



REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAININGS FOR “FAMILIES MATTER!” INTERVENTION

Reference: **GLO03REQ11558 FAMILIES MATTER**

Submission deadline: **13 September 2024 at 11:00**

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)

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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
AYP	Adolescents and Young People
CSE	Comprehensive Sexuality Education
GBV	Gender Based Violence
GF	The Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
KP	Key Population(s)
KVP	Key and Vulnerable Population(s)
M&E	Monitoring and Evaluation
NSP	National Strategic Plan
PAs	Programme Area(s)
PCA	Provincial Council for AIDS
PLHIV	People Living with HIV
PR	Principal Recipient
QA	Quality Assurance
SANAC	South African National AIDS Council
SR	Sub-Recipient
STIs	Sexually Transmitted Infections
TB	Tuberculosis
TCC	Thuthuzela Care Centre

1. Introduction and background

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 (NSP) 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.

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). 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.

Through the implementation of the program, it has been noted that parents and communities can sometimes be gatekeepers and could be a barrier to AYPs accessing biomedical services. Engaging these stakeholders: parents and guardians of the AYPs, could assist in debunking myths around HIV prevention. It is upon this background that AFSA seeks to appoint a service provider to conduct a training on Families Matters and develop an implementation plan for the Adolescent and Young People Programme (AYP) Programme. The Families Matter! Program (FMP) is an evidence-based, parent-focused intervention designed to promote positive parenting and effective parent-child communication about sexuality and sexual risk reduction, including risk for child sexual abuse and gender-based violence, for parents or caregivers.

2. Objective

The purpose of this RFQ is to appoint a service provider to provide training and mentorship on the Families Matters! program to implementing partner organisation (IPO)s under the Global Fund Program.

3. Scope of Work

The service provider will be contracted to provide training and mentorship to implementors in the Families Matters! program as well as and providing monitoring and evaluation support to implementors.

3.1. Training

The service provider will be responsible for training two groups of participants on Families Matters! program and the provision of training materials and implementation manuals. The 5 days' trainings will be conducted in KwaZulu-Natal and Gauteng for 25-35 participants per group.

3.2. Targeted training participants

The training aims to capacitate trainees with knowledge on Families Matters! intervention and implementation modality so that they could implement this intervention in their communities.

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

PROVINCE	DISTRICT	SUB-DISTRICT	No. of People to be trained	Training venue
KwaZulu-Natal	Zululand	AbaQulusi	17	KwaZulu-Natal
KwaZulu-Natal	King Cetshwayo	uMhlathuze		
Mpumalanga	Ehlanzeni District	Mbombela	19	Gauteng
Mpumalanga	Gert Sibande	Govan Mbeki		
North West	Bojanala Platinum	Rustenburg	14	

3.3. Families Matters Implementation

- The service provider will be responsible for providing training and mentoring by providing programme guidance and troubleshooting support ensuring that the interventionists are supported in their initial delivery of the program thus ensure the programme is being implemented according to quality standards.
- Provide Monitoring and Evaluation tools that will be used for the implementation of the programme

4. Deliverables

Table 2: deliverables

Focus Activity	Deliverable
Conduct Training	Conduct 2 X 5-day Families Matter! training for 35 participants per group. <ul style="list-style-type: none"> • Administer pre and post assessments to attendees • Attendance certificates for participants
Documentation	Produce training 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
Mentoring and Support	Provide reports on the on-going technical support <ul style="list-style-type: none"> • Provide M and E tools for implementation
Admin	Overall implementation of the program

5. Minimum requirements/ Eligibility of the Consultant

Minimum requirements to be met

- Degree or Diploma in a relevant field
- Trained (by the Department of Social Development) and qualified to deliver Families Matter! program
- At least five years of experience in provision of families matter training

Additional requirements -recommended

- Good report writing skills
- Good Communication skills (presentation, writing)
- Fluent in at least two of the South African languages one of which *must* be an African language.
- 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.

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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 3: List of required Documents. Complete and attach this table to your motivation letter.

DOCUMENT NUMBER	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.
DOC-05	Two examples of the most recent work aligned to the families Matters! program, including reference letters.
DOC-06	Qualification of all key persons in this assignment (Degree /Diploma /Certificates).
*DOC-07	Company or trading entity registration documents and IDs of Directors. Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit).
*DOC-08	A valid tax clearance certificate (PIN) issued by the South African Revenue Service (SARS).
*DOC-09	VAT vendor registration - Mandatory as per Grant requirements.
*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).
DOC-11	Signed undertaking
DOC-12	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.

***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.

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 4: Technical 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
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-03/05/06	20
Academic qualifications –all persons who will be involved in undertaking any part of this assignment. DOC-06	15
Experience working on families matter program related/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 /05	20
Highly developed written and communication skills. This assessment will be based on the proposal and motivation letter submitted. DOC-01/03	15
Cost. Provide clear breakdown of costing /quotation. <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.</i> DOC-12	20
Total	100

8. Submission Instructions

- Suitably qualified service providers /consultants /suppliers are required to submit application to: quotes@aims.org.za with this reference: “GLO03REQ11558 FAMILIES MATTER” on the subject line.
- Submission deadline: **13 September 2024 at 11:00.**
- All enquiries are to be submitted in writing *only* to procurement@aims.org.za with subject line clearly marked “GLO03REQ11558 FAMILIES MATTER”
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*



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.

DOC 11

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 12

ITEM	Notes /description /justification	QUANTITY /UNITS	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Printing and delivery of the training material (workbook) manual		50		
Printing and delivery of implementation manual		50		
Printing and delivery of implementation resources (posters)	Each pack of posters consist of: 2xposters and index cards to be used during implementation of the program	50 packs		
Professional Facilitation rates:	Two trainings which will be a duration of 5 days each.	50		
Submit a report for the training		1		
Virtual support to facilitators: Three virtual support meetings for each of the trained groups.		6		
Administration and coordination (maximum 10% of total cost)		1		
			TOTAL	R

AFSA will be responsible for making travel logistics /accommodation and conferencing arrangements where applicable. Thus these costs must be excluded from the costing above.

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	
<i>Hotline Name:</i>	<u>AFSA Ethics & Fraud Anonymous Hotline</u>
<i>Contact Number:</i>	0800 120 700
<i>WhatsApp Number:</i>	0860 004 004
<i>Dedicated Email Address:</i>	<u>afsa@behonest.co.za</u>
<i>SMS Number:</i>	48691
<i>Free Post</i>	BNT165, Brooklyn Square, 0075
<i>Website & Chat Link</i>	<u>www.behonest.co.za</u>