

## TERMS OF REFERENCE

# Economic Strengthening Livelihoods Lite Programme

REQUEST FOR PROPOSALS / JULY 2021

REFERENCE BZ-02.2-AGWY-ESL-2021

### SUMMARY

Title	Economic Strengthening Livelihoods Programme
Reference	REFERENCE BZ-02.2-AGWY-ESL-2021
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks the services of an organization/institution to implement an Economic Strengthening Livelihoods Lite Programme focusing on the adolescent girls and young women (AGYW) who participate in the AGYW programme in Nyandeni, OR Tambo District, for a period of 9 months ( July 2021 to 31 April 2022).
Submission by email only to	<a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>
Submission must include	<ol style="list-style-type: none"> <li>1. Signed cover letter</li> <li>2. Proposal including programmatic information as per guideline in Section 4.2 below</li> <li>3. Draft 9 month Implementation Plan</li> <li>4. Proposed 9 month Programme Budget</li> <li>5. Company profile</li> <li>6. B-BBEE certificate</li> <li>7. SARS tax clearance certificate</li> <li>8. Confirmation of banking details</li> <li>9. Signed Code of Conduct for Suppliers of Services</li> <li>10. Completed and Signed Declaration of Interest</li> </ol>
Deadline for submission	<b>13h00 on Tuesday 20<sup>th</sup> July 2021</b>

