



TERMS OF REFERENCE

Terms of Reference for Appointment of Training Service Providers (TSP)

REQUEST FOR PROPOSALS / JULY 2021

BZ 03/CRS/TSP/2021

SUMMARY	
Title	Terms of Reference for the Appointment of the Training Service Provider(s) (TSP) to Conduct Accredited and Non-Accredited Trainings for Civil Society Organisations in the following two Areas: <ol style="list-style-type: none"> i. Organisational Development (OD) ii. HIV Technical Skills
Reference	BZ 03/CRS/TSP/2021
Description <i>(Summary for website - 100 words max)</i>	BZ seeks to appoint legally registered Training Service Providers (TSPs) to implement trainings aimed at developing and strengthening the capacity of SRs and CSOs as well as providing training in HIV services to enable them to manage and deliver HIV & TB programs in an effective, accountable and sustainable manner. BZ seeks to appoint suitably qualified and experienced TSPs to provide both Accredited and Non-Accredited training across all 4 GF modules (AGYW, MSM, TG and CRS).
Submission by email only to	procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none"> 1. Company of trading certificate or proof of legal entity 2. A valid tax clearance certificate issued by the South African Revenue Services (SARS) 3. BBBEE status level verification certificate 4. A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship /acquaintance with BZ employees or Directors.
Deadline for submission	23rd July 2021 at 13:00

1 | BACKGROUND

Beyond Zero (BZ), a registered South African not for profit organization, (NPO), has been selected by the South African Country Coordinating Mechanism (CCM) to serve as a Principal Recipient (PR) for the South African Global Fund Grant for the Period 1st April to 31st March 2022. BZ is implementing four modules on the grant, namely Adolescent Girls and Young Women (AGYW), Men who have Sex with Men (MSM), Transgender (TG) and Community Response Systems (CRS) in seven provinces; Western Cape, KwaZulu Natal, North West, Limpopo, Free State, Eastern Cape and Mpumalanga.

Capacity Building, which includes, Training, Coaching and ongoing Mentoring support is a key component of this grant. BZ is expected to provide a variety of both Accredited and Non-Accredited trainings to Sub Recipients (SRs), Community Based Organisation (CBOs) and Civil Society Organisations (CSOs) throughout the 3 year grant period.

2 | SCOPE OF WORK

BZ seeks to appoint legally registered Training Service Providers (TSPs) to implement trainings aimed at developing and strengthening the capacity of SRs and CSOs as well as providing training in HIV services to enable them to manage and deliver HIV & TB programs in an effective, accountable and sustainable manner.

BZ seeks to appoint suitably qualified and experienced TSPs to provide both Accredited and Non-Accredited training across all 4 Global Fund modules (AGYW, MSM, TG and CRS) .

2.1 Terms of Reference

The Service Providers are expected to provide the following services:

2.1.1 Training

The table below details the trainings required to be provided by TSP

AREA 1: Organizational Development			
Training Course	Participants and Location	Number of Days	Proposed Dates
Accredited Finance Management (3 days)	# of participants: 86 Eastern Cape: 44 Limpopo: 24 Free State: 18	3	August 2021
Accredited HR Management (Labour Legislation (3 days)	# of participants: 86 Eastern Cape: 44 Limpopo: 24 Free State: 18	3	August 2021
Accredited Basic Computer Skills (MS Package) 5 Days	# of participants: 74 Limpopo: 42 Free State: 32	5	August 2021
Resource Mobilization and Organizational Sustainability	# of participants: 86 Eastern Cape: 44 Limpopo: 24 Free State: 18	3	September 2021
Rapid Test Quality Improvement Initiative (RTQII)	# of participants: 86 Eastern Cape: 44 Limpopo: 24 Free State: 18	2	September 2021
AREA 2: PROVINCIAL COUNCIL on AIDS			
EASTERN CAPE Provincial Council on AIDS			
Training Course	Number of Participants	Duration	Possible Dates

