

## TERMS OF REFERENCE

# Supply and Distribution of My Journey Incentives for the AGYW Programme

September 2021

AGWY-My Journey Incentives-09-2021

## 1. SUMMARY

Title	Supply and Distribution of My Journey Incentives
Reference	<b>AGYW – My Journey Incentives – 09 - 2021</b>
Description <i>(Summary for website - 100 words max)</i>	Beyond Zero seek the services of a company to supply and distribute incentives to Young Women participating in a 'My Journey' Programme. The incentives are part of the retention strategy and distributed to the implementing organizations nationally.
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 7-month Implementation Plan</li> <li>4. Proposed 7-month Programme Budget</li> <li>5. Company profile</li> <li>6. B-BBEE certificate</li> <li>7. SARS tax clearance certificate</li> <li>8. VAT registration Certificate</li> <li>9. Bank Account Verification letter</li> <li>10. Signed Code of Conduct for Suppliers of Services</li> <li>11. Completed and Signed Declaration of Interest</li> </ol>
<b>Deadline for submission</b>	<b>13h00 on 21<sup>st</sup> September 2021</b>

## 2 | 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 reach AGYW at communities level in:

- NBM C subdistrict of Nelson Mandela Bay District(Eastern Cape)
- Nyandeni subdistrict of OR Tambo district(Eastern Cape)

- Setsoto and Dihlabeng subdistricts of Thabo Mofutsanyane district(Free State)
- Fetakgomo subdistrict of Sekhukhune district(Limpopo)

To be most effective, the Programme requires AGYWs to fully participate in the programme to ensure maximum benefit however, attracting and retaining AGYW on the programme has been found to be a challenge. Figure 1 demonstrates five different strategies aimed at enhancing retention of AGYW reached via the programme. Incentives are one of the core strategies.

Figure 1: Types of Retention Strategies



See **Annexure 2** for a list of sites for delivery of incentives. See **Annexure 3** for a breakdown of the quantity needed per site and delivery date.

### 3.SCOPE OF WORK

Beyond Zero requires a service provider to supply and deliver 73 682 Health Packs. The contents of each Health pack are listed in Table 1 below.

Table 1. List of Incentives

ITEM NO.	ITEM DESCRIPTION
1	<p>One Health Pack consisting of:</p> <ul style="list-style-type: none"> <li>• 1 X face cloth 30cmx30cm</li> <li>• 1 X non-perfumed 100 grams bar face soap</li> <li>• 1 X non-perfumed 50ml roll-on underarm deodorant</li> <li>• 1 X toothbrush - Oral B toothbrush, standard head, (Medium)</li> <li>• 1 X 100ml toothpaste</li> </ul> <p>All of these products should be packaged together in a large clear zip-lock bag.</p>
2	<p>One branded 'Buff':</p> <ul style="list-style-type: none"> <li>• Size 52.0 (L) x 23 (W) cm,</li> <li>• Fabric : CottonTBC</li> <li>• The colour options can be <i>yellow/black/navy/violet/green</i> buff with a <i>pink/black/turquoise</i> logo</li> </ul>

The branding and colour adherences are set out in **Annexure 4**.  
Each buff must be packaged in a clear plastic bag.

The incentives must be delivered as per the delivery schedule in Annexure 2, but for it to be effectively and efficiently stored, items will need to be boxed. The bidder should provide specific information on how the goods will be packaged for delivery to ensure that adequate plans can be made for storage. Bidders to provide the dimensions of the box sizes and how many units can fit into each box.

### 3.1. Branding

In terms of the branding for items listed in Table 1 , the standardized programme branding and full colour logo must be visible on each item. Branding guidelines are provided as **Annexure 4**.

### 3.2. Requirements

The successful bidder should have:

- 3.2.1. Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks
- 3.2.2. Demonstrated ability to deliver quality products at a reasonable cost and per delivery schedule
- 3.2.3. Good administration and project management ability
- 3.2.4. A valid tax clearance certificate
- 3.2.5. A B-BBEE certificate or affidavit

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

## 4. | REQUIREMENTS

Successful implementing agencies should have:

- Legal status recognised to work in South Africa, enabling the organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver data incentives for beneficiaries at a reasonable cost and per our delivery schedule.
- Capable administration and transaction reporting.
- A valid tax clearance certificate.
- A B-BBEE certificate or affidavit.