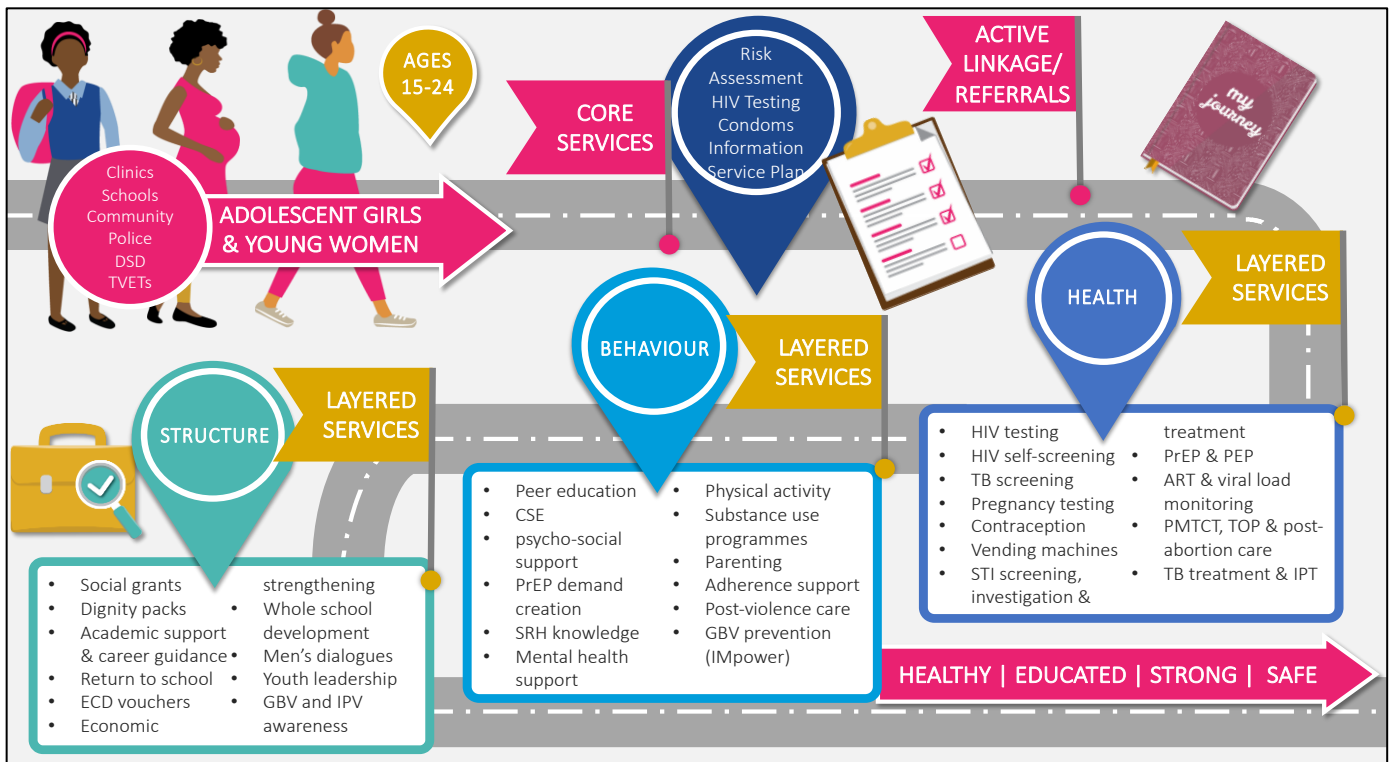
## 1 | BACKGROUND

BEYOND ZERO is one of three organisations managing a national **Adolescent Girls and Young Women (AGYW) Programme** funded by the **Global Fund to Fight AIDS, Tuberculosis and Malaria**. Girls and young women are one of the populations most vulnerable to HIV in South Africa so the Adolescent Girls and Young Women programme aims to increase retention in school, decrease HIV incidence, teenage pregnancy and gender based violence, and increase economic opportunities for young women and girls.

BEYOND ZERO and two other Global Fund principal recipients, AFSA and NACOSA, will reach **180,000 adolescent girls and young women between 15 and 24** over three years in target communities in Gauteng, Western Cape, North West, Mpumalanga, Limpopo, Eastern Cape and KwaZulu-Natal, helping them on a journey from vulnerability to safety, health and wellbeing.

The Adolescent Girls & Young Women Programme offers an age-tailored combination prevention package for AGYW aged 15-24. The programme targets AGYW, in and out of school and aims to reduce the risk of girls contracting HIV, promote positive sexual behaviour change and personal empowerment. The Economic Strengthening Livelihoods Lite Programme is part of the package of services for the AGYW programme and it is aligned with the National Strategic Plan GOAL 4, which addresses the social and structural drivers of HIV, TB and STIs, and link these efforts to the National Development Plan (NDP).

Figure 1 shows how the AGYW Programme interventions are structured to address the evolving, unique emotional and physical developmental needs of the female beneficiaries aged 15-24 years.



Under the structural component of the programme, activities are built into the package of services that will assist in the economic empowerment and potential livelihood improvement of AGYW – defined by the ILO as “capabilities, material and social resources and activities required for a means of living”<sup>1</sup>. These include economic strengthening activities, referral to work opportunities, academic support, career guidance, incentives and vouchers (Transport, Early Childhood Development). The Economic Strengthening Livelihoods (ESL) Lite Programme builds on evidence-based economic strengthening programmes and lessons learned from prior programming. The project applies a livelihoods perspective (*skills capacity, livelihood opportunities,*

<sup>1</sup> [http://www.ilo.org/asia/WCMS\\_224123/lang--en/index.htm](http://www.ilo.org/asia/WCMS_224123/lang--en/index.htm) accessed 11 March 2019.



livelihood support) and focuses on AGYW who participates in the AGYW programme in Nyandeni, OR Tambo District. A particular focus will be those AGYW who are “Not in employment, not in education, not in training”, otherwise known as NEETs.

## Economic Strengthening Livelihoods Programme

The primary objective of the Economic Strengthening Livelihoods (ESL) Programme is providing socio-economic development support and referral for opportunities to AGYW aged 15-24, to enable them to become economically active. Young women and girls living in the targeted sub-districts are severely marginalized and vulnerable in terms of creating sustainable livelihoods for themselves. Poverty forms part of the key social structural drivers of the HIV epidemic, and economic empowerment of AGYW participating in the Programme should reduce their vulnerability through assistance to enter into the job market as skilled labour or as entrepreneurs. Marginalized AGYW are faced with the vulnerabilities identified such as being *unskilled and unemployed* and are often forced to stay at home and take care of children and the elderly and do household chores.<sup>2</sup>

The AGYW Programme provides the foundation for the pilot ESL Programme. The project will target AGYW who have come into the AGYW programme, have undergone an initial assessment and have a risk profile which highlights her livelihood needs. If a girl or young woman is at risk for HIV, who is not in employment, not in education and not in training (NEET) and is economically vulnerable, livelihood strengthening will be built into her Service Plan as an additional layer of service. The livelihoods project aims to support vulnerable young women make a smooth transition to the labour market.

