



## Terms of Reference

Appointment of a Service Provider to Facilitate Training on the Human Rights Toolkit for Social Workers working with CSS CBOs in the three CSS implementing provinces(KZN, NW, MPU).

REFERENCE: GLO03REQ11849 HUMAN RIGHTS TOOLKIT  
(RE-ISSUE)

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Application deadline: 22 November 2024 (12:00)

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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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## 1. Introduction and 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 organisations 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

### 1.1 About the Human Rights Programme

The Human Rights Programmes implementation is guided by the Three-Year National Implementation Plan for a comprehensive response to Human Rights-Related Barriers to HIV and TB Services and Gender Inequality ('the National Human Rights Plan'). The National Human Rights Plan sets out a comprehensive response to human rights and gender inequality for HIV and TB in South Africa for people living with HIV, people living with TB, key and vulnerable populations. Under the National Human Rights Plan, the implementation is structured according to seven programmatic areas. These programmatic areas have been further expanded to eight, in the Global Fund Human Rights programme. The eight programmatic areas are listed below:

- PA1: Stigma and Discrimination Reduction
- PA2: Training of Health Workers
- PA3: Sensitization of Law makers and Law Enforcement Agents
- PA4: Legal literacy / Know your Rights campaigns
- PA5: Strengthen HIV-related Legal Support Services
- PA6: Monitoring and Reforming relevant Laws, Regulations and Policies
- PA7: Reducing gender discrimination and violence against women, including AGYW
- PA8: Community Mobilisation and Advocacy

The Human Rights module promotes a rights-based response that ensures that the key and vulnerable Populations have access to services, their rights are protected, promoted and respected at all times. Applying human rights principles and approaches enhances the reach and impact of prevention, testing and treatment programmes and ensure that no one is left behind. This work is grounded in Goal 5 of the South Africa’s national strategic plan (NSP) for HIV, TB and STIs 2022 – 2025, which seeks to ensure that the national response to HIV, TB and STIs is grounded in human rights principles and approaches. The aim is to address human rights-related barriers and gender inequality that increase risk and prevent people from accessing services, in particular for women, youth, sex workers, people who use drugs, inmates, LGBTIQ+ persons, and people with disabilities. The main objectives of the Human Right Programme are to;

- Reduce stigma and discrimination amongst people living with HIV or TB;
- Facilitate access to justice and redress for people living with, and vulnerable to, HIV and TB; and
- Promote an environment that enables and protects human and legal rights and prevents stigma and discrimination.

## 2. Scope of work

AFSA is looking for a Service Provider to train **120 Social Workers** in KwaZulu Natal, North West and Mpumalanga province. The key objectives of this training are:

1. **Awareness:** It seeks to raise awareness among Social Workers about human rights principles, norms, and standards. Many Social Workers may not be familiar with integration of human rights principles and approaches their application in their communities.
2. **Empowerment:** The training aims to empower Social Workers with knowledge on the rights of people living with disabilities, Sex Workers, Women, Youth and young girls, LGBTIQ+, people living with HIV and TB patients. This empowerment will enable them to better protect and promote these rights.

3. **Capacity Building:** It focuses on building the capacity of Social Workers to integrate human rights considerations into their decision-making processes. This includes understanding how their actions impact the human rights of community members and how they can fulfill their responsibilities in alignment with human rights principles.
4. **Conflict Resolution:** Human rights training equips Social Workers with skills and tools for resolving conflicts in a manner that respects the rights and dignity of all individuals involved. This can help prevent human rights abuses that may occur during conflicts or disputes.
5. **Advocacy:** Social Workers often hold significant influence within their communities. Human rights training can enable them to become advocates for human rights, both within their communities and in interactions with external stakeholders such as government authorities.
6. **Community Engagement:** By promoting human rights awareness and understanding, training for Social Workers encourages community members to actively engage in the protection and promotion of their own rights. This fosters a culture of respect for human rights within the community.
7. **Legal Compliance:** Social Workers may be required to adhere to national and international human rights laws and standards. Training helps them understand these legal obligations and how to ensure compliance within their traditional governance structures.
8. **Cultural Sensitivity:** Human rights training should be conducted in a culturally sensitive manner, respecting the traditions and customs of the community. It should highlight the compatibility of human rights principles with cultural values and practices, rather than presenting them as conflicting.

The overall objective is to create an environment where Social Workers are knowledgeable, proactive, and committed to upholding human rights within their communities, thus contributing to the promotion of justice, equality, and dignity for all individuals.

