



**Global Fund Grant
February 2019**

Request for Proposals

Module 4: Community Response and Systems – (CRS)

Global Fund Grant Period: April 1st 2019 – March 31st 2022

Reference Number: RFA-BZ-GF_CRS0004/2019

Key Point to Note: Any changes made to this RFA and any other documents relevant to this call will be made available on the BZ website: www.beyondzero.org.za

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ABBREVIATIONS

AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
BZ	Beyond Zero
CCM	Country Coordinating Mechanism
CRS	Community Responses & Systems
CSE	Comprehensive Sexuality Education
DBE	Department of Basic Education
DOH	Department of Health
GBV	Gender Based Violence
GF	The Global Fund
HTS	HIV Testing Services
HIV	Human Immunodeficiency Virus
IEC	Information, Education, Communication
KP	Key Populations
LFA	Local Funding Agent
M&E	Monitoring and Evaluation
MSM	Men who have sex with Men
NSP	National Strategic Plan
PCA	Provincial Council for AIDS
PEP	Post-Exposure Prophylaxis
PR	Principal Recipient
PrEP	Pre-Exposure Prophylaxis
QA	Quality Assurance
RFA	Request for Application
SAPS	South African Police Services
SAW	Social Auxiliary Worker
CSO	Sub-Recipient
SCSO	Sub-sub-recipient
SW	Sex Worker
TG	Transgender
TVET	Technical, Vocational, Education and Training
TOR	Terms of Reference

1. INTRODUCTION AND BACKGROUND

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 determines the content of the programming, the budget envelope, and the output and outcome indicators and targets.

The GF CCM has selected Beyond Zero (BZ) Not-for-Profit to be appointed by the GF as one of the Principal Recipients (PRs) that will implement programmes to be funded by the grant. The GF CCM decided that a PR should serve as a grants manager while sub-recipients (SRs) will be the main implementers of the programmes.

The Community Response and Systems (CRS) module has a capacity building and mentorship component to Community Based Organisations (CBOs) and as such, PRs will provide capacity building to CBOs that are led or work closely with people with TB, people living with HIV (PLHIV), key populations (sex workers, Men who have Sex with Men [MSM], People Who Inject Drugs [PWID], and Transgender people [TG]) as well as vulnerable groups (Adolescent Girls and Young Women [AGYW]), to build their capacity to manage, implement, report, monitor and evaluate quality combination prevention and linkage to care for HIV and TB programs, including support to increase their resource mobilization capacity

BZ therefore invites interested non-profit organisations interested in strengthening their organisations to apply to be considered for training, mentoring and technical assistance as defined in Sections below. It is important to note that CSOs are recommended by the PR but appointment is subject to GF CCM approval. The approved **terms of reference** and selection criteria are included in this document and serve as a guide to interested CSO. **Applicants are not required to submit implementation plans and budgets as part of this call for applications.**

2. THE CAPACITY BUILDING AND MENTORING PROGRAM

The Community Response and Systems (CRS) module has two broad interventions .e. (i) community led advocacy and (ii) institutional capacity building. All these two are intertwined and closely linked towards improving quality of health and strengthening community linkages and networks. The capacity building programme is aimed at elevating community based organisations to be technically competent and have strong management skills for sustainability and to effectively implement their work. The model/approach is to provide accredited and non-accredited trainings to build technical capacity couple with mentoring, coaching and supportive supervision. Organisational capacity will be developed on four levels:

1. **Institutional capacity** includes the ability to create an organisational mission, vision, strategic and operational plan; establishing organisational structures and management systems such as governance, leadership, financial management, human resource management, risk management and administrative processes.
2. **Knowledge and skills** of individuals in the organisation includes technical skills and knowledge on specific programme areas.
3. **Influencing ability of organisations** – focusing on the organisation’s ability to form partnerships, be part of local advocacy campaigns and joint planning at different levels.

