



## REQUEST FOR QUOTATIONS

Appointment of a service provider to provide the HTS refresher training and certify AFSA HTS counsellors using the National Department of Health approved curriculum.

Reference: GLO03REQ11143 Provision of HTS Refresher Training

Submission deadline: **06 June 2024 at 12:00**

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

Changes and notices to this document will be posted on AFSA website: <https://www.aids.org.za/>

Note: Please direct any queries to

[AFSA Procurement \(procurement@aidsonline.org.za\)](mailto:procurement@aidsonline.org.za)

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## Abbreviations

ADV	Advocacy
AFSA	AIDS Foundation of South Africa
AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
CAO	Community Advice Office
CBM	Community-Based Monitoring
CCM	Country Coordinating Mechanism
CDA	Central Drug Authority
CSS	Community Systems and Responses
CSE	Comprehensive Sexuality Education
CSS	Civil Society Sector
DCA	District Council on AIDS
DoH	Department of Health
DoJ	Department of Justice
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HTS	HIV Testing Services
HR	Human Rights
HRWG	Human Rights Working Group
IBBS	Integrated Biological and Behavioural Surveillance
IEC	Information, Education, Communication
IPO	Implementing Partner Organisation
KP	Key Population(s)

KVP	Key and Vulnerable Population(s)
LASA	Legal Aid South Africa
LEA	Law Enforcement Agents
LFA	Local Fund Agent
LGBTQIA+	Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual, + all people who have non-normative gender identity or sexual orientation
M&E	Monitoring and Evaluation
MDIP	Multi District Implementation Plan
MSM	Men who have sex with Men
NDoH	National Department of Health
NSP	National Strategic Plan
OST	Opioid Substitution Treatment
PAs	Programme Area(s)
PEPFAR	The U.S. President's Emergency Plan for AIDS Relief
PCA	Provincial Council for AIDS
PIP	Provincial Implementation Plan
PLHIV	People Living with HIV
PR	Principal Recipient
PTB	People infected with TB (TB Survivors)
PWID	People who inject drugs
PWUD	People who use drugs
QA	Quality Assurance
REAct	Rights-Evidence-Action
RFF	Request for Funding
SANAC	South African National AIDS Council
SANAC CSF	South African National AIDS Council Civil Society Forum

SAPS	South African Police Services
SR	Sub-Recipient
SSR	Sub-sub-recipient
STIs	Sexually Transmitted Infections
TB	Tuberculosis
TG	Transgender
TCC	Thuthuzela Care Centre
UNAIDS	The Joint United Nations Programme on HIV/AIDS

## 1. Introduction and background

### 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 20 districts, across all nine 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

### PROGRAMME DESCRIPTION Aligned to the Scope of Work

#### Adolescents and Young People programme

The Adolescents and Young People Programme in South Africa offers a comprehensive package of social, structural, and biomedical services (aligned to the Zikhala Kanjani National Youth Strategy) through a highly focused approach, reaching Adolescent Girls and Young Woman, Adolescent Boys and Young Men, Adolescents living with HIV and Adolescents with disabilities; aged 10-24 years in 14 sub-districts. AIDS Foundation South Africa is responsible for five out of 14 sub-districts (Abaqulusi, City of Umhlathuze, Govan Mbeki, City of Mbombela and Rustenburg). The programme also reaches older Male Sexual Partners of Adolescent Girls and Young Woman in these subdistricts to test and initiate those who are HIV positive on treatment, with the main aim of reducing transmission via age-disparate relationships. The programme has a sub-district saturation approach aiming to reach 990,678 Adolescents and Young People

participants, by year three of the grant. The programme aims at promoting healthy, educated, empowered and safe Adolescents and Young People.

Specific objectives for the Adolescents and Young People include decrease HIV incidence, decrease teenage pregnancy, increase retention in school, decrease gender-based violence and increase economic opportunities. Additionally, the grant support Thuthuzela Care Centres and or Designated Centres to provide comprehensive services to any individuals (all ages) who require Post-violence Care services.

### **Sex Worker programme**

The Sex Worker programme offers a comprehensive package of social, structural and biomedical services (aligned to the National Sex Worker Plan 2019-2022) to male, female and transgender Sex Workers at fixed and mobile sites, aiming for 95% saturation in 16 non-PEPFAR (President's Emergency Plan for AIDS Relief) districts (Amathole, Alfred Nzo, Buffalo City, Bojanala Platinum, Capricorn, Frances Baard, Greater Sekhukhune, King Cetshwayo, Lejweleputswa, Mopani, Nelson Mandela Bay, Sedibeng, Thabo Mofutsanyane, uGu, West Rand and Zululand). The programme is also aligned to the Cheka Impilo National Wellness Campaign which aims to support high risk groups with early diagnosis and treatment of HIV, TB, STI, diabetes, and hypertension. This is to be done through stimulating health seeking behaviour amongst the Sex Workers reached.

## **2. Objectives**

AFSA is looking for a service provider to provide a 5-day HTS refresher training for the HTS counsellors from sub-recipients (SRs). The goal is to ensure that all our testers are trained and ultimately certified through the national certification process.