The ESL Programme has three key domains:



AGYW may elect to engage in one or more of the above-mentioned offerings, separately or simultaneously. The goal of the ESL Programme is to reduce likelihood of vulnerable young women engaging in high-risk strategies to meet their most basic needs. The project aims to offer a sustainable livelihood programme that motivates and empowers her to study, find employment or start her own business.

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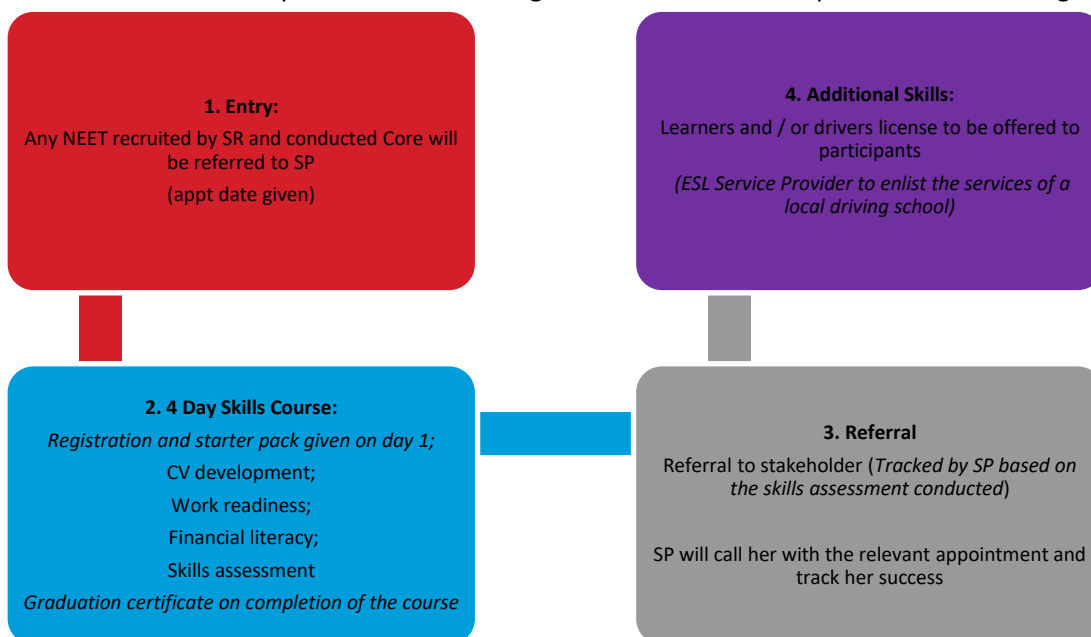
<sup>2</sup> Mkhwanazi, N., Makusha, T., Blackie, D., Manderson, L., Hall, K., & Huijbregts, M. (2018). *Negotiating the care of children and support for caregivers*. *South African Child Gauge*, 70–80.



## 2 | SCOPE OF WORK

BEYOND ZERO seeks the services of an organization(s)/institution(s) to implement an Economic Strengthening Livelihoods Programme focusing on the adolescent girls and young women (AGYW) who participates in the AGYW programme in Nyandeni, OR Tambo District and Nelson Mandela Bay sub-district (focus for NMB is only learners and drivers licenses, for a period of nine months ( July 2021 to 31 April 2022).

The ESL Programme should be implemented as a layered service in community-based safe space venues operated by funded sub-recipients (SRs), which will create an enabling environment for AGYW to access livelihoods skills, opportunities and support. Selected AGYW who have registered as beneficiaries of the AGYW Programme and who have already participated in the core intervention (*Risk Assessment and agreed service plan*) should be eligible to enter into the ESL Programme. Inclusion and exclusion criteria for the available options (e.g. Livelihood Opportunities and/or Livelihood Support) must be developed by the Service Provider and may include factors such as AGYW agency and individual choice to either seek employment, or study further or become an entrepreneur. The ESL Programme should at least provide the following benefits:



### The target population for the ESL Programme will be:

- Out of School AGYW, who is at risk for HIV, who are not in employment, not in education and not in training (NEET) and is economically vulnerable.