SA key HIV Policies and Guidelines including Community Systems Strengthening	50	5	August 2021
Human Rights, Advocacy and Communication	50	5	August 2021
Accredited Finance for Non-Finance Managers	50	4	August 2021
General HIV Training (Religious and Boxing Sectors)	100 (broken into 2 groups)	3	August 2021
COVID Vaccinations	30	1 Day	August 2021
FREE STATE PCA			
Training Course	Number of Participants	Duration	Possible Dates
Human Rights, Advocacy and Communication	54 Participants	3 Days	August 2021
Accredited Finance for Non-Finance Managers	54 Participants	5 Days	August 2021
Gender Based Violence	54 Participants	3 Days	August 2021
Resource Mobilization (Fund Raising)	54 Participants	3 Days	August 2021
COVID Vaccination	54 Participants	1 Day	August 2021
LIMPOPO PCA			
Training Course	Number of Participants	Duration	Possible Dates
Resource Mobilization and social mobilization	30 Participants	3 Days	August 2021
Human Rights and Advocacy (5 Days) SRHR	80 Participants	5 Days	August 2021
GBV	50 Participants	3 Days	August 2021
Financial management	50 Participants	3 Days	September 2021
Substance Abuse and Mental Health Awareness 2	50 Participants	2 Days	August 2021
Accredited M&E for DAC secretariat	50 Participants	3 Days	September 2021
COVID awareness	250 Participants	1 Day	August 2021
Abstract writing on research conducted or community-based intervention implemented	50 Participants	1 Day	August 2021
Resource Mobilization for DAC secretariat	50 Participants	3 Days	August 2021

3 | REQUIREMENTS

3.1 Training material development

- 3.1.1 Provide learners with appropriate learning materials (print and distribute learning materials) for the above training areas.
- 3.1.2 Payment terms must be clearly articulated beforehand and included on the pricing proposal.

3.2 Delivery of training

- 3.2.1 Conduct pre and post-training assessments for all trainings
- 3.2.2 Deliver both accredited and non-accredited training on **multiple-sites and virtually concurrently** as indicated in the table above.
- 3.2.3 Invoices to be submitted with attendance registers, sample certificate, training material etc.

3.3 Training efficacy and evidence

- 3.3.1 Submit registers for all trainings.
- 3.3.2 Administer post training evaluation and analysis must be part of the final report.
- 3.3.3 Prepare and submit training reports to BZ following the end of each training conducted.
- 3.3.4 Provide a report that demonstrates the efficacy and impact of the training by attributing and linking the training results to training;

3.4 TSP Experience

1. Formal training and qualification/s in the subject content to be covered during the relevant training.
2. Experience in facilitating training for civil society organizations / adult learners from CSOs.
3. Knowledge and understanding of the Non-Profit Sector.
4. Experience in optimizing organizational growth and performance of civil society organizations.
5. Experience and understanding of the donor environment and the management of donor grants both international and local donor grants.
6. Experience and knowledge working with the Department of Health and other relevant Government Departments.
7. Registration with a relevant SETA that will issue Statement of Results (SOR is an added advantage.
8. Prior experience in delivering similar GF grant trainings for CSOs will be preferable.
9. Experience in mentoring organisations is an added advantage.
10. Be able to accommodate local languages in line with the targeted provinces/ Be conversant with local languages in line with the targeted provinces.

3.4 TSPs contracting and service rendering

3.4.1 Application and application content

TSPs should bid for the training modules that they are qualified and accredited to provide. The TSPs application should clearly indicate the accredited training to be provided with evidence of previous work by listing the previous work performed and reference people.

3.4.2 Process of learner registration and certification

The training should be completed by the stipulated time periods. The bid application should clearly outline the process to be followed in learner registration, issue of SOR and certification in view of the short timeframe that the training should be provided.

3.5 Timelines

The TSP will be expected to commence work on this assignment immediately following appointment. **The training should be completed by periods stipulated in the table above.**

3.6 Application Process

- TSPs should specify which training they are qualified and capable to provide.
- TSP should provide a breakdown of professional fees / cost structure for services to be rendered.

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

4 | SUBMISSION OF BIDS

4.1 Application Process

- TSPs should specify which training they are qualified and capable to provide.
- TSP should provide a breakdown of professional fees / cost structure for services to be rendered.

Applicants submitting expressions of interest are also required to submit copies of the following documents with their applications:

- i. Company of trading certificate or proof of legal entity
- ii. A valid tax clearance certificate issued by the South African Revenue Services (SARS)
- iii. BBBEE status level verification certificate
- iv. A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship /acquaintance with BZ employees or Directors.
- v. Signed Global Fund Code of Conduct for Suppliers

5 | EVALUATION CRITERIA

Evaluation Criteria for Proposals

Applications will be evaluated according to the scales below;

CRITERIA	WEIGHT
Technical Skills and profile of the trainer	30%
Course outline and content	30%
Training methodology	30%
Language flexibility: Sotho, Pedi, Xhosa and Zulu (The trainer should be able to explain and deliver content in local languages)	10%

Application who received less that 75% on functionality will not be evaluated further for price and BEE evaluation.

Applicants are requested to submit their applications to procurement@beyondzero.org.za

Closing Date: The deadline for the submission of applications is **23rd July 2021 at 13:00**. No late proposals will be evaluated.