



## Request for Applications

Appointment of a service provider to conduct training on play therapy for child survivors of gender-based violence and also procure and supply play therapy equipment.

**REFERENCE: GLO03REQ11493 PLAY THERAPY**

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Application deadline: 06 September 2024 at 12:30

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

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Note: Please direct any queries to [procurement@aims.org.za](mailto: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
PVC	Post Violent Care
SR	Sub Recipient
SRH	Sexual Reproductive Health
STI	Sexually Transmitted Infections
TB	Tuberculosis
TCC	Thuthuzela Care Centre
TVET	Technical and Vocational Education and Training

### BACKGROUND

The AIDS Foundation of South Africa has been appointed by the Global Fund to implement the relevant programs in South Africa as defined in the Framework Agreement and Grant Confirmation signed between the Global Fund and the AIDS Foundation of South Africa, for the period 01 April 2022 to 31 March 2025.

### PROGRAMME DESCRIPTION

The project goal is to contribute to the National Strategic Plan objectives by addressing key drivers of HIV/AIDS and STI. AIDS Foundation of South Africa is currently implementing different modules within the Global Fund grant namely, Adolescents and Young People, Sex Worker, Human Rights and Advocacy as well as Community Systems and Strengthening programmes. All of which are aligned with the overall objectives of the Global Fund grant.

### POST VIOLENCE CARE PROGRAM

Despite South Africa's commendable Human Rights framework and legislation, promoting gender equality, as well as a range of civil society and government interventions; the rights of women, girls and other vulnerable populations continue to be compromised by high levels of GBV. The terms "violence against women" and "gender-based violence" are often used interchangeably as women and girls are the most at risk and most affected by Gender Based Violence (GBV). However, boys and men can also experience GBV, as can sexual and gender minorities.

Regardless of the target, GBV is rooted in structural inequalities between men and women and is characterized by the use and abuse of physical, emotional, or financial power and control. Sexual violence is a component of GBV. The WHO defines sexual violence as: "Any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed, against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting, including but not limited to home and work."

Gender and GBV are seen as contributing factors in HIV risk and prevalence. Within Goals 3 and 4, sub-Goals related to GBV include:

- Increase access to and provision of services for all survivors of sexual and gender-based violence in the priority districts.
- Increase access to provision of services for all survivors of sexual and gender-based violence.
- Provide support for survivors of sexual assault.
- Scale up access to social protection for people at risk of and those living with HIV and TB in priority districts.

Beyond the NSP, the South African government has taken various measures to address GBV including:

- Ratifying various international treaties and conventions e.g., the Convention on the Elimination of All Forms of Violence Against Women
- Introducing a strong legislative framework including the Criminal Law (Sexual Offence and Related Matters) Amendment Act (SORMA) (Act No. 32 of 2007)

The Thuthuzela Care Centre (TCC) concept was developed by the NPA in collaboration with numerous government departments to provide comprehensive services to sexual assault survivors across South Africa. TCCs are intended to function as multi-sectoral one-stop facilities, which provide a broad range of essential services to survivors in one location. They aim to reduce secondary trauma for the victim, improve conviction rates and reduce the cycle time for finalising cases. Patients do not have to move from one place to another to get help; they are offered the necessary services at one place with all the required resources.

Due to the need of ensuring a positive yield for PEP and ART, PRs are ensuring that SRs facilitate that survivors are assisted and linked to Care. Education on adherence to treatment starts at the beginning of the treatment cascade. Adherence includes taking treatment as prescribed, keeping to appointments for test results, referrals, and further investigation. The survivor motivation to continue engaging with care regardless of eligibility for ART is influenced by their experience and attitudes of others.

Adherence requires ongoing assessment and monitoring, which should be part of each visit, as factors that influence adherence are dynamic and require different approaches as they change over time. The Services for Rape Survivors module of the AYP programme is implemented in conjunction with the Community Systems Strengthening (CSS) programme which seeks to capacitate SRs implementing Global Fund programmes as well as create coordination and alignment across programmes in provinces of South Africa.

PROVINCE	DISTRICT	SUB-DISTRICT	SRs
KwaZulu-Natal	Zululand	AbaQulusi	SR1
		Nongoma	
	Umgungundlovu	Umsunduzi	SR2
	Umhlatuze	Empangeni	SR3
Mpumalanga	Ehlanzeni District	Mbombela	SR4
Mpumalanga	Gert Sibande	Govan Mbeki	SR5
North West	Bojanala Platinum	Rustenburg	SR6

## 2. OBJECTIVE

The aim is to provide training on play therapy to social workers, social auxiliary worker and First responders implementing the Post Violence Care (PVC) program through a practical approach. Play Therapy will allow children to symbolically create play scenarios that resemble their own emotional experiences and provide an opportunity for the Social Auxiliary Worker, First Responder /or parent to provide validation and reparative experiences. The objective is to sensitize implementers on the South African legal system. Procure play therapy items. Scope of work also includes **procurement and supply of play therapy equipment**.

## 3. SCOPE OF WORK

The service provider will be contracted to, (a) provide training to social worker, Social Auxiliary workers and First responders in Play Therapy, (b) procure play therapy material and (c) mentoring of facilitators during the implementation of the programme and child friendly and child focus support.

### 3.1. Training

The service provider will be responsible for conducting the training in Play Therapy for all 9 Sub Recipient and the provision of training material, play therapy equipment, and implementation manuals. Training venue: training will take place in one venue yet to be confirmed closer to date.

#### 3.1.1 Targeted Staff

The training aims to capacitate PR and SR staff (Social Auxiliary Worker, First Responder) in the Play Therapy intervention and implementation methodology. The training will target a total of 22 PR and SR staff (SAW and First Responders).

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

PROVINCE	DISTRICT	SR Name	No. of People to be trained	Targeted Interventionist
KwaZulu-Natal	Zululand	SR1	2	Social Auxiliary Worker First Responders
KwaZulu-Natal	Zululand	SR1	2	
KwaZulu-Natal	King Cetshwayo	SR2	2	
KwaZulu-Natal	uMgungundlovu	SR3	2	
Mpumalanga	Gert Sibande	SR4	3	
Mpumalanga	Gert Sibande	SR4	2	
Mpumalanga	Mbombela	SR5	2	
Mpumalanga	Mbombela	SR5	2	
North West	Bojanala Platinum	SR6	3	
AFSA	eThekweni -Durban	PR	2	
		TOTAL =	22	

This training will be conducted in one venue (Gauteng or KwaZulu-Natal) which will be confirmed at a later stage.

*Table 2: listed deliverables expected and topics to be covered when developing training material*

Focus Activity	Deliverable
Material Development Training materials must include:	<ul style="list-style-type: none"> <li>Define the role of Play Therapy at a TC setting.</li> <li>Define Benefits of play therapy</li> <li>When play therapy is used?</li> <li>How does play therapy work?</li> <li>Play therapy techniques</li> <li>Examples of play therapy</li> <li>Setting up of a play therapy room</li> <li>How to support children in court using play therapy techniques and information</li> <li>Develop Implementation guideline SOP</li> </ul>
Printing	<ul style="list-style-type: none"> <li>Training manuals x22</li> <li>Certificate of attendance x22</li> </ul>

### **3. 2. Procure and supply play therapy equipment**

The procurement of play therapy equipment by the service provider. These items will be used during the training for practical demonstration of the interaction with the child. The items are to be procured and packaged for 9 different SRs, and the package

Each SR will receive 1 set of play therapy equipment. Each set will consist of items listed in the table below. A total of 18 sets is required.

*Table 3: Play Therapy Equipment*

ITEMS	QTY
Baby Dolls (1 male and 1 female)	2
Doll furniture	2
Kitchen/kitchen accessories	2
Crayons 20 set, colouring pencils 20 set, markers set 20 set	2
Building blocks – wood or foam (diff. shapes and sizes).	2
Play Dough 200g Bucket 10 Assorted Colours	2
Printed human Anatomy posters	2
Assorted toy cars set	2
Assorted peoples career toy set	2
Assorted Wild Safari Animals set	2
Puppets set	1
Medical doctor/vet kit	1
Doll house	1
Equipment to be delivered to the training venue	1

### 3.3. Mentoring

The service provider will be responsible in providing virtual mentorship to Social Auxiliary Worker First Responders who completed the training. This will entail two one-hour virtual sessions to review implementation challenges and recommendations.

## 4. DELIVERABLES

*Table 4: Deliverables*

Deliverable	Timeline
Contracting & Inception meeting	Sep 2024
Training materials developed	Sep 2024
Training and mentorship completed	Sep /Oct 2024
Final Report submitted	Nov 2024

## 5. MINIMUM REQUIREMENT / ELIGIBILITY OF CONSULTANTS

- Degree in Social Work or Psychology or a related field
- 3 years' experience working with key and vulnerable populations on issues related to human rights, sound knowledge and skills in in child protection, sexual and gender-based violence, HIV/AIDS and TB related work, advocacy, and social mobilisation.



