



REQUEST FOR QUOTATION

Human Rights and Advocacy Training Consultants

REFERENCE: GLO03REQ11926 HUMAN RIGHTS AND ADVOCACY TRAINING

Application deadline: **18 November 2024 (15:00)**

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

Note: If you have any queries or comments, kindly forward them to Louisa Mbhele@
<louissa@aidso.org.za>

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Abbreviations

AFSA	AIDS Foundation of South Africa
AIDS	Acquired Immune Deficiency Syndrome
CBO	Community Based Organisation
CRS	Community Systems and Responses
GBV	Gender Based Violence
GF	the Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
KVP	Key and Vulnerable Population(s)
LEA	Law Enforcement Agents
MSP	Men's HIV prevention programme
PR	Primary Recipient
STI	Sexually Transmitted Infection
TB	Tuberculosis

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). AFSA is one of four Principal Recipients (PRs) currently implementing Global Fund (GF) supported programmes in South Africa for the April 2019 to March 2022 grant period. By placing donor funds with strategically selected CBO's, AFSA currently provides ongoing, technical support & capacity building to CBO's implementing programmes across 25 districts in eight of the nine provinces in South Africa.

Amongst these programmes is the Adolescent Girls and Young Women Programme (AGYW), Men's HIV prevention programme (MSP), Programme to reduce human rights-related barriers to Human Immunodeficiency Virus (HIV) services, also known as the Human Rights Programme, Gender-based programme (Thuthuzela care centres), Advocacy Programme, Community based /led monitoring and Community Response Systems (CRS) Programme.

The Human Rights Programme aims to reduce stigma, discrimination, gender inequality, and violence, including gender-based violence, against key and vulnerable populations. These aims align with the goals of the National Strategic Plan to adopt rights-based measures to remove social and structural barriers, including human rights barriers, to all populations in order to accelerate prevention and provide treatment, care and adherence support for all, to end AIDS and TB (and STIs).

The Human Rights Programme is made up of seven human rights programme areas aimed at breaking down human rights-related barriers to HIV and TB services for key and vulnerable populations, as set out below, with the following objectives:

- To reduce stigma, discrimination, and violence against key and vulnerable populations in the context of HIV and TB.
- To sensitise healthcare workers and other service providers on the rights of people living with HIV, people with TB, key and vulnerable populations in order to reduce discrimination in access to healthcare services.
- To sensitise lawmakers and law enforcers on the rights of people living with HIV, people with TB, key and vulnerable populations, in order to strengthen protective laws and their enforcement.
- To improve awareness of rights and how to obtain redress for rights violations.
- To improve access to a range of legal advice, information, services and representation in order to strengthen access to justice for rights violations.
- To strengthen protective laws, regulations and policies to protect the rights of people living with HIV, people with TB, key and vulnerable populations.

- To reduce gender inequality, harmful gender norms and gender-based violence and decrease gender-related vulnerability to HIV and TB.

2. Human Rights and Advocacy Tool Kit Training for Master Trainers

Overview

The old human rights focused toolkit has been reviewed, revised and developed with content aimed at sensitizing various stakeholders on rights-based approaches to addressing issues that negatively impact on the lives and wellbeing of HIV and TB and other key and vulnerable populations.

AFSA seeks to appoint X 2 Human Rights and Advocacy Consultants to implement the rolling out of the revised and updated Human Rights and Advocacy Toolkit Manual across Human Rights Programmes in AFSA Global Fund Supported Districts, in the 8 implementing Provinces, except the Western Cape Provinces.

This will be a Master Trainers training with 30 Participants per each Province over 3 days, giving a total of 120 Participants per Trainer. The 2x service providers will each implement in x 4 HRA Provinces, covering HRA, SW, AYP, CSS implementing districts

IMPORTANT: The Training manual /material will be Provided by AFSA to Train the Trainers; hence ToT training methodology must be used.