The scope of Human Rights Training content will be based on the National Human Right Toolkit. For Social Workers, the training will cover a wide range of topics to ensure a comprehensive understanding of human rights principles and their application within traditional governance structures. Here's an outline of the proposed scope:

1. **Introduction to Human Rights:** Basic concepts and principles of human rights, including universality, indivisibility, interdependence, and the obligations of states and non-state actors.
2. **National Human Rights Frameworks:** Overview of key human rights instruments.
3. **Applicability of Human Rights to Traditional Communities:** Discussion on how human rights principles apply within traditional communities, including the recognition of cultural diversity and the importance of cultural sensitivity in human rights protection.
4. **Rights-Based Approach to Governance:** Understanding how Social Workers can integrate human rights considerations into their decision-making processes, policies, and practices.

5. **Specific Human Rights Issues:** In-depth exploration of specific human rights issues relevant to traditional communities, such as gender equality, child rights, minority rights, indigenous rights, land rights, and the rights of persons with disabilities.
6. **Conflict Resolution and Peacebuilding:** Strategies for resolving conflicts peacefully while upholding human rights and promoting reconciliation within the community.
7. **Legal Obligations and Compliance:** Awareness of national and international legal obligations related to human rights and strategies for ensuring compliance within traditional governance structures.
8. **Community Engagement and Participation:** Techniques for promoting community participation and engagement in human rights protection and promotion initiatives.
9. **Advocacy and Networking:** Skills for advocating for human rights within and beyond the community, including networking with governmental and non-governmental organizations working in the field of human rights.
10. **Monitoring and Reporting:** Methods for monitoring human rights situations within the community, documenting human rights violations, and reporting them to relevant authorities or organizations.
11. **Cultural Sensitivity and Traditional Practices:** Understanding the compatibility of human rights principles with traditional cultural practices and identifying ways to address potential conflicts between cultural traditions and human rights norms.
12. **Capacity Building and Sustainability:** Strategies for building the capacity of Social Workers to continue promoting and protecting human rights within their communities over the long term.

The scope of training may vary depending on the specific needs and context of the traditional community, as well as the resources available for conducting the training. Additionally, interactive and participatory methodologies, such as case studies, role-plays, group discussions, and experiential learning activities, are often employed to enhance learning and retention among participants. The deliverables of Human Rights Training for Social Workers typically include tangible outcomes and resources that serve to reinforce the knowledge and skills gained during the training. Here are some common deliverables:

1. **Training Materials:** Comprehensive training manuals, handbooks, or guides that cover the content of the training sessions to be provided by AFSA to the service provider to use and share with participants.
2. **Certificates of Participation:** Certificates issued to Social Workers who successfully complete the training program. These certificates acknowledge their commitment to learning about human rights and can serve as a form of recognition for their efforts.
3. **Action Plans:** Social Workers may develop action plans outlining how they intend to apply the knowledge and skills acquired during the training in their respective communities. These action plans can include specific initiatives, projects, or activities aimed at promoting and protecting human rights.
4. **Community Workshops or Seminars:** Social Workers may organize workshops or seminars within their communities to disseminate information about human rights and raise awareness among community members. These events can serve as platforms for dialogue, engagement, and empowerment around human rights issues.

5. **Advocacy Campaigns:** Social Workers may initiate advocacy campaigns focused on specific human rights issues affecting their communities. These campaigns can involve raising awareness, mobilizing support, and lobbying relevant stakeholders to address human rights violations or gaps in protection.
6. **Monitoring Mechanisms:** Social Workers may establish monitoring mechanisms to track human rights situations within their communities and respond promptly to any violations or abuses. These mechanisms can include community-based reporting systems, hotlines, or committees tasked with monitoring human rights issues.
7. **Partnerships and Networks:** Social Workers may forge partnerships with governmental and non-governmental organizations working in the field of human rights to leverage resources, expertise, and support for their initiatives. These partnerships can strengthen the capacity of Social Workers to promote and protect human rights within their communities.
8. **Documentation and Reporting:** Social Workers may compile reports documenting human rights violations, advocacy efforts, and progress made in promoting human rights within their communities. These reports can be shared with relevant stakeholders, including government authorities, human rights organizations, and the broader community.
9. **Evaluation and Feedback:** A process for evaluating the effectiveness of the training program and gathering feedback from participants to identify areas for improvement. This feedback loop helps ensure that future iterations of the training program are responsive to the needs and priorities of Social Workers and their communities. This pre and post evaluation need to feature in the overall training report as well to be submitted together with final invoice.

