



REQUEST FOR PROPOSALS

Appointment of a service provider for the implementation of Water, Sanitation and Hygiene consultant in KwaZulu-Natal, Mpumalanga and Northwest

Reference: **GLO03REQ11574 WASH PROJECT MANAGEMENT**

Submission deadline: **18 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 \(procurement@aidsonline.org.za\)](mailto:procurement@aidsonline.org.za)

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Abbreviations

AFSA	AIDS Foundation of South Africa
DOE	Department of Education
DBE	Department of basic Education
M&E	Monitoring and Evaluation
WASH	Water, Sanitation and Hygiene
PR	Principal Recipient
SR	Sub-Recipient

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 2030 Agenda for Sustainable Development offers a historic opportunity to set a new course for the next era of global human development – one that promises transformational change for children and their families. Water, sanitation and hygiene (WASH) is at the centre of this ambitious new agenda – with a distinct sector goal that envisions universal, sustainable, and equitable access to safe drinking water, sanitation and hygiene, as well as the elimination of open defecation by 2030. WASH also contributes to numerous other goals, including those relating to nutrition, health, education, poverty and economic growth, urban services, gender equality, resilience and climate change.

In 2010 the United Nations General Assembly explicitly recognized water and sanitation as human rights that are “essential for the full enjoyment of life and all human rights”. An increasingly robust body of evidence further highlights the importance of WASH within the global development agenda.

Rapid and effective WASH interventions are critical for saving the lives of children across a range of crises and complex humanitarian situations due to conflict, forced migration, disease outbreaks and public health emergencies, acute and chronic malnutrition, and natural disasters. These interventions are increasingly needed: over the last ten years, the number of people who need humanitarian assistance has more than doubled

The goal is to build quality WASH stations that are sustainable for all the primary schools.

WASH Stations specifications

The installation on WASH stations will be based on the individual school requirements

- Single concrete handwashing Stations
- Brass taps
- Other plumbing costs (copper pipes, fittings; concrete; other consumables)
- Jet cleaning blocked drains
- Soak pits for drainage
- Supply and install drain cover
- JoJo tank
- Gutters
- Prepare site, supply & fit equipment required for WASH hand wash station and associated drainage system.

Schools Supported by AFSA where WASH installations will be placed

Province	District	Sub-District	Number of primary Schools
North-West	Bojanala	Rustenburg	30
Mpumalanga	Ehlanzeni	City of Mbombela	30
	Gert-Sibande	Goven Mbeki	30
KwaZulu-Natal	KCD	City of Umhlathuze	30
	Zululand	Abaqulusi	30

2. Objectives of this consultancy

AFSA is looking for a service provider to be responsible for managing and overseeing the implementation of the WASH project.

Specific deliverables include:

- Assist in the recruitment of contractors.
- Adhering to quality standards and any applicable building codes and regulations.
- Provide support to the contractors during the implementation phase.
- Conduct post-construction assessments.
- Stakeholder management: department of education, school, community
- Compile and write update reports & closeout report for the project.

The goal is to build quality WASH stations that are sustainable for all the primary schools

3. Scope of Work

a. Recruitment of Local Contractors:

- Assist in the recruitment process of local contractors for the installation of WASH stations in accordance with project specifications and guidelines.
- Facilitate the selection process, ensuring transparency, fairness, and adherence to procurement regulations and best practices.
- Provide oversight to contractors to ensure the quality and timely completion of construction activities.

b. Support during construction

- Provide oversight and guidance to contractors throughout the implementation phase.
- Conduct site visit during the construction period.
- Monitor project progress, ensuring adherence to timelines, quality standards, within budget.
- Coordinate with relevant stakeholders, including local authorities and community representatives, to ensure smooth project implementation.

c. Post-Construction Assessment:

- Conduct a post-construction assessment to verify that the installed WASH stations meet the required standards and specifications.
- Assess functionality, durability, and accessibility of WASH infrastructure.
- Identify any deficiencies or issues that need to be addressed for improved performance and sustainability and resolve these with constructor before site handover.

d. Closeout Report:

- Prepare a comprehensive closeout report summarizing the entire implementation process, including needs assessment findings, construction activities, post-construction assessment results, challenges encountered and solutions.