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

#### 4.1. Timeframes

The first delivery of incentives is expected by 4<sup>th</sup> October 2021.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	Beyond Zero	30 <sup>th</sup> of September 2021
Final print ready PDF artwork and branding guidelines submitted to BZ	Successful bidder	8 <sup>th</sup> of October 2021
Print approval given to successful bidder	Beyond Zero	22 <sup>nd</sup> of October 2021
First tranche delivered as per delivery schedule	Successful bidder	30 <sup>th</sup> October 2021
Second tranche delivered as per delivery schedule	Successful bidder	10 December 2021

## 5 | SUBMISSION OF BIDS

Bidders may choose to bid for one or more geographic area. This should be clearly specified in the bidder's proposal. 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 21st September 2021 at 13h00.

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.

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

1.	Signed cover letter on business stationery, including Contact Person, Email, Contact numbers	
2.	Proposal including programmatic information as per guideline in section 4.2 below	
<b>Annex 1</b>	Draft 7-month Implementation Plan	
<b>Annex 2</b>	<ul style="list-style-type: none"> <li>• Proposed 7-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 NMB; Nyandeni, Setsoto, Dihlabeng, and Greater Sekhukhune 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</li> </ul>	

	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. <ul style="list-style-type: none"> <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. Bidding

### 4.3. Submission dates and details

- **Tender Bids must be submitted no later than 13h00 on the 21<sup>st</sup> September 2021.**
- **See page 6 above for the list of documentation to be submitted.**
- **No late bids will be reviewed.**

**Bids must be submitted online to:** [procurement@beyondzero.org.za](mailto:procurement@beyondzero.org.za) using the reference number AGYW – My Journey Incentives – 09 – 2021 in the email subject line.

**PLEASE NOTE:** No telephonic queries will be entertained by any Beyond Zero staff member. Written technical questions may be mailed not later than 13<sup>th</sup> September 2021 to [pamq@beyondzero.org.za](mailto:pamq@beyondzero.org.za) with the tender reference in the subject line **AGYW – My Journey Incentives – 09 - 2021**

## 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 60 out of 80 (stage 2) 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. 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 organizational 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 organizations 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 contract awarding.

## ANNEX 2: DELIVERY ADDRESSES

PROVINCE	DISTRICT	DELIVERY ADDRESS
Eastern Cape	Nelson Mandela Bay-C subdistrict	MIET Africa 134 Kempston Road, Korsten,Port Elizabeth 6020
Eastern Cape	Nelson Mandela Bay -C subdistrict	Service Provider(TBA )
Eastern Cape	OR Tambo-Nyandeni Subdistrict	Social Change 40 Leeds Road Umtata
Eastern Cape	OR Tambo-Nyandeni Subdistrict	Service Provider(TBA)
Limpopo	Sekhukhune-Fetakgomo subdistrict	IHPS Atok Village Thusong Center (R37 from Polokwane,use Burgersfort Road)
Free State	Thabo Mofutsanyane-Dihlabeng Subdistrict	IHPS 36A Roux Street, Bethlehem 9701
Free State	Thabo Mofutsanyane-Setsoto Subdistrict	IHPS 36A Roux Street, Bethlehem 9701

## ANNEX 3: QUANTITIES PER DISTRICT

PROVINCE	DISTRICT	SUB-DISTRICT	SR	QUANTITY STOCK NEEDED BY 30 OCTOBER 2021	QUANTITY STOCK NEEDED BY 10 DECEMBER 2021
EC	NMB	C subdistrict	MIET Africa	10385	4887
EC	NMB	C subdistrict	Service Provider	4963	2673
EC	OR Tambo	Nyandeni	Social Change	9144	4303
EC	OR Tambo	Nyandeni	Service Provider	4370	2353
Limpopo	Sekhukhune	Fetakgomo	IHPS	14296	6728
Free State	Thabo Mofutsanyane	Dihlabeng	IHPS	3430	1614
Free State	Thabo Mofutsanyane	Setsoto	IHPS	3084	1451
				<b>49673</b>	<b>24009</b>



## ANNEXURE 4: BRANDING

Please find attached.



ANNEXURE 4. My  
Journey Branding.pdf