Overall, the deliverables of Human Rights Training for Social Workers are aimed at empowering them to become effective advocates and champions of human rights within their communities, contributing to the realization of justice, equality, and dignity for all individuals.

#### **Other General Notes and Requirements**

- The successful service providers will be expected to commence work on this assignment immediately following appointment. The training should be completed by periods stipulated under table one (1) below or as negotiated by the Programme Manager.
- The successful service providers will conduct the training in any of the major cities and towns as outlined below.
- The successful service providers must have prior experience in delivering similar GF grant trainings for CSOs and civil society organizations / adult learners from CSO.
- The successful service providers must have experience in optimizing organizational growth and performance of civil society organizations and structures.
- The successful service providers must have experience in mentoring organisations and grassroot structures.
- The service provider should provide rates /quotation (with clear breakdown of unit cost) which will be applied for the duration of this assignment.

- Payment will be based on review and acceptance of the completed deliverables presented with required service providers paperwork /supporting documents.
- Some deliverables require final approval /sign-off by multiple stakeholders. If several
- revisions are required to produce acceptable quality, costs of these revisions are to be
- borne by the service provider.
- AFSA will request a quotation and confirm assignment by issuing a written confirmation /acceptance of quotation before the assignment is undertaken.

The successful service providers will conduct face-to-face training sessions of high quality assured approved learning and facilitation materials using AFSA Human Rights Toolkit and Stigma and Discrimination Manuals.

- HRA Programme Specialist and Community Systems Strengthening Manager will be the Technical Monitors for this assignment including quality assurance and sign off in all required training documents and material. HRA Programme Manager will provide internal support through the HRA Programme Specialist. and review progress and performance on deliverables and timelines.
- The successful service providers shall deploy facilitators that are conversant with local languages for each targeted province to ensure maximum participation and good training outcome
- The successful service providers shall include in their costing, own stationery, printing, travel and accommodation costs as AFSA will only make logistics arrangements for its staff members and training participants. Furthermore, the service provider will, at the end of each training provide training reports, pre- and post-questionnaires, evaluations, attendance certificates and as required by the Technical Monitors
- The successful service providers shall provide their own work tools (laptop, cell phone, airtime/data, and other basic work tools related to the consultancy), travel logistics and Accommodation and printing of 1 manual per participants.
- AFSA will be responsible for the venue and catering arrangements for the participants in the venues depicted below:

District	Number of Participants	Dates
<b>Mpumalanga - Mbombela</b>	<b>40 Social Workers</b>	<b>18 – 19 November 2024</b>
<b>North West - Bojanala</b>	<b>40 Social Workers</b>	<b>20 – 21 November 2024</b>
<b>KwaZulu Natal- eThekweni</b>	<b>40 Social Workers</b>	<b>9-10 December 2024</b>

*Table 1: Roll out Plan with targeted Participants*



## EXPECTED DELIVERABLES

Service provider must:

- Provide learners with appropriate learning materials (print and distribute learning materials) for each training areas they are conducting. AFSA will only share the electronic Content.
- Prepare and provide pre and post-test questionnaires for each training.
- Conduct pre and post-training assessments for all trainings including analysis of the results in the final report.
- Deliver trainings according to set objectives.
- Submit registers for all trainings.
- Administer post training evaluation and analysis which must be part of the final report.
- Prepare and submit training reports at the end of training.
- The report must demonstrate the efficacy and impact of the training by attributing and linking the training results to training objectives.
- Print and issue certificates of attendance/ participation at the end of each training.

## 3. Required Documents

**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 2: List of required Documents*

DOCUMENT NUMBER	DESCRIPTION
*DOC-01	Motivation /cover letter attached
*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 9.
*DOC-03	<b>Sole Proprietor:</b> Certified copy of identity document (If non-South African: attach work permit). <b>Company:</b> Company or trading entity registration certificate.
*DOC-04	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
*DOC-05	VAT vendor registration -Compulsory.
*DOC-06	One example of relevant (toolkit training) recent (last 5 years) work (Presentation or Report)
*DOC-07	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit. <b>Applicable to companies.</b>
*DOC-08	Detailed Quotation. Please see pricing tool on page 19 of this document.
*DOC-09	Signed undertaking.

<b>*DOC-10</b>	Company Profile.
<b>*DOC-11</b>	5 Page Proposal.
<b>*DOC-12</b>	2 CVs of Key Technical Personnel.
<b>*DOC-13</b>	2 Letters of Support from previous clients where the prospective bidder conducted similar (tool kit and/Social Workers) work in the past 5 years.

