



Terms of Reference

Appointment of a Service Provider to Supply Printed Material of HRA AND CSS

REFERENCE: HRA&CSS PRINTED MATERIALS

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Application deadline: 13 March 2025 (12:00)

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

Note: Please direct any queries to procurement@aims.org.za

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Abbreviations

AFSA	AIDS Foundation of South Africa
AYP	Adolescent and Young People Programme
CBO	Community Based Organisation
GBV	Gender Based Violence
GF	Global Fund
HIV	Human Immunodeficiency Virus
PR	Principal Recipient

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, LGBTI+ 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 suitable service provider to print and supply IEC and the 2025 version of the human rights toolkit material.

Table 1: List of material items and delivery dates

ITEM	DESCRTIPTION	QUANTITY	DELIVERY ADDRESS
A4 Facilitator Pack	Facilitator Manual in Colour (plastic comb binding) and printed back to back with pvc/plastic binding cover in front and hard back cover.	150	2nd Floor, Clifton Place 19 Hurst Grove, Musgrave, Durban, 4001
A4 Participant Pack	Participan Manual in Colour (plastic comb binding) and printed back to back with pvc/plastic binding cover in front and hard back cover.	300	
A4 Hand outs	Handouts (bound) and one sided color print	300	
A3 Poster	Human Charter in color and gloss paper with the name of the each traditional court to be shared with the successful bidder.	45	
Pull up Banner	Executive pull up banner with customised human rights messaging for each traditional court (names to be shared with successful bidder).	45	
Policy Manual	Print 54 policy manuals with 100 pages wire bound with hard gloss cover and plain hard paper back cover. Printing to be one sided in color for each traditional court.	45	

**All items must be delivered within 10 days of receiving the Purchase order*

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 to Company Profile
*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	Sole Proprietor: Certified copy of identity document (If non-South African: attach work permit). Company: 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 recent printed IEC material (last 5 years) work.
*DOC-07	B-BBEE status level verification certificate (unless trading below the prescribed Threshold, Level 4 and above) -attach affidavit. Applicable to companies.
*DOC-08	Detailed Quotation. Please see pricing tool on page 19 of this document
*DOC-09	Signed undertaking

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. Application Process

- Suitably qualified service providers are required to submit an application to routes@aids.org.za with this reference: “HRA &CSS PRINTED MATERIALS on the subject line, by 13 March 2025 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
Facilitator Manual in Colour (bound) and printed back to back		150	
Participant Manual in color (bound) and printed back to back		300	
Handouts (bound) and one sided color print		300	
Human Charter in color and gloss paper with the name of the each traditional court		45	
Executive pull up banner with customised m human rights messaging fo r each traditional court.		45	
Print 54 policy manuals with 100 pages one sided in color for each traditional court.		45	
TOTAL			R

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: