



**social development**

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## **TERMS OF REFERENCE FOR THE APPOINTMENT OF NON PROFIT ORGANISATIONS TO IMPLEMENT SOCIAL AND BEHAVIOUR CHANGE PROGRAMMES APTLY KNOWN AS YOLO AND ChommY IN GAUTENG AND KWAZULU NATAL PROVINCES**

### **1. PURPOSE**

To solicit proposals for the appointment of suitable Non Profit Organisations (NPOs) as Implementing Partners to assist the Department of Social Development (DSD) with the implementation of one of its social and behaviour change programmes aptly known as YOLO/ChommY. The programme is designed to target young people aged 15-24 years as well as children aged 10-14 years. This initiative is funded by the United States Agency for International Development (USAID) and the President's Emergency Plan for AIDS Relief (PEPFAR) through Government to Government (G2G) agreement managed by DSD.

This project will be implemented in two provinces: KwaZulu Natal (eThekweni South and North) and Gauteng (Ekurhuleni and the City of Johannesburg) over a period of 5 years, renewable on annual-award basis, dependent on performance. NPOs must demonstrate that they can be able to reach the set targets alone or in partnership with other Community Based Organisations. In addition, only NPOs providing direct services to children and young people will be considered.

### **2. BACKGROUND AND CONTEXT**

South Africa has the largest HIV epidemic in the world, contributing 19% of the global number of people living with HIV. HSRC (2017) indicates that approximately 7.9m people were living with HIV in South Africa in 2017. Women and girls account for more than half the

number of people living with HIV. According to UNAIDS 2015 nearly 4,500 South Africans are newly infected every week; translating to 1500 adolescent girls and young women (AGYW) aged 15-24. The susceptibility of children and youth to new HIV infections will negatively impact the future of the nation. The increasing number of young people infected with HIV is a cause for concern among development workers as this will impede their contribution to the economy of the country. Although biomedical interventions that help to prevent the spread of HIV are available, HIV acquisition amongst the youth continues to be relatively high. This is attributed to the behavioural, social and structural drivers of HIV which render the youth vulnerable to HIV and AIDS.

At the behavioural level most young people are faced with challenges of low self-esteem, peer pressure and a sense of wanting to belong. Furthermore, young people tolerate / increase risks by being involved in multiple and concurrent partnerships, early sexual debut without protection, intergenerational / transactional relationships, substance abuse and gender-based violence. Lack of guidance due to absent parents and poor family and societal support structures also increase young people's vulnerability. Compounding these behavioural and social drivers are structural elements such as culture, unemployment, gender inequality, poverty and poor education. These, amongst others may result in unwanted pregnancies and HIV acquisition.

The National Strategic Plan (NSP) for HIV, TB and STIs (2017-2022) is the country's framework that outlines how South Africa seeks to respond to the three infections (HIV, TB and STIs). The NSP sets out how the country can bring the HIV epidemic under control and reduce the impact of HIV at all levels. The NSP has mandated DSD to lead **Goal 4** which seeks to address social and structural drivers of HIV, TB and STIs. The Goal includes a range of specific objectives aimed at reducing vulnerability to HIV, TB and STIs as well as ensuring that efforts to address them do not occur in a vacuum as they are heavily affected by specific factors (drivers) in the social and economic environment.

In line with the NSP, DSD developed a Comprehensive Strategy on HIV&AIDS which places young people at the core of its response to HIV&AIDS. The Comprehensive Strategy

acknowledges that HIV infection cannot be divorced/ isolated from the wider social and economic dynamics fueling unsafe sexual practices. So, while prevention interventions target the individual as the primary agent of behaviour change; the social, gender, and economic conditions that influence sexual behaviours cannot go unaltered. Interventions need to successfully engage all elements of the society in shifting beliefs and practices at both individual, inter-personal and community levels (through the social ecology model) to prevent continued incidence of HIV.

In line with this, DSD has thus developed a range of SBC programmes which include YOLO. The programme has been developed to respond to the social and behavioural drivers of HIV. **YOLO** stands for **you only live once**. This acronym is very popular in the social media platform and it was chosen by the young people themselves as it resonates strongly with them. The **YOLO** acronym goes with the following tagline: ***“It’s your choice, it’s your life...Behave responsibly”***. **YOLO** is aimed at building the resilience among young people to enable them to withstand the pressures that lead to risk taking. The programme comprises of 12 sessions which are tailored to address the behavioural traits that instil positive values among the youth. The sessions are facilitated on a weekly basis in a closed group of young people not exceeding 25 participants and each group is maintained until all 12 sessions are completed. Each participant is given a journal which enables them to reflect on what they have learnt in each session.