\*Documents marked with asterisk\* are mandatory. Applications missing these documents will be disqualified. Documents are valid only if obtained /certified within 3months of closing date. Only short-listed candidates will be contacted.

#### 4. Evaluation Stages and Technical Evaluation Criteria

**Stage 1:** Administrative compliance: Applications with missing mandatory documents will be disqualified from further evaluation.

**Stage 2:** Applicants who do not meet set minimum qualifications and experience required will be disqualified from further evaluation.

**Stage 3: Technical evaluation:** All supporting documents will be assessed and scored for technical competency to deliver the required scope of work, timely. A threshold score of 60% is required to proceed to the next stage.

**Stage 4:** Costing /pricing evaluation: Proposals will be scored on price quoted, with cheapest assigned maximum score in this category. If B-BBEE score was required and submitted, it will be factored (using 80/20 rule) into final cost assessment. AFSA is not obliged to select a service provider based on the cheapest quotation alone -technical competency will receive strong consideration, given the technical nature /complexity of services being procured.

*Table 3: Technical evaluation criterion*

DOCUMENT NUMBER	DESCRIPTION	Points
DOC- 01 & 11	<i>Is proposal sound and demonstrated understanding of the assignment?</i> <b>Score these items:</b> <ul style="list-style-type: none"> <li>Motivation letter with full contact details, dated, and signed (5 points).</li> <li>Detailed proposal and description of the training approach and methodology in the proposal (5 points).</li> <li>Demonstrate clear understanding and sound experience of the Human Rights Toolkit and its application within the GF space (10 points).</li> </ul>	20
DOC- 10	<i>Has the applicant operated in the relevant field long enough, in the last 5 years, to accumulate sufficient experience to deliver the assignment successfully?</i> <b>Score these items:</b> <ul style="list-style-type: none"> <li>Detailed company profile submitted, clear and relevant experience outlined. (7 points)</li> <li>List of company directors and certified copies of their identity documents submitted. (3 points)</li> </ul>	10
DOC- 13	<b>Score these items:</b> <ul style="list-style-type: none"> <li>Evidence of operating for more than 3 years in the relevant field backed with letters of support on toolkit training and/or human rights toolkit work within the Global Fund context (5 points per letter).</li> </ul>	15

DOC- 06	<p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>One example of Human Rights Toolkit training content from recent (last 3 years) work within the Global Fund Programme.</li> </ul>	15
DOC-09 & 12	<p><i>Has the applicant demonstrated the human resources capacity to deliver the required training?</i></p> <p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>2 CVs of the Technical Team.</li> </ul>	10
DOC- 08 & 11	Did the applicant offer any value-add or value for money benefit as part of the bid?	10
DOC- 01 & 08	<p>Pricing /costing details:</p> <p><b>Score these items:</b></p> <ul style="list-style-type: none"> <li>Detailed costing structure provided with no hidden costs.</li> <li>Delivery schedule provided and satisfactory for the entire training period.</li> <li>Quoted price per unit.</li> <li>Quotation is valid for at least 90 days after the closing date of this tender.</li> </ul>	20
	<b>Total</b>	<b>100</b>

### Minimum requirements/ Eligibility of the Consultancy

Minimum requirements to be met

- Degree or Diploma in a relevant field
- Five years' experience conducting related training in the health care sector
- Five years' experience working with Social Workers & Traditional health practitioners on issues such as: STIs, Gender-based violence (GBV), TB, COVID-19, Cervical Cancer and Breast Cancer, mental health or similar.

Additional requirements -recommended

- Good report writing skills
- Good Communication skills (presentation, writing)
- Good understanding of local languages, community dynamics, community and Social Workship structures and indigenous health issues.

## 5. Application Process

- Suitably qualified service providers are required to submit an application to [procurement@aims.org.za](mailto:procurement@aims.org.za) with this reference: "GLO03REQ11849 HUMAN RIGHTS TOOLKIT RE-ISSUE" on the subject line, by 22 November 2024 @ 12h00.
- *If you are not contacted with 45 days of 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.*

**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 08**

**PRICING TOOL**

ITEM	UNIT PRICE EXCLUDING VAT	QUANTITY	TOTAL EXCLUDING VAT
<b>TOTAL</b>			<b>R</b>

**DOC 09: 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 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 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 (print):

\_\_\_\_\_  
Title (print):

\_\_\_\_\_  
Designation /position

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: