



REQUEST FOR PROPOSALS

Terms of Reference

Call for proposals: Full term evaluation for the Ukusekela Small Project and Support Fund (SPSF) Programme for period 1 April 2022-31 March 2025.

Reference: Ukusekela SPSF Full Term Evaluation November 2024

Application deadline: 27 November 2024@16h30

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

Please direct any queries to snegugu@aims.org.za

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ABBREVIATIONS

AFSA	AIDS Foundation of South Africa
BfdW	Bread for the World
CBO	Community Based Organisation
FBO	Faith Based Organisation
GBV	Gender Based Violence
NGO	Non-Governmental Organisation
SPSF	Small Project and Support Fund

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 CBOs in South Africa, and providing them with ongoing, technical support & capacity building. AFSA has been appointed by Bread for the World (BfdW) as its administrative partner to manage programmes funded by their grant.

The Small Project and Support Fund (SPSF) is a project funded by Bread for the World (BfdW) to support small local initiatives that are made up of committed and dedicated people who may belong to any of these structures: self-help groups, community-based organization's (CBO's), faith-based organizations (FBO's) or smaller non-governmental organizations (NGO's) or small local networks and their members working within their vicinity and context to improve the lives of the marginalized. The BfdW partner organization: AIDS Foundation of South Africa ('AFSA') is the administrative partner and manages the programme autonomously based on criteria which have been mutually agreed with BfdW. Funding to the local initiative is channelled through AFSA.

The SPSF project aims to empower communities to act and participate in their own development through actions that are designed, implemented and owned by the communities themselves. It targets grass-root initiatives that are known in their communities; at least 65% of the funded initiatives should be female led so as to address gender inequalities and drive female empowerment. The SPSF runs for 3 years; and consists of three components.

An independent body called the Approvals Committee was established at the start of the programme to assess and review all received applications. Their recommendations guided the approval and non-approval of the initiatives in terms of awarding of funding.

2. UKUSEKELA PROGRAMME COMPONENTS

The SPSF under this phase is made up of three components which are as follows:

- 1) Component 1- seed funding and technical support.
- 2) Component 2- Human Rights defence
- 3) Component 3: -Accompaniment through Capacity Building strengthening.

This full-term evaluation is for all the listed components above (1, 2 & 3).

2.1 Component 1

Provides seed funding to a maximum of 15 small projects in three provinces: Kwa Zulu Natal, Mpumalanga, and Eastern Cape per 18-month grant cycle. At the end of this full term the target projects to be supported is 30. The maximum grant amount per project under component 1 is 150.000 ZAR. There are 4 thematic focus areas for implementation:

- Economic Development and Empowerment;
- Improving Gender Equality;
- Gender Based Violence & Femicide (GBVF) Advocacy and Support;
- Improving Access to women's and mental health support

Funding cycles for this component were spread out as follows:

Cycle 1: April 2022 – September 2023,

Cycle 2: October 2023-March 2025 and April 2024-March 2025

2.2 Component 2

This component consists of emergency seed funding to fast-track interventions that address ad-hoc human rights violations, with specific focus on violations against women and children. This component provides support nationally within South Africa. The maximum funding amount per project is 75. 000.00 ZAR. Activities carried out here are once off as they are an emergency in nature.

Funding cycle for this component was rolled out as follows:

Year 1: April 2022- March 2023,

Year 2: April 2023-March 2024 and

Year 3: April 2024-March 2025

2.3 Component 3

This component provides capacity-building, without any financial aid, projects are strengthened for a 12-month cycle then they graduate. The component supports five organisations annually within Mpumalanga, Kwa Zulu Natal and Eastern Cape provinces. These grassroots organisations are capacitated through trainings within the categories of organisational development, skills development, financial management and report writing amongst others.

Support for this component was as follows:

Year 2: April 2023-March 2024,

Year 3: April 2024-March 2025

3. OBJECTIVES OF THE UKUSEKELA

- i. To support the sub recipients to successfully implement their self-initiated development ideas and projects to improve the living communities of their communities.
- ii. To build the capacity of the sub recipients to gain competence and experience in implementing their self-initiated products.
- iii. Funded applicants are successfully supported in the implementation of ad-hoc activities for the protection of Human Rights (ESC, political)

4. PURPOSE OF THE EVALUATION

The purpose of this evaluation is to assess and determine the success, challenges and impact of the Ukusekela programme, understand trends and challenges at grassroot implementation level. This is to be understood in the context of its objectives and the different components. Furthermore, to determine how the impact can be strengthened.

The findings will then be taken as lessons learnt, adopted as best practices and used to improve the Ukusekela programme, which aid in decision-making, enhance program design and implementation whilst conveying program impact, and foster knowledge and learning. These findings also offer vital information regarding the programmes efficacy.

5. KEY EVALUATION QUESTIONS:

Q1: What impact does Ukusekela Programme have on empowering communities to act and participate in their own development through actions that are designed, implemented and owned by the communities themselves?

