly, this will include representatives of young people who sell sex in the national working group. From year 2 onwards, funding will support the piloting of a targeted programme to address the HIV-related needs of minors who sell sex.

4.5. Economic Empowerment

The economic empowerment programme piloted during 2019-2022 will be scaled up to all districts

(reaching 40 sex workers per district per year), integrating lessons learnt from the evaluation (2021/2). Core elements of the programme are training in financial literacy, work readiness or entrepreneurship, savings clubs, and mentorship. Microenterprise training that involves food security will be added to address effects of COVID-19. New tailored educational support opportunities for young sex workers will be integrated.

4.6. Cross Cutting Key and Vulnerable Population Prevention Intervention

A key priority is to address the intersectional, diverse, and individual nature of key populations, one of the ways in which this will be done is to pilot and evaluate a new model for a one-stop-shop key population centre. The pilot KP Centre will be a space where all key populations in their diversity can access services in a safe, stigma-free space. Practically speaking, the programme will cluster several SRs, each providing services to different KPs, under one roof, while encouraging linking, collaboration, and referral.

The centre will work to ensure that diversity and vulnerability within key population groups are addressed, including key populations who have multiple vulnerabilities for example transgender sex workers, MSM who use drugs, key populations who are migrants, and key populations with disabilities.

It is upon this background that AFSA seeks to appoint service provider (s) who will:

5. Scope of Work

- a) Conduct Clinical Compliance Assessments at SR level (Baseline, mid-term and exit) for 13 AYP SRs and 16 SWP SRs.
- b) Ensure all SRs are enrolled and participate in the PT program.
- c) Ensure that all SRs always have IQC samples available to conduct weekly IQC
- d) Develop QIP's and follow up on implementation of these.
- e) Ensure that all HTS counsellors are:
 - i. Trained and certified on RTCQI
 - ii. Enrolled and certified through the national tester certification program
- f) Provide on-site and off-site mentorship and coaching for the HTS teams
- g) Identify training needs for the HTS counsellors
- h) Provide technical support on other key clinical interventions:
 - i. SRHR
 - ii. PrEP
 - iii. ART
 - iv. VL monitoring

5.1. Deliverables

Table 1: Deliverables

Deliverables	Timelines
Provide or submit Clinical Compliance Assessment reports with Quality Improvement Plans	Quarterly
Follow up on QIP's to track progress.	Quarterly
All SRs enrolled and participating in the IQC and PT programs.	Annually
Develop and/or update the training plan for HTS counsellors	Quarterly
All testers are certified through the national certification program	Yearly

Timely submission of monthly work plans	Quarterly
---	-----------

6. Minimum Requirements / Eligibility of Consultants

- Degree or Diploma in nursing with midwifery, social sciences or other health related qualification
- NIMART Trained if a nurse.
- 5 years’ relevant experience working with Sex Work and/or other key and vulnerable populations, managing HAST programs and knowledge of TB and HIV cascades.
- QI trained or experienced.
- Training in RTCQI and/or CLI.
- Experience leading and managing HTS teams.
- Valid code 08 driver’s licence and willingness to travel to different provinces.
- Good knowledge and experience with SPI-RT.

Other qualifications /experience recommended

- Experience working in donor funded environment, i.e PEPFAR, USAID or Global Fund
- Previous managerial experience
- Training in SRHR and PrEP.
- Proven ability to work in a multicultural environment.
- Fluent in at least two of the South African languages one of which *must* be an African language.
- Previous history doing consultative work, providing technical assistance.
- Availability to start immediately

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.

7. SUBMISSION DOCUMENTS

Table 2: List of required Documents

DOCUMENT NUMBER	DESCRIPTION
DOC-01	Motivation /cover letter, with full contact details: indicate reference number.
*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. Use document provided on page 18.
DOC-03	Two – three-page proposal
DOC-04	CV, including 2-3 contactable references.
*DOC-05	Company Registration documents and certified copies of identity document of Directors/ Owners.(If non-South African: attach work perm Company: Company or trading entity registration certificate.
DOC 06	Qualification documents (Degree certificates etc.).
*DOC-07	Valid Tax Compliance /clearance [Pin (TCP) issued by the South African Revenue Service (SAR
DOC-08	VAT vendor registration- mandatory for all Global Fund transactions.
DOC-09	List in a table relevant recent work (last 5 years)
DOC-10	Two examples of relevant recent written work (last 5 years): report/ proposal /article /etc.
*DOC-11	B-BBEE status level verification certificate (unless trading below the prescribed Threshold) -attach affidavit.
DOC-12	Detailed Quotation. Use pricing tool on page 25 of this document
*DOC-13	Signed undertaking. Use document provided on page 26

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

8. Evaluation and Technical Criteria- Stages

Stage 1: Administrative compliance: Applications with missing mandatory documents will 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.

Table 5: List of Evaluation Criteria

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
Tertiary Qualifications relevant to scope and requirement –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.	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 (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).	30

Cost. daily rate, inclusive of all consultancy /management /coordination fees, etc. Provide breakdown of what constitutes your daily rate, with notes /justification.	20
<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. DOC-12</i>	
Total (80% technical score and 20% price score)	100

9. Application Process

Suitably qualified service providers are required to email applications to: quotes@aidsonline.org.za with this reference: 'GLO03REQ09682 Clinical Technical Assistance' on the subject line, by 26 September 2023 at 12h00.

All enquiries are to be submitted in writing *only* to procurement@aidsonline.org.za with the subject line clearly marked "GLO03REQ09682 Clinical Technical Assistance".

If you are not contacted with 45 days of the closing date, please consider your submission unsuccessful.



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.

- 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.

[Empty rectangular box for signature or content]

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

Name & Title (Print)	Signature
Designation/ Position	Date



DOC 12

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 the 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 the 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 and /or disqualification from the bidding process.

Name & Title (Print)	Signature
Designation/ Position	Date