4. **Adaptive capacity of organisations** - focusing on the organisation’s ability to review current operations and models and to investigate new ones, stay relevant and remain sustainable over time.
5. Emphasizing different aspects of capacity building within an organisation and the context from which it renders services will lead to improved and more sustainable development and growth

3. THE CAPACITY BUILDING PACKAGE

There is no cost involved for the selected organisations to receive the mentoring, training and other related services as this is funded by the Global Fund. However, it is crucial that organisations understand the substantial investment that is made in their staff and organisation and the intensive nature of this capacity building programme. The expectation is therefore that organisations that are interested in this process be fully committed, have the necessary time and staff to be part of the process and are willing, able and excited to grow their organisation, internal capacity, external influence and sustainability in the long run.

Selected organisations will receive capacity building over an 18-month period. Based on the organisation’s needs specific staff members will be required to attend and complete the planned training and mentoring over the mentoring period including:

1. Accredited and non-accredited trainings both at technical, programmatic and management levels as stipulated below on a needs based approach:

Non-Accredited Training	Accredited Training
<ul style="list-style-type: none"> • Risk Management - (3 Days) • Governance • Sustainability • Monitoring and Evaluation • Program Management (4 Days) • Procurement and Supply Management 	<ul style="list-style-type: none"> • Finance Management – 5 Days • Human Resource Management – Labour Legislation – 4 Days
<ul style="list-style-type: none"> • RTQI • Adherence Support • Stigma and Discrimination • Health Promotion 	<ul style="list-style-type: none"> • HTS • HIV/TB Prevention

4. Monthly on-site mentoring, coaching or technical assistance visits to strengthen their organisational and programme capacity.
5. Where applicable, support to become Department of Health-compliant and accredited nonmedical HTS sites, support to establish adherence support groups, support in delivering evidence based HIV and TB Prevention programmes and conduct TB screening.
6. Attend quarterly district and/or provincial consultative meetings to strengthen networking, coordination, learning from one another, accountability and advocacy.

The outcomes for organisations participating in the CRS Programme are:

- Mentored CSOs have increased capacity to implement programs to educate, mobilise their communities and support HIV & TB interventions.

- CSOs are linked to GF PRs and other potential funders to enable them to implement HIV/TB interventions.
- CSOs better able to support PLHIV to address internal stigma and respond to external stigma and discrimination in order to improve HTS, TB screening and linkage to and retention in care.
- CSOs with enhanced OD systems to support programme implementation in districts

4. IMPLEMENTATION DISTRICTS

The capacity building and mentoring program will be implemented in a total of nine Districts in three BZ supported Provinces as follows:

Province	Districts
Eastern Cape Province	O R Tambo, Amatole, Alfred Nzo, BCM and NMM
Limpopo Province	Capricorn, Mopani and Greater Sekhukhune
Free State Province	Thabo Mofutsanyane

5. CSO SELECTION CRITERIA

The selection of organisations will be supported by extensive consultation with district stakeholders (DSD, DOH, Municipalities, and AIDS Councils) to ensure that shortlisted organisations are meeting critical district and sub-district HIV and TB need and that their service categories are aligned to district priorities. Organisations can be from different sectors, community based, faith-based and advocacy organisations with particular focus on supporting key populations (especially Men who have Sex with Men and the LGBTI community, Sex Workers, People Who Inject Drugs, Young Women and Adolescents and victims of Gender-Based Violence). The following requirements must be met by organisations to be selected for the capacity building programme:

1. Be situated and working in the stipulated priority HIV and TB districts shown in the table above.
2. Have been in operation for at least two years and have current audited financial statements.
3. Have current funding from donors or have worked with donor funding previously.
4. There must be programme alignment to Global Fund funded programmes within the district.
5. Must have a focus on key or vulnerable populations or want to extend their services to include this.
6. The focus of organisational programmes should be in alignment to Provincial Implementation Plan (PIP) and Multi Sectoral District Implementation Plan (MDIPS) priorities.
7. Must have a management structure (even if they are struggling and in need of assistance) - extended family structures or people wanting to get involved in the HIV, TB or social development service delivery areas for own benefit, are not considered as ideal candidates.
8. Must have a need to be mentored as well as demonstrate enthusiasm and commitment to participate in the process. Organisations that want to grow, develop and become leaders and decision makers in their district and province.
9. Must have the potential to develop and grow and access funding (meeting donor criteria) after completion of the mentoring process.
10. Commit to attending relevant trainings, mentoring sessions and consultative meetings as agreed upon in the Service Level Agreement and Capacity Building Plan to be signed by both Beyond Zero and the organisation.

11. Willingness to report their HIV and TB reach data to the DOH, PAC and BZ on a quarterly basis

6. EVALUATION PROCESS AND CRITERIA

The evaluation of submissions will be managed by a Selection Panel (SP) which will prepare a shortlist of applicants that meet the stipulated criteria for capacity building. The PR will use the shortlist drawn by the SP to recommend applicants to be appointed as mentored CSOs.

The evaluation process will be conducted in stages as follows:

Stage 1: Desktop screening of applications and shortlisting as per the selection criteria.

Stage 2: Baseline Capacity Assessments after selection to determine the capacity domains (areas) where capacity building is needed as well as the elements in that domain that requires capacity building. A standardised capacity assessment tool (CAT) is utilised to assess the baseline capacity development areas for organisations. The CAT is focused on 10 capacity domains that are assessed with several elements within each domain that constitutes best practice within the civil society sphere.

- Governance, Leadership and Strategy
- Community Linkages, Networks and Partnerships
- Human Resource Management
- Sustainability
- Financial Management
- Communication and Marketing
- Administrative Capacity
- Monitoring, Evaluation Reporting and Learning (MERL)
- Health Products and Services
- Programme Implementation Capacity

The CAT initially scores organisations according to their level of functioning i.e.

- (0) emerging
- (1) nascent/developing
- (2) maturing
- (3) well- functioning

Clear guidelines and evidence are needed from organisations over the mentoring period to progress from one level to another. The results of the capacity assessments are used to inform programme decisions on training and mentoring that is needed as well as intensity of support required. It further highlights commonalities amongst districts and provinces that inform programme improvements.

It is important to note that this assessment may lead to disqualification of a selected CSO – reasons will be provided for the disqualification together with guidelines on how to address the issues and how to apply during the second call for proposals during 2020.

Stage 3: Final selection of the shortlisted CSOs for capacity building based on the results of the baseline assessment. The CRS programme does not follow a “blanket approach” to capacity building but emphasises the importance of customised capacity building plans that focus on identifying

problems/challenges in an organisation and providing appropriate solutions like training, mentoring, technical assistance, coaching, and peer learning. The CRS programme places a big emphasis on ensuring that all levels in the organisational system (board, management and staff) are involved and included with the capacity assessment and planning processes, as well as in the training and mentoring interventions. This fosters a culture of shared responsibility and accountability within organisations and reduces resistance to change and fosters sustainability.

The SP will present its evaluation outcome to the PR for consideration and a decision on the final list of CSOs for capacity building. CSOs will be notified of the outcome of their application no later than 31 March 2019. Aggrieved applicants can lodge an appeal with BZ Programme Director within seven working days of receiving official communication of the selection decision, clearly stating the grounds for appeal and providing the necessary evidence. All efforts will be made to sign contracts and mentoring plans by the end of March

7. APPLICATION INSTRUCTIONS

All applicants are required to:

- Clearly mark their applications with “**BZ Global Fund Sub-Recipient Application 2019 – CRS & Name of Organisation**”. Applications submitted electronically should use the same in the email subject line.
- Ensure completeness of the application (including the attachment of all necessary supporting documentation) and not exceed recommended length of sections.
- Attach board resolution authorising submission of application.
- Confirm in writing that the information and statements made in the proposal submission are true and accept that any misrepresentation contained in it may lead to disqualification;
- Ensure timely submission of all documents and reports if requested as part of the assessment of the organisation’s ability to continuously fulfil the role of an SR; and
- Submit application to gapplications@beyondzero.org.za or deposit 5 copies of the application with all supporting documentation into the tender box located at the 110 Moore Street, Quigney, East London before the deadline of 22 February 2019 at 17H00 CAT.
- Ensure that appropriate staff is available on site if and when the on-site SR capacity assessment visit is done.

