



Request for Applications

Terms of Reference (TOR)

Establishment of Ward Committees in KwaZulu-
Natal

**GLO03REQ9885/02 ESTABLISHMENT OF WARD
COMMITTEES (RE-ISSUE)**

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

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ABBREVIATIONS

AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
CSS	Community Systems Strengthening
DAC	District AIDS Council
GF	The Global Fund
HIV	Human Immunodeficiency Virus
KVP	Key and Vulnerable Population(s)
KZNPCA	KwaZulu-Natal Provincial Council on AIDS
LAC	Local AIDS Council
NSP	National Strategic Plan
OSS	Operation Sukuma Sakhe
PR	Primary Recipient
SANAC	South African National AIDS Council
STIs	Sexually Transmitted Infections
TB	Tuberculosis
WAC	Ward AIDS Committee

1. INTRODUCTION AND BACKGROUND

In 2002 Cabinet resolution, the South African National AIDS Council (SANAC) was established as the sole coordinating authority for the multi-sectoral HIV, TB and STI response and to advise government on HIV, TB and STIs matters. SANAC is cascaded to the lower administrative structures as follows i.e Provincial AIDS Council, District AIDS Council and Local AIDS Councils, and Ward AIDS Committees.

The KwaZulu-Natal Provincial Council on AIDS (KZN PCA) has frequently made deliberate effort to strengthen and cement the functioning of its AIDS Councils through various initiatives and activities. The PCA's focus has been on capacitating District AIDS Councils and to an extent Local AIDS Councils with the premise that these are cascaded to the Ward AIDS Committees. While a functionality assessment Ward AIDS Committees (WACs) has yet to be conducted, anecdotal evidence suggests varied results across the 880 wards. These include some that are functional, many that are poorly functional, an additional that are not functional and others that have ceased existing.

AIDS Councils remain critical for the 2023-2028 NSP for HIV, TB and STI. WACs are especially important as they are a direct link to the community, and they are integral to the province's community systems strengthening model of Operation Sukuma Sakhe (OSS). OSS is the province's vehicle to responding to HIV, TB, STIs and a myriad of social ills that predispose communities to infections. The OSS War Room is the centre of integrated service delivery at ward level with the primary thrust being identification of community and household needs/challenges at attending to those through the War Room in an integrated manner. By this, WACs stand to make significant contributions to the goals, objectives and sub objectives of the new National Strategic Plan for HIV, TB and STIs.

AFSA is one of the Principal Recipients for the Global Fund in South Africa and its coordinating HIV and TB programs under the Community Response Systems in KwaZulu-Natal Province. The organization is working with various partners (government, private sector and civil society) to ensure a coordinated data collection and reporting system is in place. As a result, AFSA is looking for an independent consultant or a consulting organization to provide high level support to establish ward committees.

2. OBJECTIVE

AFSA seeks an individual, team of individuals, or institution to provide high level technical support to facilitate the process of revitalising, re- establishing or establishing WACs in the Province, which will place community members at the centre of the HIV, TB and STIs and other pandemics responses.

3. KEY RESULTS AREAS FOR THE CONSULTANCY

The individual(s) or institution selected to conduct this consultancy would undertake the

Following tasks:

- a) Review existing relevant background literature and documents e.g. NSP 2023-2028, existing WAC guidelines, community systems strengthening literature among others.
- b) Document best practices to community level structures like WACS, lessons learned at both domestic and international level.
- c) Conduct a rapid assessment and document status of WACs including contributory factors to the status and set up of the community systems among others.
- d) Engage stakeholders on the revitalisation, re-establishment or establishment of WACs; stakeholders should include community members, providers of services, support partners and community leaders.
- e) Review and update training material for WACs.
- f) Revitalise, re-establish or establish WACs based on the assessment results.
- g) Conduct training for the WACs that have been revitalised, re-established or established.
- h) Develop a database of WACs in conjunction with the respective DACs and LACs.
- i) Develop a sustainability and mentoring plan.

4. TECHNICAL PROPOSAL

- The consultant is expected to present a technical proposal that details the background and their understanding of the assignment.
- Clear methodology of the assignment
- Clear strategies that will be implemented to ensure revitalization, re-establishment and establishment of WAC

5. SELECTION OF WACs

The selection of WACs will be based on a criterion of saturation. The wards with the highest level of poverty according to the South African Multiple Poverty Index (SAMPI) will be the primary target. The proposed 265 WACs make up about 30% of all WACs in the province. The table below shows the number of proposed target of WACs to be revitalised, re-established or established per district.

Table 1: Proposed Number of WACs to be revitalised, re-established or established per District.

DISTRICT	LOCAL MUNICIPALITY	TOTAL NUMBER OF WARDS	NUMBER OF TARGETTED WARDS (30% OF TOTAL)
Amajuba	Dannhauser	13	4
	eMadlangeni	6	2
	Newcastle	34	10
SUB TOTAL		53	16
eThekwini	South Central-uMlazi	14	4
	South Central-Chatsworth	5	2
	South Central-Durban	19	6
	West Region	26	8
	Durban South	12	4
	Durban North	18	5
	North Central	7	2
SUB TOTAL		101	31
Harry Gwala	Dr N Dlamini-Zuma	15	5
	Greater Kokstad	10	3

	uBuhlebezwe	14	4
	uMzimkhulu	22	7
SUB TOTAL		61	19

Table 2: Proposed Number of WACs to be revitalised, re-established or established per District.

DISTRICT	LOCAL MUNICIPALITY	TOTAL NUMBER OF WARDS	NUMBER OF TARGETTED WARDS (30% OF TOTAL)
iLembe	KwaDukuza	30	9
	Mandeni	18	5
	Maphumulo	12	4
	Ndwedwe	19	6
SUB TOTAL		79	24
King Cetshwayo	Mfolozi	18	5
	Mthonjaneni	13	4
	Nkandla	14	4
	uMhlathuze	34	10
	uMlalazi	27	8
SUB TOTAL		106	31
uGu	Ray Nkonyeni	36	11
	uMdoni	19	6
	uMuziwabantu	10	3
	uMzumbe	20	6
SUB TOTAL		85	26
uMgungundlovu	Impendle	5	2
	Mkhambathini	7	2
	Mpofana	5	2
	Richmond	7	2
	The Msunduzi	41	12
	uMngeni	13	4
	uMswathi	14	4
SUB TOTAL		92	28

Table 3: Proposed Number of WACs to be revitalised, re-established or established per District.

DISTRICT	LOCAL MUNICIPALITY	TOTAL NUMBER OF WARDS	NUMBER OF TARGETTED WARDS (30% OF TOTAL)
uMkhanyakude	Big 5 Hlabisa	14	4
	Jozini	20	6
	uMhlabuyalingana	20	6
	iNkosi Mtubatuba	20	6
SUB TOTAL		74	22
uMzinyathi	Endumeni	7	2
	Msinga	21	6
	Nqutu	19	6
	uMvoti	14	4
SUB TOTAL		61	18
uThukela	Alfred Duma	37	11
	iNkosi Langalibalele	24	7
	Okhahlamba	15	5
SUB TOTAL		76	22
Zululand	Abaqulusi	22	7
	eDumbe	10	3
	Nongoma	21	6
	Ulundi	24	7
	Uphongolo	15	5
SUB TOTAL		92	28
GRAND TOTAL		880	265

6. WORKING ARRANGEMENTS FOR THE CONSULTANT

The consultant will be working under the overall guidance of the CSS Manager and PCA Head of Secretariat. The consultant will receive comments/feedback to the draft documents (produced as part of this consultancy) from the AFSA responsible office as well as PCA Head of Secretariat, and other individuals or institutions identified by AFSA to provide any such comments or feedback.

7. DELIVARABLES

Under the guidance of AFSA, the consultant will provide the following deliverables:

- An inception report detailing the key proposed strengthening of reporting at provincial level strategies, methods and timelines for this assignment
- Training materials for the program which should be shared with AFSA and approved before the actual training
- Training reports for all the key activities carried out.
- Database of revitalised/re-established/established WACs
- Mentoring and Sustainability Plan
- Closeout Report

8. BUDGET PROPOSAL

The independent consultant or organization is expected to provide a detailed budget for the assignment with all budgets denominated in South African Rand

9. REQUIRED EXPERTISE AND EXPERIENCE

The consultant or the organization should possess the following expertise and skills as a minimum:

- Primary background in HIV, TB and STIs programmes strategic planning, and implementation. In addition, they should have at least a diploma in community work, health or social sciences and at least 15 years' demonstrated experience in HIV and TB programmes strategic planning, implementation and in conducting similar assignments.
- Extensive knowledge of the HIV, TB and STIs landscape in KZN especially its multi-sectoral response and coordination.
- Experience in community systems strengthening and working with communities including in mobilisation, training and mentoring.
- Experience in establishing organisations at community level as well as monitoring and evaluation will be an added advantage.
- Good analytical and writing skills
- Ability to deliver quality work within the specified timelines

NB: In the case of an organization, the lead consultant(s) should possess a tertiary qualification or University Degree in Education; Masters will be an added advantage. While both individual, independent consultants and consultancy teams are welcome to apply, the nature of the trainings requires extensive time to be spent in the preparation of the training material and delivering of the quality training. It is preferable that the individual responsible for writing the report be intimately involved in inception phase and closing of the assignment.

10. CODE OF CONDUCT

The consultant is expected to conduct themselves in ways that uphold AFSA and its funding partner principles and values. For more information, the consultant is free to refer to the AFSA website.

11. CONFIDENTIALITY STATEMENT

All data and information received from AFSA for the purpose of this assignment is to be treated confidentially and only to be used in connection with the execution of this Terms of Reference. All intellectual property rights arising from the execution of this Terms of Reference are assigned to AFSA. The contents of written materials obtained and used in this

assignment may not be disclosed to any third parties without the expressed advance written authorization of AFSA.

12. TERMS AND CONDITIONS

Prices quoted will not be changed after order is issued. Time frame proposed will be adhered to any change can lead to cancellation of order. Delivery changes should be agreed upon with the AFSA Manager responsible for contracting.

13. TIME LINES

The consultant/service provider will be expected to commence work on this assignment immediately following appointment, which is set to be finalised by 31 May 2024.

14. EXPRESSIONS OF INTEREST

Consultants/ Service Provider that possess the necessary experience and skills are invited to submit expressions of interest (EOI) to AFSA for consideration.

IMPORTANT: Document numbers 1 to 12 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.

DOCUMENT NUMBER	DESCRIPTION. REFERENCE: GLO03REQ9885 ESTABLISHMENT OF WARD COMMITTEES IN KZN
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number & Activity 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 13 of this document.
*DOC-03	Two – five-page proposal.
*DOC-04	Implementation plans and sample of training manuals
*DOC-05	CV of applicants, 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 -Compulsory
*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	Budget

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

Applications should be submitted via email to the following address:

quotes@aids.org.za with this reference 'GLO03REQ9885/02 Establishment of Ward Committees' on the subject line by **26 April 2024 at 12h00**

If you are not contacted with **45 days of 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.

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):