Potential beneficiaries must meet certain criteria to participate in the programme

- ✓ AGYW aged 15-24 years
- ✓ Residing in the relevant sub-district
- ✓ Vulnerable to HIV acquisition

- ✓ NEET (not in employment, not in education and not in training (NEET))
- ✓ Economically vulnerable
- ✓ Willing to participate in the AGYW Programme in the sub-district and is able to make an informed decision, whereby the SR and Service Provider will develop criteria for selection after Risk Assessment and service plan.
- ✓ Have registered on the AGYW Programme and completed a Risk Assessment (As per Core Intervention) with the relevant sub-recipient organization.
- ✓ Additional streaming and selection of Beneficiaries to be registered to the Economic Strengthening Programme (e.g. attending sessions on Prevention, PSS, etc.)
- ✓ Strict selection criteria for Vouchers / Incentives / Support

## Estimated Targets

Targeted number of AGYW to be reached over two years starting June 2021 are distributed proportionally across two sub-districts as follows:

	Beneficiaries				Implementer	Components (tick all that apply)							
	A: Ages (15-24, 15-19, 20-24)	B: Classification (NEET, out-of-school, all AGYW?)	Estimated % of AGYW SD population in target beneficiary group (size of A/B) *	Target % coverage of beneficiary pop**		Livelihood Skills (4 days training)				Livelihood Opportunities			Livelihood Support
						CV development	Work Readiness	Skills Assessment	Financial literacy ***	Learners permit	Driver's license	Referrals	Incentives to support employability (eg, vouchers)
ESL Light (15-19)	20%	NEETs/ Out of School			Service providers	1186	1186	1186	1186	0	0	593	1186
ESL Light (20-24)(Nyandeni)	80%	NEETs/ Out of School			Service providers	4746	4746	4746	4746	1186	712	2373	4746
ESL Full (20-24)-NMB	100%	NEETs/ Out of School			Service providers	0	0	0	0	85	51	0	0
					Proportion of target allocation per ESL component	100%	100%	100%	100%	20%	60% of learners	50%	100%
						5932	5932	5932	5932	1186	712	2966	5932

Although the young women are served through the AGYW Programme in the above-mentioned sub-districts the livelihood skills and opportunities may be provided by service providers in accessible surrounding areas.

## 3 | REQUIREMENTS

Successful implementing agencies should have:

### Technical & Staff

- Fully understands AGYW targeted population & AGYW programme, *provide evidence of recent work with targeted population.*



- Fully understands Livelihoods Approaches for young women, *provide examples of recent work commissioned, evidence base of successful implementation.*
- Be able to strengthen linkages for AGYWs to Skills Training opportunities and programme (Skills for AGYW) as per context (Urban, Peri-Urban, Rural).
- Ability to coordinate and collaborate with local SRs/SSRs (Safe Spaces) for AGYW enrolment, *provide evidence of working with organisations who are locally based.*
- Knowledge about and ability to communicate and network with relevant district stakeholders and structures such as government departments, local and district AIDS Councils, and economic empowerment Institutions; (i.e. SMME's/NYDA/YES/EPWP/SEDA/DoL/Labour/Business Networks), provide evidence of recent Letters of Support
- Adequate skilled and experienced staff to manage implementation of the programme areas, including procurement, monitoring and evaluation, and finance.
- Good administration and project management ability.

#### **Finance**

- Legal status recognised to work in South Africa, enabling the Organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver quality programmes at a reasonable cost – *provide examples of recent programme delivery with evidence of costs per beneficiary.*
- Appropriate internal control systems, including policies and procedures, to prevent and detect fraud or misuse of resources.
- Accounting system that can correctly record all transactions and balances by source of funds with clear references to budgets and work plans.
- Ability to monitor actual spending in comparison to budgets and work plans.
- Ability to manage disbursement of funds to AGYW and suppliers in a timely, transparent and accountable manner.
- Ability to produce timely and accurate financial reports.

#### **Monitoring and Evaluation**

- Monitoring and Evaluation (M&E) system for routine monitoring of activities/interventions.
- Mechanisms and tools to collect and analyse data, and report on programme performance.
- Ability to produce timely and accurate programmatic reports.

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

## **4 | SUBMISSION OF BIDS**



To submit the application write an e-mail to [procurement@beyondzero.org.za](mailto:procurement@beyondzero.org.za) .