Consultants /service providers applying for this advert can contact Ms Louisa Mbhele, her details are on this advert to get copies of Human Rights and Advocacy Toolkit Manuals

Scope of Work

The assignment shall be completed within 20 Days after the signing of the contract. The successful consultants will be responsible for the following scope of work;

Table 1: Scope of Work

Focus Activity	Deliverable
1. Project Coordination	Attend inception meeting, submit an inception reports and a detailed costed training plan
2. Team Management	Identify and co-ordinate relevant team to support with facilitation – as supported by the Human Rights programme Manager.
3. Lead facilitation of the Human Rights and Advocacy	Prepare training material and content using available toolkit and other relevant material such as human rights International and South African Instruments and Policy Guidelines

<p>Toolkit using both the Facilitator and the Participants' Manuals.</p>	<p>Planning, researching additional material to support the training content, and facilitate the training sessions</p> <p>Organise the training schedules based on the process outlined as follows:</p> <p>Training of Trainers will be conducted in 8 provinces as follows:</p> <ul style="list-style-type: none"> ○ 4 x Provinces will be combined for parallel training sessions that will be conducted by 2 Training Consultants to cover the 8 Provinces within the estimated timeframes. i. A maximum of 120 people per training x 4 Provinces will be trained by each training consultant, targeting HRA, SW and, AYP implementers: ii. KZN iii. Free State iv. North West v. Eastern Cape vi. Gauteng Province vii. Mpumalanga Province viii. Northern Cape ix. Limpopo <p>Administer pre and post assessment surveys/ exercises for participants.</p> <p>Work with AFSA Administrators to coordinate all logistical requirements for the workshops</p> <p>Technical and on-line coaching support to be provided to the trainees' post training period as needed. This will be consolidated after each training sessions based on gaps identified during the training sessions.</p>
<p>4. Documentation and Reporting, including a comprehensive report for all Provinces trained</p>	<p>Compile Pre and Post Training Pack that will be included in the Final training report per each Training session conducted.</p> <p>Produce a brief report on the outcomes of each workshop. The comprehensive final report will include:</p> <ul style="list-style-type: none"> • An overview on the demographics of participants • The results from pre-and-post assessment surveys/exercises

	<ul style="list-style-type: none"> • The level of participation: reflection on content, participants engagement with the thematic areas covered by the manuals and training methodology and approaches • Facilitators reflections of training outcomes and recommendation for improvement • The report to include training visuals, sound bites and recordings during the group sessions
	Conduct an overall assessment of the project with clear gaps, challenges, opportunities, and recommendations for future activities. Submit final report.
5. Administration	The consultants will them arrange for their own (and their teams) administrative and logistics arrangements for the duration of this assignment. The costs must be factored into proposal and budget submission stage when responding to this call for application.
	Keep and update an organized record of key documents for administrative and auditing purposes.

3. Minimum Requirements

Minimum Requirements/ Eligibility of consultancy

- Honours or Master’s Degree in Public Health, Development Studies, Law
- Accredited Facilitation or Assessment/Moderation Skills
- Sound experience with evidence of work done in implementing Human Rights interventions targeting key and vulnerable populations, particularly training using Human Rights Toolkit and application of Rights based Policy guidelines and International guidelines to safeguard the rights of key and vulnerable population groups
- 5 years' experience in working in the field of HIV, TB in government and/or the non-profit sector
- 5 years' experience in implementing human rights projects for people living with HIV, LGBTIQ, sex workers, women living with HIV for the migrant population
- 5 years' experience in evaluating, documenting projects and find ways to improve the overall efficiency

Additional requirements

- Familiarity with policies, laws and guidelines regulating human rights violations in the context of HIV, TB and Sexual Reproductive Health
- Ability to adhere to deadlines and flexibility.
- Fluent in at least two of the South African languages.
- Availability to start immediately, upon signature of contract.
- Able to commit to about time required for the assignment.

- Ability to produce quality reports and present all work done under this assignment with less supervision by AFSA team.
- Excellent writing and communication skills

4. Required Documents

IMPORTANT: Rename all documents to correspond with the document number.

DOCUMENT NUMBER	DESCRIPTION
*DOC-01	Motivation /cover letter, with full contact details: indicate reference number & position/s applying for. Attach this page 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. This document is available on page 11 of this document.
*DOC-03	Two – five-page proposal – content and methodology aligned with the terms of reference
*DOC-04	Implementation plans with realistic deliverables and timelines
*DOC-05	CV's of team members, including 2-3 contactable references. Experience in doing similar work, evidence of designing and training on the Human Rights and Advocacy Toolkit targeting key and vulnerable population in the context of HIV, TB and STI must be submitted with the application.
*DOC-06	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: Company or trading entity registration certificate.
*DOC-07	Qualification documents (Degree certificates etc.). Any certificates /recognition of achievements related to the advertised assignment
*DOC-08	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
DOC-09	VAT vendor registration -recommended. Applicable to companies.
DOC-10	Table listing relevant current and completed assignments /projects, in the last 5 years.
DOC-11	B-BBEE status level verification certificate (unless trading below the prescribed threshold) -attach affidavit. Applicable to companies.
*DOC-12	Proposed Costing. Include a detailed quote with notes