9. KEY DATES

- The deadline for the submission of a fully completed application and attachments is **22 February 2019**. The key dates for the application process are shown in the table below.

Key Activity	Dates
1. Publication of call	6 th February 2019
2. Briefing Meeting Dates	Details below
3. Deadline for submitting applications	22 nd February 2019
4. Application Evaluation Period	25 th – 28 th February 2019
5. Final SR selection and decision (communicating the outcomes of applications to applicants)	Week ending March 15 th 2019

10. BRIEFING SESSIONS

BZ will convene non-compulsory briefing sessions in the relevant provinces to provide clarification and additional information to potential applicants and disseminate information as widely as possible. Organisations interested in attending the workshop should inform **Donald Ramodibana** at the following address donaldr@beyondzero.org.za – he will provide the venue details. Any additional material shared at briefing sessions shall also be made available to potential applicants on Beyond Zero’s website at www.beyondzero.org.za. The table below shows the dates of the briefing sessions.

Province	District	Date
Eastern Cape	Alfred Nzo	14 th February 2019
	O R Tambo	13 th February 2019
	Amatole	13 th February 2019
	Buffalo City Municipality	13 th February 2019
	Nelson Mandela Metro	12 th February 2019
Limpopo	Capricorn	13 th February 2019
	Mopani	15 th February 2019
	Greater Sekhukhune	14 th February 2019
Free State	Thabo Mofutsanyane	12 th February 2019

11. CONTACT DETAILS

Please direct your requests for information and questions/queries by the 15th of February 2019 at 17H00hrs to: Mr. Donald Ramodibana, Contact email: donaldr@beyondzero.org.za

BZ will regularly update our website, www.beyondzero.org.za on frequently asked questions that were not addressed at the briefing session.

12. APPLICATION FORMS AND HOW TO COMPLETE THEM

The application consists of two sections both of which must be completed:

Section A

1. **Applicant Details:** This must be completed in full. No evaluation points will be applied to this section
2. **Executive Summary:** Include a **short overview** of your organisation, why you are applying and what your programme will achieve.
3. **Situational Analysis/Statement of Need:** Describe the problem that you are seeking to address.
4. **Description of Proposed Intervention/Programme Activity:**
5. **Targets and Monitoring and Evaluation Capacity:**
6. **Conflict of Interest:**

Section B

1. **Programmatic Capacity and Previous Experience:**
2. **Staffing:**
3. **Leadership, Governance and Coordination:**
4. **Signatures:** Remember to sign the document!

Applications will only be accepted from legally registered organisations (with a company registration number). Applications from individuals will not be accepted.

No other geographical areas will be considered other than the ones stipulated in this RFP.

13. LIST OF ANNEXES / SUPPORTING DOCUMENTS REQUIRED

Annex 1: Board resolution authorising submission of application

Annex 2: Proof of legal entity (NPC, Trust, NPO, Close Corporation, Pty (Ltd)).

Annex 3: NPO registration status and confirmation of compliance with Department of Social Development requirements.

Annex 4: Profile of the organisation, including history and work experience relevant to this application.

Annex 5: List of board members and management, their current job titles and certified copies of IDs.

Annex 6: Valid SARS tax clearance certificate together with tax compliance status pin.

Annex 7: VAT Registration document if applicable

Annex 8: Valid BBBEE certificate or sworn affidavit (for eligible entities) deposed by director/board member not older than three months from closing date. No beneficiary recognition certificates will be accepted.

Annex 9: Last two audited Annual Financial Statements signed by Board chairperson. If your last audited annual financial statement is older than 2 years then supply the most recent management accounts pack, if applicable.

Annex 10: Organogram for all management and administrative positions (Human resources, finance, PSM, M&E, project management).

Annex 11: Policies and procedures documents addressing financial management, procurement, travel, human resources, inventory management and occupational health and safety

Annex 12: An executive summary of a recent report to a donor for any of the high-level areas that this grant will focus on.