All proposals to be submitted by e-mail no later than 20<sup>th</sup> July 2021 at 13h00. Relevant timeframes are:

ACTION	RESPONSIBLE	DATE
Implementation of Programme	Successful Applicant/s	July 2021

For all applications please ensure:

- Timely submission of all documents and reports if requested as part of the assessment of the entity's ability to implement the service.
- That appropriate staff are available on site if and when an on-site capacity assessment visit is done.

**4.1 The proposal submitted must include the following documents and annexes:**

<b>1.</b>	Signed cover letter on business stationery, including Contact Person, Email, Contact numbers	
<b>2.</b>	Proposal including programmatic information as per guideline in section 4.2 below	
<b>Annex 1</b>	Draft 9 month Implementation Plan	
<b>Annex 2</b>	<ul style="list-style-type: none"> <li>• Proposed 9 month Programme Budget indicating relevant programme delivery cost categories. Bidders must develop their budgets on the geographically proportioned amounts (based on targets) provided in Section 3 of this document. A budget template is provided as a guideline. You can use this template or create a similar one. The template provides an example of costs under each category – once the cost per young woman and number of women targeted are inserted the costs are appropriated over the three sub-districts. Please note that the Programme Management costs cannot be more than 10% and is meant to cover administrative/overhead costs. All other costs related to the implementation of activities should be worked into the activity cost. The notes tab on the Excel sheet provides an example of a format to use to calculate the cost of an activity.</li> <li>• Amounts must be excluding VAT.</li> <li>• Description of financial systems and processes complying to requirements in Section 3 of the TORs.</li> </ul>	
<b>Annex 3</b>	Company profile with content on experience in the scope of work	
<b>Annex 4</b>	B-BBEE certificate: Valid Certificate or sworn affidavit for eligible entities as per Dept of Labour specifications.	
<b>Annex 5</b>	SARS Tax Clearance Certificate	
<b>Annex 6</b>	Signed <b>Code of Conduct for Suppliers</b> of services related to Global Fund financing (sign each page)	
<b>Annex 7</b>	Completed and Signed <b>Declaration of Interest</b>	

4.2 The proposed solution (document 2 of the submission) must show evidence of alignment to the service provider requirements in Section 3 and must provide the following detailed information:





- Specific Livelihood Skills and Opportunities to be offered to selected AGYW. Please be as specific as possible in terms of length, content, requirements and outcomes of programmes.
- Selection criteria to be used for AGYW for the above Livelihood Skills and Opportunities
- Description of who will be providing/facilitating the Livelihood Skills and Opportunities
- Names of district partners and service providers that the service provider may collaborates with
- Ideas on types of livelihood support, the selection of AGYW for Livelihood support and administration of support given to AGYW
- Description of quality assurance methodologies that will be implemented to ensure quality and impactful implementation
- Description of monitoring and evaluation processes linked to implementation and suggested indicators to be used.

## 5 | EVALUATION CRITERIA

The evaluation of submissions will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicants to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 60 out of 80 points of the technical competency requirements in order to progress further. Selection will be done by a panel.
- Stage 3: On-site visit to service provider(s) to clarify details about the applicant.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Proof of legal entity	Pass/Fail
		Tax Clearance Certificate	
		Valid BBB-EE Certificate	
TECHNICAL	70%	Ability to implement the Scope of Work	70
		Experience of implementing similar programmes	
		Ability to provide services within the sub-district(s) and/or surrounding areas accessible to AGYW	



BUDGET	10%	Realistic budget aligned to target and quality livelihood offerings	10
B-BBEE LEVEL	20%	B-BBEE levels scored on a scale	20
GRAND TOTAL			100

Additional information linked to awards are listed below:

- Entities who are selected will undergo a further organisational and programmatic assessment by BEYOND ZERO which might lead to disqualification from the programme.
- BEYOND ZERO reserves the right to request the applicant to meet with us to clarify the proposal.
- BEYOND ZERO is not bound to accept the proposal.
- BEYOND ZERO may, entirely at its discretion, decide to –
  - award contracts to different organisations for different sections of the scope of work;
  - award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work;
  - delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability)
  - subject the award of contracts to specific conditions as BEYOND ZERO may determine at the stage of awarding the contract