Q2: What is the impact of Ukusekela Programme on skills development of sub- recipients in gaining competence and experience in implementing their self-initiated products

6. THE FOCUS OF THE EVALUATION /EVALUATION SCOPE

- Assess the value of the programme intended and unintended, positive and negative impacts. An overall assessment is required in terms of social return on overall investment. Based on the assessment of this, then make recommendations to the areas which would improve the return on investment in the replication of the programme.
- Assess whether the supported initiatives achieved their project objectives, and if not why not. It will also seek to assess whether AFSA was on track with the project.
- Identify key successes of the implemented activities as well as key challenges that were encountered by the initiatives during the implementation of the programme.
- Determine whether there were additional outputs or outcomes which were unspecified.
- The adequacy of resources available to achieve the required results.
- Specific focus must be given to how the programme has benefited the community/improved livelihoods in its locality taking into account social, economic and environmental factors

- Identify whether there are potential linkages or networks which could be drawn upon to benefit the initiatives involved and AFSA as well as BfdW.
- Provide recommendations: how could things be done better in the future?

6.1 Evaluation Design

We suggest that the evaluation requires a Qualitative methodology combining document review, one on one interviews and Focus groups discussions. This is not prescriptive and the potential service provider is encouraged to be creative and suggest a methodology that will answer the key questions.

6.2 Deliverables

The deliverables for this will include:

1. Inception report covering the agreed methodology, sample size and work plan. This should include data collection tools;
2. Draft Evaluation report- this should be presented to AFSA and BfdW for input;
3. Final Report- This should incorporate comments received from AFSA and BfdW;
4. PowerPoint presentation of the results.

6.3 Time Frames

We envisage the evaluation to be completed within 3 months.

7. QUALIFICATIONS AND EXPERTISE REQUIRED

- i. Experience with minimum three years conducting qualitative evaluations of community level programs and or small grants programmes;
- ii. Professional expertise with regards to Community Based Organizations and NPO Act No 71 of 1997;
- iii. Knowledge of the South African funding landscape and work of small initiatives especially in the 3 named geographic provinces;
- iv. General community development expertise and experience across disciplines (e.g. social, economic and institutional);
- v. Provide a list of previous qualitative evaluations conducted, period with which evaluations were conducted and full contact details of the evaluation commissioner.
- vi. Excellent written and verbal language skills in English, with competence in one of the following languages: isiZulu, siSwati or isiXhosa.

7.1 Recommended requirements

- i. Experience with minimum three years conducting qualitative evaluations of community level programs and or small grants programmes;
- ii. Professional expertise with regards to Community Based Organizations and NPO Act No 71 of 1997;

- iii. Knowledge of the South African funding landscape and work of small initiatives especially in the 3 named geographic provinces;
- iv. General community development expertise and experience across disciplines (e.g. social, economic and institutional);
- v. Provide a list of previous qualitative evaluations conducted, period with which evaluations were conducted and full contact details of the evaluation commissioner.
- vi. Excellent written and verbal language skills in English, with competence in one of the following languages: isiZulu, siSwati or isiXhosa.
- vii. Excellent reporting and presentation skills

8.REQUIRED DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

DOCUMENT NUMBER	DESCRIPTION
	Complete and submit this table, attached to your motivation letter (DOC-01)
*DOC-01	Motivation /cover letter attached to Company Profile with full contact details: indicate reference: Ukusekela Full- Term Evaluation 2024 . Important - Attach this page (Required Documents 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. Use document provided on page 9.
*DOC-03	Company or trading entity registration certificate and ID copies of Directors
*DOC-04	A valid tax clearance certificate issued by the South African Revenue Service (SARS).
*DOC-05	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit, applicable to companies.
*DOC-06	Signed undertaking; Use document provided on page 16.

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.

9.EVALUATION AND TECHNICAL CRITERIA- STAGES

Stage 1: Administrative compliance: Applications with missing mandatory documents will be disqualified.

Stage 2: Experience, motivation letter, and supporting documents will be assessed and scored accordingly. Minimum score of 70% is required to move to next stage.

Stage 3: 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. AFSA is not obliged to select a service provider based on the cheapest quotation.

Table 3: Technical evaluation criterion

ELEMENT	Maximum Score
<p>Proposal submitted: must be clearly detailed with demonstrable expertise and your understanding of assignment. A technical proposal with thorough response to the TOR, with specific focus on the scope of work, evaluation design; methodology to be used.</p> <p>Proposals should indicate breakdown of activities and further provide details of the consultant(s) to undertake the assignment, including a comprehensive CV of key personnel in the consultancy; and statement of availability.</p>	70
<p>Rates proposed: clear, justifiable, and competitive with budget breakdown indicating various line items linked to the assignment.</p>	30
<p>Total (70% technical score and 30% price score)</p>	<p>100</p>

10 .APPLICATION PROCESS

Suitably qualified service providers are required to submit an application to quotes@aims.org.za with this reference: **Ukusekela Full- Term Evaluation 2024** on the subject line, by 27 November 2024

- All enquiries are to be submitted in writing *only* to snegugu@aims.org.za with subject line clearly marked **Ukusekela Full-Term Evaluation Enquiry**.
- *If you are not contacted with 14 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 06:

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:

For more about AIDS Foundation of South Africa, refer to www.aids.org.za
AFSA reserves the right not to make an appointment.

ETHICS & FRAUD HOTLINE REPORTING CHANNELS	
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