Deliverables:

- Detailed project plan outlining timelines, activities, and responsible parties.
- Regular progress reports highlighting achievements, challenges, and action plans.
- Post-construction assessment reports for each project site.
- Closeout report summarizing project outcomes, lessons learned, and recommendations.

4. Distribution /delivery

PAYMENTS WILL BE LINKED TO MILESTONES. KEY MILESTONE TO BE USED INCLUDE: PROJECT COMPLETION PER SCHOOL. OTHER MILESTONES

NOs	Deliverables	Estimated Start & Completion Date	Suggested Payment Distribution (per Milestone)
1.	Recruitment and contracting of Local Contractors (80-100%)	September 2024	10%
2.	Pre-Construction Assessment /site handover to contractors (80-100%):	September 2024	10%
3.	Commencing Installation in schools (80-100%)	October 2024	10%
4.	WASH training completed in all districts.	October 2024	10%
5.	Sites completed and handed over to schools & report submitted (50-8-%)	November 2024	15%
6.	Sites completed and handed over to schools & report submitted (80-100%)	November 2024	15%
7.	Project Close out report	December 2024	30% of total contract value

*If some schools /sites were not completed, they will be deducted from total payout on a rate per school as indicated in the costing table below.

5. Minimum requirements/ Eligibility for the Consultant

- Proven experience (over 5years) in conducting similar project (WASH, community development projects, small-scale construction, etc).
- A minimum of 5 years' experience project management and implementation within an NGO or related environment, working with stakeholders such as: education, health social development, district AIDS council or similar.
- Demonstrated expertise in contract management, particularly in engaging local contractors.

Additional requirements -recommended.

- Strong analytical and report-writing skills, with the ability to communicate findings and recommendations effectively.
- Familiarity with relevant WASH standards, guidelines, and best practices.
- Excellent interpersonal skills and the ability to work collaboratively with diverse stakeholders.
- Good understanding of local languages, community dynamics, community and traditional leadership structures..

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.				
		Check province you are applying for:				
		<table border="1"> <thead> <tr> <th>NW</th> <th>MP</th> <th>KZP</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NW	MP	KZP	
NW	MP	KZP				
*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		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-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		Two examples of relevant and most recent work including reference letters. (Use a list /table).				
*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		Costing: Detailed quotation for the assignment. At contracting and payment stage, payments will be linked to Milestones (example: schools completed) 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. 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

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 DOC-04 /09.	20
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). IMPORTANT: Only applicants who scored 50% or more on the criteria above will be invited to do oral presentation and undergo cost assessment below.	20
Cost. Provide clear breakdown of costing /quotation. <i>Exclude VAT. Travel logistics /accommodation is included in the price quoted. Preferential Procurement Policy Framework Act, and 80/20 rule, will be applied when scoring B-BBEE and quoted price.</i> DOC-11	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: **“GLO03REQ11574 WASH PROJECT MANAGEMENT”** on the subject line.
- Submission deadline: **18 September 2024 at 11:00.**
- All enquiries are to be submitted in writing *only* to procurement@aims.org.za with subject line clearly marked **“Query - GLO03REQ11574 WASH PROJECT MANAGEMENT”**
- *If you are not contacted within 60 days of closing date, please consider your submission unsuccessful.*

DOC 02



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	QUANTITY /UNITS (Total number of schools)	UNIT PRICE (EXCL VAT)	TOTAL (EXCL VAT)
Wash project management, including coordinating WASH trainings for school teams and liaising with school and community when necessary.			
Recruitment & supervision of Local Contractors.			
Construction Assessment (pre-construction, during construction & post construction)			
Site handover to the school			
Closeout Report (per school)			
Closeout Report (consolidated for all schools in the contract)	1 REPORT		
Other			
TOTAL			

IMPORTANT: Table above will be used to calculate unit cost per school. If some schools /sites were not completed, they will be deducted from total payout on a rate per school as indicated in the costing table 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	
Hotline Name:	AFSA Ethics & Fraud Anonymous Hotline
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	www.behonest.co.za