### **3. GOALS AND OBJECTIVES OF THE PROJECT**

The overarching goal of the project is to reduce risky sexual behaviours that perpetuate the spread of new HIV infections through addressing the social and structural drivers of HIV thus contributing to the reduction of new HIV infections. Furthermore, the project hopes to instil active citizenry in young people, and break communication barriers between young people and their parents/ guardians, as well as build AIDS competent communities. It is acknowledged that children and young people are not homogeneous; they respond uniquely to issues affecting them and are influenced by their immediate families and communities.

The Service Providers to be appointed will therefore situate the implementation of the project within the social ecology framework as outlined by the DSD Comprehensive Strategy.

The project is guided by the following broad objectives:

- To build children and young people's resilience, self-confidence, self-esteem and self-efficacy.
- To build children and young people's knowledge, attitude and skills to voluntarily assume positive practices and sustain positive behaviour outcomes.
- To invest positive values in children and young people to become change agents within their communities.
- To minimise new HIV infections among children and youth in the country.
- To enhance communication between parents and their children on sexual reproductive health.
- To increase the involvement of men in the protection of women and girls from gender-based violence and HIV acquisition.

And the desired programme outcomes include the following:

- Decreased risky sexual behaviours among children and youth
- Reduced teenage pregnancies
- Reduced new HIV infections amongst young people
- Increased uptake of HIV testing and care services.

## **4. SCOPE OF WORK**

### **4.1 Project Description**

To achieve the goal of this project, Implementing Partners (NPOs) need to illustrate their approach to foster a coordinated social services approach, through a clear understanding of

their specific roles and responsibilities in addressing the multiple needs of the caregivers/parents and youth, through collaborations with other key role players; including DSD, District Support Partners (DSPs), Donor Agencies, Faith Based Organizations (FBOs), other NGOs and existing community structures.

Not a single NGO has the capacity to provide all the services required by a single, household or youth. Establishing and strengthening partnerships with both government departments and civil society organizations that provide complementary services is therefore essential to ensure clients receive a comprehensive package of necessary services. Applicants should demonstrate their strategy to strengthen linkages, bi-directional referrals and tracking systems to ensure that young people access relevant services. This collaboration will promote layering of services thus optimizing the impact of interventions.

### ***Illustrative Activities***

The following illustrative scope of work activities are to be implemented by the successful NPOs and will contribute to achieving the project goal:

- 1. To increase the number of young people aged 15-24 years as well as children aged 10-14 years who receive a comprehensive package of evidence-based intervention programme -YOLO and ChommyY that mitigates the impact of HIV and AIDS in Gauteng and Kwa Zulu Natal identified districts.*

*Proposed illustrative activities include:*

- Conduct stakeholder engagement meetings at community level to introduce the project and get buy in from the relevant stakeholders
- Conduct targeted recruitment of children and young people in collaboration with local structures and DSD for participation in YOLO.
- Conduct needs assessment of young people to determine the interventions required and develop an action plan.
- Train program staff on the HIV prevention and Social behaviour change evidence-based interventions (YOLO AND ChommyY) curricula and ensure high quality implementation of interventions with respective target groups

- Facilitate YOLO and ChomMY sessions to young people aged 15-24 years as well as children aged 10-14 years respectively.
- Facilitate referrals for required further intervention based on the outcome of the assessment.
- Facilitate referrals for implementation of appropriate Core Package of services for children and young people.

2. *To proactively promote HIV status knowledge and to support children and youth in accessing and remaining in appropriate HIV services.*

Despite significant scale-up of HIV Counselling and Testing services in the country, the results of a recent PEPFAR analysis indicated that there are a large number of PLHIV, including children and adolescents, who are unaware of their HIV status.

There is therefore a critical need to increase uptake of HIV testing services, access to treatment and treatment adherence, particularly among OVC and adolescents, which aligns to the UNAIDS 95-95-95 goals.

*Proposed illustrative activities include:*

- Establish partnerships with HIV testing service providers (facilities and testing NGOs) to improve the identification of positive project population
- Oversee proper utilization of HIV basic information and DSD HTS guidelines by facilitators to support access to testing, treatment and adherence. This will enable facilitators to provide supportive counselling and encourage them to know their HIV status, disclose their status to their families, access and adhere to HIV treatment and care services.
- Conduct pre and post assessment of participants' risk perception of HIV.
- Risk assessment to determine vulnerability to HIV infection
- Refer children and young people who are at risk of HIV for HIV testing
- Refer beneficiaries for ART adherence

- Monitor and report HTS uptake

#### *Management and Reporting*

- Work closely with both National and Provincial DSD including Districts and Sub-Districts offices.
- Attend regular meetings and events both at district, National and Provincial level as requested by DSD.
- Reach the quarterly targets set by DSD.
- Compile and submit quarterly reports before the 10<sup>th</sup> of the following month (this may include reporting through the DSD’s electronic monitoring system i.e. CBIMS and manual reporting). Compile and submit quarterly reports on actual expenditure incurred per activity in line with the approved cost breakdown structure, as well as audited statements reflecting expenses relating to the project at the request of DSD.

## **4.2 Geographic Focus, District Targets**

The project will be implemented in three districts in Gauteng and KZN. Year 1 (October 2020 –September 2021) sets targets as follows:

#### ***Project Population to be reached with services by Province by District***

<b>Provinces</b>	<b>Districts</b>	<b>Target</b>
<b>Gauteng</b>	<b>City of Johannesburg</b>	15 000
	<b>Ekurhuleni</b>	5 000
<b>KwaZulu-Natal</b>	<b>eThekwini</b>	10 000
	<b>Total</b>	<b>30 000</b>

## **4.3 Illustrative Indicators**

The two Key PEPFAR indicators to be reported are:

- **OVC\_SERV** measures the number of individuals receiving PEPFAR OVC programme services (services to OVCY) for children and families affected by HIV and tracks progress on the number of OVC graduating from PEPFAR OVC (OVCY services) programmes as well as those who exited or transferred (including transferred out to a non-PEPFAR supported partner / external partner, transferred out to a PEPFAR-supported partner, and exited without graduation). One of the services must be YOLO or ChommY.
- **OVC\_HIVSTAT** measures the percentage of orphans and vulnerable children served whose HIV status has been reported to the implementing partner and captures enrolment in ART among those who have tested positive.

## 5. OUTPUTS/DELIVERABLES

Based on the above scope of work, Service Providers must provide the following outputs/deliverables, should they be awarded:

- A detailed business plan with budget breakdown.
- Reports on stakeholder engagement meetings held
- Number of facilitators trained to conduct YOLO AND ChommY sessions
- Pre and post assessment reports of YOLO and ChommY participants
- Report on Need assessments reviews and action plans for children and young people
- Mapping matrix of referral facilities within the community
- Meeting minutes with identified referral facilities within the community
- Reports on workshops and dialogues conducted with children young people. Monthly, Quarterly and semi-annual reports against approved project plan or business plan as well as targets set by DSD.
- Quarterly financial records as well as audited statements as requested by DSD.

## 6. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED



- a) Ability to develop, plan, and implement programmes for children and young people.
- b) Communication skills and the ability to work effectively with a wide range of constituencies in a diverse community (social facilitation).
- c) Experience in HIV&AIDS and SBC programmes. Understanding of the social and structural drivers of HIV and key populations.
- d) .
- e) Experience in social mobilisation.
- f) Should have at least five years in dealing with grants management.
- g) Strong project management skills and experience.
- h) Strong data collection and report writing skills.
- i) Ability to develop and maintain recordkeeping systems and procedures.
- j) Understanding of community development, social facilitation and community mobilization.
- k) Ability to gather data, to compile information, and compile reports.
- l) Experience in supporting or working with other NPOs.
- m) Strong financial management skills and systems.

## **7. BRIEFING SESSION**

DSD will hold online briefing sessions as follows:

Date: 11 & 12 August 2020

Venues:

1. Department of Social Development: Gauteng  
Thusanong Building  
11th Floor  
69 Commissioner Street  
Johannesburg
2. Department of Social Development : Kwa Zulu-Natal  
208 Hoosen Haffejee St,  
Pietermaritzburg,

## **8. GENERAL CONDITIONS**

The general conditions of contract prescribed by National Treasury will be applicable in all instances.

## **9. SPECIAL CONDITIONS**

- a) The NPOs must originate and be operational in the province which they are applying for.
- b) NPOs which are already receiving funding from DSD for similar work will not be considered as this will be double-dipping. The prospective NPO should be in existence for a period of at least 3 years and have evidence of having managed at least R300 000 in one financial year.
- c) The Department reserves the right to award work to one or more service providers.
- d) The Department reserves the right not to award the contract should it deem fit not to award.
- e) Once the briefing session has been held, successful service providers must further acquaint themselves with the programmes, policies and legislation at their own cost.
- f) The Department reserves the right to contact any applicants to seek clarity on any matter included in the proposal documents.
- g) The Department reserves the right to appoint an independent auditor for financial auditing purposes.
- h) It will be expected of the successful service provider to sign a contract with the Department prior to the commencement of any work.
- i) The contract shall initially be valid for a period of twelve months as from the date of signing of the service level agreement by both parties, but it may be renewed for a period not exceeding five (5) years based on performance.
- j) The successful Service Provider will be paid in two tranches upon the completion of phases or milestones set out in the project plan or as mutually agreed by the Department and the Service Provider.