***Documents marked with asterisk* are mandatory. Documents are valid only if obtained /certified within 3 months of the closing date. Only short-listed applicants will be contacted after the closing date.**

5. Evaluation Criteria- Stages

Stage 1: Administrative compliance: If some mandatory documents are missing, application may be disqualified.

Stage 2: Minimum qualifications: If minimum qualifications were not met, application will be unsuccessful, and no further evaluation will be conducted.

Stage 3: Technical qualifications /experience: proposal and supporting documents will be assessed and scored accordingly. Minimum score of 60% is required to move to next evaluation stage.

Stage 4: Costing: Proposals will be scored, with cheapest scoring maximum score. If B-BBEE score was required and submitted, it will be factored (80/20 rule) into final cost assessment. If it was not required, it will be excluded from this scoring. *AFSA is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.*

6. 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> Score these items: <ul style="list-style-type: none">Motivation letter with full contact details, dated, and signed (5 points).	20

	<ul style="list-style-type: none"> Detailed proposal and description of the training approach and methodology in the proposal (5 points). Demonstrate clear understanding and sound experience of the Human Rights training content, principles and approaches and application within the HIV, TB and STI context targeting key and vulnerable population groups(10 points). 	
DOC- 10	<p><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></p> <p>Score these items:</p> <ul style="list-style-type: none"> Detailed company profile submitted, clear and relevant experience outlined. List of company directors and certified copies of their identity documents submitted. 	10
DOC- 13	<p>Score these items:</p> <ul style="list-style-type: none"> Evidence of operating for more than 3-5 years in the relevant field backed with letters of support on toolkit training and/or human rights toolkit or human rights intervention in a Toolkit/modular format within the Global Fund context (5 points per letter). 	15
DOC- 06	<p>Score these items:</p> <ul style="list-style-type: none"> One example of Human Rights Toolkit training content from recent (last 2-3 years) work within the Global Fund Programme. 	15
DOC-09 & 12	<p><i>Has the applicant demonstrated the human resources capacity to deliver the required training?</i></p> <p>Score these items:</p> <ul style="list-style-type: none"> 2 CVs of the Technical Team. 2 CVs of the trainers if not the same as the Technical Team 	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>Score these items:</p> <ul style="list-style-type: none"> Detailed costing structure provided with no hidden costs. Delivery schedule provided and satisfactory for the entire training period. Quoted price per unit. Quotation is valid for at least 90 days after the closing date of this tender. 	20
	Total	100

7. Deliverables, remuneration, and institutional arrangements

- AFSA will pay directly for travel logistics to activities, using standard AFSA procurement policies; so, these are to be excluded from quote.
 - The Consultant is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
 - Payment will be based on review and acceptance of the completed deliverables presented with required contractor paperwork /supporting documents.
 - This consultant will work under the supervision of an AFSA Human Right Manager and will also interact with project staff and stakeholders in various districts as needed.
 - The consultant will be home-based but expected to regard Durban AFSA office as main project site, and thus any travel to meetings at the Durban office will be at the consultant costs.
- Important: project /assignment will be considered successfully completed after submission and approval of final product /deliverable /milestone. 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/ consultant.
- Before any work can start, AFSA will issue a contract and purchase order. Before each activity /assignment starts, AFSA will request a quotation, and confirm assignment by issuing a written confirmation /acceptance of quotation before the assignment is undertaken. Failure to comply to this requirement invalidates any claims made against the contract.

8. Application Process

- Suitably qualified service providers /consultants are required to apply to quotes@aids.org.za with this reference: “GLO03REQ11926 HUMAN RIGHTS AND ADVOCACY TRAINING ” on the subject line, by **18 November at 15h00**.
- All enquiries are to be submitted in writing *only* to Louisa Mbhele @louissa@aids.org.za, with subject line clearly marked “GLO03REQ11926 HUMAN RIGHTS AND ADVOCACY TRAINING ”



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.

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- **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):

