



Request for Applications

THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN
IMPLEMENTATION PLAN AND CONDUCT TRAININGS FOR STEPPING STONES FOR
THE ADOLESCENT AND YOUNG PEOPLES (AYP) PROGRAMME

Reference: GLO03REQ1108 AYP-SS-TOR

Application deadline: 07 June 2024

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

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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
GLO	Grow, Learn, & Own
HIV	Human Immunodeficiency Virus
IPV	Intimate Partner Violence
HTS	HIV Testing Services
MSP	Men's Sexual Health
NEET	Not in Education, Employment, or Training
PrEP	Pre-Exposure Prophylaxis
PR	Primary Recipient
SRH	Sexual Reproductive Health
STI	Sexually Transmitted Infections
TB	Tuberculosis
TCC	Thuthuzela Care Centre
TVET	Technical and Vocational Education and Training

1. Introduction

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 and 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 selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the 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 20 districts, across all nine of South Africa's provinces. Four core programmes are assigned to AFSA:

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

2. 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.

2.1 Core and Layer services

Core and layered services are delivered in three tailored and targeted settings namely schools, Technical and Vocational Education and Training (TVET)/ Community Education and Training (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.

2.1.1. 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
- Service Plan

2.1.2. 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; PEP; 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; Comprehensive Sexuality Education, 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; accessibility and inclusion in service delivery to persons with disabilities; GBV and IPV awareness and Post violence care services

3. Background

As part of the GBV response in alignment with the National Strategic Plan, the AYP Programme will implement the Steppingstones (SS) Intervention. The implementation of the intervention will prioritize community-based interventions to address harmful gender norms and will be part of the behavioral layered services within the AYP Programme.

This intervention is a response to a growing need for interventions to strengthen relationships, promote safer sexual practices and prevent HIV. This programme focuses on communication in relationships, the gendered context of relationships and the broad range of influences on sexual practices.

The primary target for the intervention is 5000 adolescents and young people aged between 15-24 years who have gone through the risk assessment and be selected for this intervention based on the assessment. The programme will be offered in community settings including safe spaces aiming to improve sexual health through building stronger, more gender-equitable relationships with better communication between partners.

It is upon this background that the Global fund 3 PRs Aids Foundation South Africa (AFSA), Beyond Zero (BZ) and Networking HIV and AIDS Community of Southern Africa (Nacosa) seeks to appoint a service provider to conduct a training for Stepping Stones and develop an implementation plan for the Adolescent and Young People Programme (AYP). Stepping Stones will be implemented in the 14 priority sub-districts for the AYP programme by the Global Fund Sub-Recipients (SRs)

4. Purpose

The purpose of the TOR is to appoint a service provider to capacitate Interventionists within the AYP programme, in the form of training and mentoring on the Stepping Stones intervention.

5. Scope of Work

The service provider will be contracted to train interventionists (social workers and social auxiliary workers) in the Stepping Stones programme, mentoring of facilitators during the implementation of the programme and providing monitoring and evaluation support.

5.1. Training

The service provider will be responsible for conducting the training of Stepping Stones for all PRs and the provision of training material and implementation manuals.

5.2. Targeted Staff

The training aims to capacitate PR and SR staff in the stepping stones intervention and implementation modality. The training will target a total of 70 PR and SR interventionists.

Table 1: illustrating the geographic implementation coverage and the number of participants for each

PR

PR	PROVINCE	DISTRICT	SUB-DISTRICT	No. of People to be trained
AFSA	KwaZulu-Natal	Zululand	AbaQulusi	28
AFSA	KwaZulu-Natal	King Cetshwayo	uMhlathuze	
AFSA	Mpumalanga	Ehlanzeni District	Mbombela	
AFSA	Mpumalanga	Gert Sibande	Govan Mbeki	
AFSA	North West	Bojanala Platinum	Rustenburg	
Beyond Zero	Eastern Cape	Nelson Mandela Bay Metro	Nelson Mandela C	21
Beyond Zero	Eastern Cape	Oliver Tambo District Municipality	Nyandeni	
Beyond Zero	Free State	Thabo Mofutsanyana	Dihlabeng	
Beyond Zero	Free State		Setsoto	
Beyond Zero	Limpopo	Sekhukhune District	Fetakgomo Tubatse	
NACOSA	Gauteng	City of Tshwane Metro	Tshwane 1	21
NACOSA	Northern Cape	Frances Baard	Sol Plaatjie	
NACOSA	Western Cape	City of Cape Town Metro	Klipfontein	
NACOSA	Western Cape	City of Cape Town Metro	Mitchells Plain	

5.3. Stepping Stones Implementation

- Develop an overall implementation plan for Stepping Stones, in alignment with the approved budget that highlights key tasks that are required.
- Provide mentorship and technical support by providing programme guidance and troubleshooting support and ensuring that the interventionists are supported in their initial delivery of the programme thus ensure the programme is being delivered according to the implementation standards.
- Develop M and E tools that will be used for the implementation of the programme

6. Deliverables

Table 2: deliverables

Focus Activity	Deliverable
<ul style="list-style-type: none"> • Conduct Training 	<ul style="list-style-type: none"> • Conduct 1 X 5 -day training for 28 participants from AFSA • Conduct 1 X 5 -day training for 21 participants from Beyond Zero • Conduct 1 X 5 -day training for 21 participants from NACOSA • The service provider will use existing material to be aligned to the AYP programme • Administer pre and post assessments to attendees

	<ul style="list-style-type: none"> • Attendance certificates for participants • Training to be completed to by August 2024
<ul style="list-style-type: none"> • Documentation 	Produce a brief report on the outcome of each training Report to include: <ul style="list-style-type: none"> • results from pre-and-post assessment surveys/exercises • narrative on level of participation and knowledge and recommendation
<ul style="list-style-type: none"> • Virtual Mentoring and Support 	Provide reports on the on-going technical support <ul style="list-style-type: none"> • Mentorship report • provide M and E tools for implementation
<ul style="list-style-type: none"> • Admin 	Overall implementation of the programme

7. Minimum Requirements / Eligibility of Consultants

- Honours degree in social sciences, psychology, public health or a related field
- 3 years' experience working with key and vulnerable populations on issues related to human rights, sexual and gender-based violence, HIV/AIDS and TB related work, advocacy, and social mobilisation.
- 3-year experience developing training materials within health of key and vulnerable populations environment.
- Experience in the implementation of the Stepping Stones intervention and in conducting trainings.

Other qualifications /experience recommended.

- Advanced communication skills and report writing skills.
- Familiarity with policies and regulations related to law enforcement and protection services in South Africa.
- 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.
- 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.

Table 3: 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	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit) 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 (SARS)]
*DOC-08	VAT vendor registration.
DOC-09	List in a table relevant recent work (last 3 years)
DOC-10	Two examples of relevant recent written work (last 3 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 20 of this document
*DOC-13	Signed undertaking. Use document provided on page 21

***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 3: 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 –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. Provide hourly 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@aims.org.za with this reference: "GLO03REQ1108 AYP-SS-TOR" on the subject line, by 07 June 2024
- All enquiries are to be submitted in writing only procurement@aims.org.za with the subject line clearly marked "GLO03REQ1108 AYP-SS-TOR".
- *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 AFSA, Beyond Zero and NACOSA?**

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, BZ or NACOSA or been personally subject to an investigation by any of the three PRs? 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, Beyond Zero and NACOSA.
- 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, Beyond Zero, NACOSA or grant recipients, or are you currently involved in any other legal dispute that could have a real or perceived effect on your duties at either of the three PRs?

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 the three PRs 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, Beyond Zero and NACOSA and the 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, Beyond Zero or NACOSA?

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, Beyond Zero and NACOSA 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, Beyond Zero and NACOSA.
- 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

Pricing/costing summary sheet

Costs relating to Service Provider. Use information provided in scope of work above to populate the table below.

ITEM	Quantity	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 the PRs/Global Fund and can be used in future similar activities -for non-commercial purposes.</i>			
Printing of the training material and implementation Manual			
Development of the training content			
Professional Facilitation rates: Training will be a duration of 5 days <i>This will be dependent on the location of the service provider</i>			
Mentorship Reports			
Virtual Mentoring			
Administration and coordination (maximum 10% of total cost)			
Logistics: Flights, Accommodation, Vehicle hire etc.			
Grand Total			
Excl VAT			

DOC 13

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