## **10. PROPRIETARY RIGHTS**

- a) DSD shall become the owner of all information, documents, advice, and reports collected and compiled by the service providers to be appointed.
- b) The copy rights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- c) All information, documents, and reports must be regarded as confidential until made public by the DSD.
- d) DSD shall retain intellectual property rights to all work undertaken in terms of this bid.

## **11. DSD ROLES AND RESPONSIBILITIES**

- a) During the project implementation, DSD officials will make themselves available for clarity, reporting processes, discussions, monitoring and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.
- b) The Department will provide the successful Service Provider with all operating manuals/guidelines that will guide the implementation of the SBC programme.

## **12. REPORTING ARRANGEMENTS**

- a) All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- b) The service providers will provide dedicated overall project managers for this project.
- c) The comprehensive reports will be submitted by the service providers in line with project milestones as stipulated in the agreed and approved project plan.

## **13. TARRIFFS AND PAYMENT**

- a) Tranches Payment will be effected within 30 days after receipt of satisfactory detailed reports from the successful NPO.
- b) Payment will be in accordance with the completion of work to the satisfaction of the DSD based on the milestones for the project as agreed to and signed off.

## **14. EVALUATION OF PROPOSALS**

Only proposals of prospective service providers who comply with the requirements of these Terms of Reference will be evaluated.

Proposals will be evaluated in two stages:

### *Functionality*

The evaluation of the proposals/bids will be conducted in two phases:

14.1 Firstly, the proposals will be evaluated on functionality. The evaluation panel will allocate points on scale of 1-5 in respect of functionality according to the criteria set out in Annexure A below. Proposals scoring less than 70% in respect of functionality will be disqualified and not be evaluated further.

14.2 Thereafter, only the qualifying bids will be evaluated in terms of the preference point system as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

14.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of professional fees and VAT).

### *Site Inspection*

- a) Site inspection and verbal presentation will form part of the second stage; it will be expected of all the qualifying bidders to give verbal presentations on their proposals. The same criteria used for the scoring of proposals in the first stage will be used to score bidders during the verbal presentations.
- b) A combination of the first and second stages will inform the evaluation outcome. All costs for the presentations will be for the account of bidders.

In order to ensure meaningful participation and effective comparison Bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria, including Annexures if applicable.

Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

#### **ANNEXURE A: FUNCTIONALITY**

<b>ELEMENT</b>	<b>Rating</b>					<b>Weighting</b>	<b>Total</b>
1. Demonstrate knowledge and experience in working with vulnerable children and young people.						30	
2. Demonstrate knowledge and experience on HIV&AIDS.						10	
3. Demonstrate knowledge and understanding to implement SBC programme implementation.						10	
4. Understanding of community development, social facilitation and community mobilization.						10	
5. Capacity to facilitate and ensure establishment of institutional mechanisms for constituent						20	

organisations, the monitoring and evaluation of work delivered by such organisations (linkage with local NPOs).							
<b>Functionality</b>						<b>80</b>	
<b>Price</b>						<b>20</b>	

The service provider with highest score will be considered as a successful service provider.

## 15. DISQUALIFYING CRITERIA

- Proposals will be disqualified if they fail to comply with all conditions as set out in these terms of reference.
- Scoring less than 70% in respect of functionality.
- Non-submission of NPO certificate as well as tax clearance certificate or invalid/ expired tax clearance certificate.
- Late submission of the proposal.
- Failure to submit bid documents filled and signed.

## 16. CLOSING DATE FOR SUBMISSION OF PROPOSALS

The closing date for the submission of proposals 04 September 2020.

## 17. SUBMISSION OF PROPOSALS

- Prospective bidders must submit their bids proposals in two envelopes:

- One envelope with the technical proposal outlining in details a realistic work-breakdown schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax certificate as issued by SARS and legal entity registration certificate.
- One other envelop with financial proposal (pricing schedule with all cost related items cost breakdown).
- The entire proposal should be placed on a disc in a PDF format.
- The following information must be visibly marked on the envelope:
  - ✓ **Bid number:**
  - ✓ **Closing date:**
  - ✓ **Name of the Bidder:**
- **Technical proposal: Financial Assistance to Non-Profit Organisations implementing SBC programmes.**
- **Financial proposal: Financial Assistance to Non-Profit Organisations implementing SBC programmes.**
- Proposals must be submitted at the following address:
  1. **National Department of Social Development  
HSRC Building  
134 Pretorius Street  
PRETORIA  
0001**
  2. **Department of Social Development: Gauteng  
Thusanong Building  
11th Floor  
69 Commissioner Street  
Johannesburg**
  3. **Department of Social Development : Kwa Zulu-Natal  
208 Hoosen Haffejee St,**

**Pietermaritzburg,  
3201**

- **Enquiries**

All enquiries should be directed to:

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