## **3. Scope of Work**

### **a. Material Development**

- ✓ Develop the pre and post training assessments

### **b. Conduct Training (5 days)**

- ✓ Conduct in-person Training using NDoH training manuals.
- ✓ Train 370 HTS counsellors. Training will be completed in groups of 30-40 participants per group. Total number of groups to be trained will be 12 (twelve).
- ✓ Provide certificates of completion to trained individuals through the National Department of Health

### c. Documentation /reporting

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

## 4. Training Sites and allocation of expected number of participants

### • Table 1: List of SRs to be trained

Province	District	Sub-recipient name	No. of participants	Total in a group	Training venue
KZN	KCD	PHUMELELA	9	30	Richards Bay/Empangeni
KZN	KCD	EDI	11		Richards Bay/Empangeni
KZN	KCD	LLZ	10		Richards Bay/Empangeni
KZN	ZULULAND	MAWELA	7	33	Vryheid
KZN	ZULULAND	MIET	16		Vryheid
KZN	ZULULAND	HUMANA ZULULAND	10		Vryheid
KZN	UGU	LLD	8	8	Kokstad/Portshepstone
EC	BCM	SWEAT	9	18	Port Alfred/East London
EC	AMATHOLE	KEISKAMA TRUST	9		Port Alfred/East London
LIMPOPO	MOPANI	HTT	6	27	Polokwane
LIMPOPO	SEKHUKHUNE	HUMANA SEKHUKHUNE	10		Polokwane
LIMPOPO	CAPRICORN	CPC CAPRICORN	11		Polokwane
GAUTENG	WEST RAND	CPC WEST RAND	11	25	Around ORT Int.
GAUTENG	SEDIBENG	AGAPE	14		Around ORT Int.
FREE STATE	THABO MAFUTSAN	TEM	5	21	Welkom/ Bloemfontein
FREE STATE	LEJWELEPUTSWA	GUARDIAN ANGELS	6		Welkom/ Bloemfontein
NORTHERN CAPE	FRANCES BAARD	LLNC	10	21	Welkom/Bloemfontein
NORTH WEST	BOJANALA	CPC BOJANALA	15	39	Rustenburg
NORTH WEST	BOJANALA	SMYN	24		Rustenburg
NORTH WEST	BOJANALA	LLRTB	30	43	Rustenburg
NORTH WEST	BOJANALA	CCI	13		Rustenburg
MPUMALANGA	GERT SIBANDE	PSASA	15	35	Secunda
MPUMALANGA	GERT SIBANDE	HEAPS	20		Secunda
MPUMALANGA	EHLANZENI	TSOH	24	24	Nelspruit
MPUMALANGA	EHLANZENI	IHPS	32	32	Nelspruit

## 5. Minimum requirements/ Eligibility of the Consultant

### Minimum requirements to be met

- Degree or Diploma in a relevant field
- Five years' experience conducting similar and/or related training in the health care sector
- Five years' experience working with key and vulnerable populations.

### Additional requirements -recommended

- Good report writing skills
- Good Communication skills (presentation, writing)
- Good understanding of local languages and community dynamics.



## 6. Required documents to be submitted

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.

*Table 2: List of required Documents.* Complete 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 table 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 -use attached template.
*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		<b>Company or trading entity registration documents and IDs of Directors.</b> Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit).
*DOC-06		Qualification of all key persons in this assignment (Degree /Diploma /Certificates).
*DOC-07		A valid tax clearance certificate (PIN) issued by the South African Revenue Service (SARS).
*DOC-08		VAT vendor registration - Mandatory as per Grant requirements.
*DOC-09		<b>Two examples of relevant and most recent work including reference letters. (Use a list /table)</b>
*DOC-10		B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach: Sworn-Affidavit (below R10M) or Qualified Affidavit (R10M – R50M).

<b>*DOC-11</b>	Costing: Detailed quotation for the assignment. At contracting and payment stage, payments will be linked to Milestones and not time worked nor value of purchase order. Use pricing template provided below.
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**\*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.**

## 7. 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.

**Table 3: Technical evaluation criteria (Will be dependent on the scope)**

ELEMENT	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).  <b>IMPORTANT: Only applicants who scored 50% or more on the criteria above will be invited to do oral presentation and undergo cost assessment below.</b>	30
Cost. Provide clear breakdown of costing /quotation. <i>Exclude VAT &amp; 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

## 8. Submission Instructions

- Suitably qualified service providers /consultants /suppliers are required to submit application to: [quotes@aids.org.za](mailto:quotes@aids.org.za) with this reference: “GLO03REQ11143 Provision of HTS Refresher Training” on the subject line.
- Submission deadline: **06 Jun 2024, 12h00.**
- All enquiries are to be submitted in writing *only* to [procurement@aids.org.za](mailto:procurement@aids.org.za) with subject line clearly marked “*Query - GLO03REQ11143 Provision of HTS Refresher Training*”.
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*



**9. 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

## 10. PRICING TOOL

ITEM	Notes /description /justification	QUANTITY /UNITS	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Material development (present to AFSA before training starts the Pre and post training assessment tools). <i>These materials become property of AFSA /Global Fund and can be used in future similar activities -for non-commercial purposes.</i>	AFSA will provide the training manual approved by the National Department of Health	1		
*Training of HTS counsellors- (group of 30-40 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		
*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>			<b>TOTAL</b>	<b>R</b>

Facilitator costing template.

Cost Item	Measurement Unit	Number of Units /Quantity	Frequency /Number of sessions	Unit Cost (ZAR)	Total (ex-vat)	Comments
Facilitator fees	Per day	5 days per training	12 groups			
Printing of pre and post training assessments	Per page	3 pages per participant	Once off			
Other						
<b>TOTAL</b>						