

TERMS OF REFERENCE

AGYW Portfolio Optimisation

REQUEST FOR PROPOSALS / SEPTEMBER 2021

BZ 03.3/AGYW/PO/2021

SUMMARY	
Title	AGYW Portfolio Optimisation
Reference	BZ 03.3/AGYW/PO/2021
Description <i>(Summary for website - 100 words max)</i>	BEYOND ZERO seeks the services of experienced service provider to deliver biomedical, behavioural and structural intervention services to out of school AGYW 15-24 years, not in any form of education, employment and training (NEETS). These services will be rendered in NMB C subdistrict and OR Tambo, Nyandeni in the Eastern Cape Province.
Submission by email only to	procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none"> 1. Signed cover letter 2. Proposal including programmatic information as per guideline in Section 4.2 below 3. Draft 2-year Implementation Plan 4. Proposed 2-year Programme Budget 5. Company profile 6. B-BBEE certificate 7. SARS tax clearance certificate 8. Vat registration certificate or proof of Vat registration if costing will exceed R1 million 9. Bank Account Verification letter 10. Signed Code of Conduct letter for Suppliers of Services 11. Completed and Signed Declaration of Interest
Deadline for submission	13h00 on the 21st September 2021

1 | BACKGROUND

Beyond Zero NPC is a registered section 21 (NPO) with a 17-year-long successful track record of delivering public health systems strengthening programmes in South Africa focusing on HIV/AIDS, STI care, TB care, patient support, treatment, and prevention. The organisation has extensive international donor grant management experience, managing various grants from Children’s Aids Fund (CAF), the United States President’s Emergency Plan for AIDS Relief (PEPFAR), KFW, Development Bank and the U.S. Centres for Disease Control and Prevention (CDC) and the Global Fund.

South Africa is home to the largest human immunodeficiency virus (HIV) epidemic in the world, modelled at 7.2 million people living with HIV (PLHIV) (all ages) in 2017.¹ With an estimated 260,000 new infections annually, South Africa’s HIV epidemic is not only the largest in the world, but also the fastest growing.² Survey data from the same year show HIV prevalence of 14% among people of all ages (up from 12.2% in 2012), and 20.6% among those aged 15-49 years (up from 18.8% in 2012).³ Women face disproportionate HIV burden throughout the life cycle, but this gender disparity is most pronounced among adolescent girls and young women (AGYW) aged 15-24 years, whose HIV prevalence is 3.3 times greater than their male peers (15.5% compared to 4.8%).

From 2010 – 2016, the Global Fund (GF) provided support to programmes addressing Orphans and Vulnerable Children and Youth. When emerging epidemiological data reflected the enormous burden of disease on AGYW, a new programme was designed and implemented from 2016-2019, that focused prevention on AGYW. The objectives of the AGYW programme (2016-2019) were aligned to the She Conquers Campaign. Process evaluations of each programme component were undertaken, and many lessons were learnt during the grant, which has informed the design of the Global Fund grant for 2019-2022.

The AGYW Programme (2019-2022) offers an age-tailored combination prevention programme for AGYW aged 15-24. The programme targets AGYW, in and out of school, but will not decline service provision to other populations who are engaged by the programme (i.e. ABYM in-school, members of the broader community).

An adolescent girl or young women will be introduced to the programme through a number of entry points from where she would be receiving services via two main service components called the Core Service and Layered Services. She would first receive the Core Service and then follow a path of layered service within the AGYW programme.

The **Core Service** will consist of three main activities namely demand creation, a risk assessment and follow-up of journey plans for each AGYW over time. The risk assessment consists of the following five actions which takes place during a private and confidential conversation between an interventionist and an AGYW:

1. Facilitated HIV risk and vulnerability assessment; TB, STI, and GBV screening
2. Offer of HIV testing
3. Offer of male and female condoms
4. HIV, TB, STI, and GBV information
5. Service Plan

The layered services are not necessarily provided in a specific order but dependent on the needs of the beneficiary. Layered services are categorised into **biomedical**, **behavioural** and **structural** services rendered in communities and safe spaces.

The Adolescent Girls and Young Women (AGYW) HIV Prevention Program was recommended by the Technical Review Panel (TRP) as a high priority activity under the Prioritized Above Allocation Request (PAAR) for the current implementation period (1 April 2019 – 31 March 2022). For AGYW, the approach is to increase the saturation within a subset of the same priority districts and sub-districts from the allocation request.

The following sub-districts were selected for this approach:

- Nelson Mandela Bay in the Eastern Cape.
- Nyandeni in the OR Tambo District, Eastern Cape.

2 | SCOPE OF WORK

This request for application seeks services of an experienced service provider to deliver biomedical, behavioural and structural intervention services to out of school AGYW 15-24 years, not in any form of education, employment and training (**NEETS**). These services will be rendered in NMB C subdistrict and OR Tambo, Nyandeni in the Eastern Cape Province

Activities in these subdistricts to include:

1. Upscale the current AGYW package of services from the current **40% to 60%** saturation of AGYW, focusing on expanding coverage and enhancing retention of AGYW who are not employed and not in education or training (NEETs), targets outlined below.
2. Provide support to the National Department of Health in preparation for the Dapivirine Vaginal Ring pilot programme in the prioritized districts. This will range from **coordination of research dissemination, development of materials, and awareness and demand creation activities**.
3. **Increase engagement of Adolescent Boys and Young Men (ABYM) program initiatives** focusing on gender norms, sexual health, violence and masculinity and the provision of layered services including testing and linkage to care.
4. Adaptive leadership programme for AGYW -implementation of current leadership programmes to assert AGYW

Grant Revision targets for the AGYW Programme

Province	District	Indicator	Q9 Apr-Ju 21	Q10 Jul-Sep 21	P5 Apr-Sep 21	Q11 Oct-Dec 21	Q12 Jan-Mar 22	P6 Oct 21-Mar 22	Y3 Apr 21-Mar 22
EC	NMB, C	Number of AGYW reached with HIV Prevention services	4582	3054	7636	4963	2673	7636	7636
	OR Tambo, Nyandeni		4034	2689	6723	4370	2353	6723	6723
	NMB,C	Number of AGYW tested for HIV	1832	1832	3665	1527	916	2443	6108
	OR Tambo, Nyandeni		1614	1614	3227	1345	807	2152	5379
	NMB,C	Number of AGYW using PrEP	415	415	831	594	594	1187	2018
	OR Tambo, Nyandeni		366	366	732	523	523	1046	1046
	NMB,C	Number of AGYW linked to HIV treatment services	82	82	165	69	41	110	275
	OR Tambo, Nyandeni		73	73	145	61	36	97	242

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.
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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, proposals must be sent to procurement@beyondzero.org.za with BZ 03.3/AGYW/PO/2021 in the subject line not later than **21st September 2021** at 13h00.

All technical enquiries must be sent to pamq@beyondzero.org.za and bulumkof@beyondzero.org.za not later than Tuesday the 13th September 2021 at 13:00. Relevant timeframes are:

ACTION	RESPONSIBLE	INCEPTION DATE
Implementation of Programme	Successful Applicant/s	30 September 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:

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	
Annex 1	Draft 8-month Implementation Plan	
Annex 2	<ul style="list-style-type: none"> • Proposed 8-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. • Amounts must be excluding VAT. • Description of financial systems and processes complying to requirements in Section 3 of the TORs. 	
Annex 3	Company profile with content on experience in the scope of work	
Annex 4	B-BBEE certificate: Valid Certificate or sworn affidavit for eligible entities as per Dept of Labour specifications.	
Annex 5	SARS Tax Clearance Certificate and Vat registration certificate or proof of Vat registration if cost exceeds R 1 million	
Annex 6	Signed Code of Conduct letter for Suppliers of services related to Global Fund financing (sign each page)	
Annex 7	Completed and Signed Declaration of Interest	

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

Evaluation Criteria for Proposals

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 administrative 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.
- 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	CIPC Registration Documents	Pass/Fail
		Tax Clearance Certificate and Vat registration (or proof of VAT registration) if costing exceeds R 1 million	
		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.

NB: The closing date for the submission of proposals is the **21st September 2021 at 13:00**. No late proposals will be considered. All proposals must be sent to procurement@beyondzero.org.za .