- Experience in training, developing materials within health sector and within key and vulnerable populations environment.

**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.

**6. Required documents to be submitted -must be marked as shown in the first column**

**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 5: List of Mandatory Documents*

DOCUMENT NUMBER	Submitted (Yes /No)	DESCRIPTION. REFERENCE:
<b>DOC-01</b>		Motivation /cover letter, with full contact details: indicate reference number. Attach this table onto the motivation letter.
<b>DOC-02</b>		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.
<b>DOC-03</b>		Two – three-page proposal. Describe how this project will be executed.
<b>DOC-04</b>		CV, including 2-3 contactable references
<b>DOC-05</b>		<b>Company or trading entity registration documents and IDs of Directors.</b>
<b>DOC-06</b>		Qualification of all key persons in this assignment (Degree /Diploma /Certificates). Degree in either Social Work, Psychology and 3 years relevant experience
<b>DOC-07</b>		A valid tax clearance certificate (PIN) issued by the South African Revenue Service (SARS).
<b>DOC-08</b>		VAT vendor registration - Mandatory as per Grant requirements.

<b>*DOC-09</b>		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-10</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.

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

## 7. EVALUATION AND TECHNICAL CRITERIA – 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% 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 6: List of Evaluation Criteria*

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.	10
Motivation /cover letter, with full contact details: indicate reference number. Attach this table onto the motivation letter. <b>DOC-01</b>	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. <b>DOC-03/04</b>	10
Indicate how your team 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. <b>DOC-03/04</b>	15
Academic qualifications –all persons who will be involved in undertaking any part of this assignment. <b>DOC-06</b>	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. <b>DOC-04 /09.</b>	10
Highly developed written and communication skills. This assessment will be based on the proposal and motivation letter submitted. <b>DOC-01</b> and <b>DOC-03.</b>	10
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> <b>DOC-10</b>	20
Total (80% technical score and 20% price score)	100

## 8. APPLICATION PROCESS

- Suitably qualified service providers are required to email applications to: [quotes@aims.org.za](mailto:quotes@aims.org.za) with this reference: “GLO03REQ11493 PLAY THERAPY” on the subject line, by the 6<sup>th</sup> of September 2024 at 12:30.
- All enquiries are to be submitted in writing *only* [procurement@aims.org.za](mailto:procurement@aims.org.za) with the subject line clearly marked “GLO03REQ11493 PLAY THERAPY”
- *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.

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 10**

**Pricing/costing summary sheet**

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

ITEM	Description	Quantity	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Material Development	Training materials include: manual & slide deck in electronic form.	1		
Training Presentation	Train one group of 22 participants. Once-off, three-day training in one venue /group. (AFSA will arrange & pay for logistics: venue, travel for trainer & participants).	1		
Manual printing	Printing of 22 manuals and certificates	22		
Certificate printing		22		
Training Report	Pre and post assessment, recommendations and implementation strategies	1		
Play Therapy Equipment set	Play Therapy Equipment set. Procure & supply (Excl delivery)	18		
Delivery -Play Therapy Equipment set	Play Therapy Equipment set delivered to the training venue.	1		
Mentorship (virtual)	Two virtual sessions after commencement of implementation	2		
Project Report	Summary of the activities conducted			
			<b>Grand Total</b>	
			<b>Vat</b>	
			<b>TOTAL Amount</b>	

**NB:** AIDS Foundation of South Africa is highly risk averse towards fraud and corruption, sexual exploitation, abuse, and harassment (SEAH) and has zero tolerance for inaction. The organisation seeks to ensure that its working environment is free of fraud and corruption and to this end follows a zero-tolerance approach to fraud and corruption.

Accordingly, AFSA takes all allegations of fraud and corruption seriously and is committed to investigating credible allegations and taking appropriate disciplinary action and sanctions when allegations are substantiated. Reports of any fraud and corruption, or any attempts thereof, should be promptly made to the AFSA Ethics & Fraud Anonymous Hotline through the following reporting channels:

ETHICS & FRAUD HOTLINE REPORTING CHANNELS	
Hotline Name:	<a href="#">AFSA Ethics &amp; Fraud Anonymous Hotline</a>
Contact Number:	0800 120 700
WhatsApp Number:	0860 004 004
Dedicated Email Address:	afsa@behonest.co.za
SMS Number:	48691
Free Post	BNT165, Brooklyn Square, 0075
Website & Chat Link	<a href="http://www.behonest.co.za">www.behonest.co.za</a>