

TERMS OF REFERENCE

Supply and Distribution of Incentives for the GLO Programme October 2021

AGYW-GLO Incentives-10-2021

1.SUMMARY

Title	Supply and Distribution of GLO Incentives
Reference	AGYW – GLO Incentives – 10-2021
Description (Summary for website - 100 words max)	Beyond Zero seek the services of a company to supply and distribute incentives to Young Women participating in the GLO Programme. The incentives will form one part of the retention strategy and distributed to the implementing organizations nationally.
Submission by email only to	biagyw-procurement@beyondzero.org.za
Closing date for enquires/bid clarification	All technical enquiries must be emailed to pamq@beyondzero.org.za NOT later than 05 November 2021@13H00
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 5-month Implementation Plan 4. Proposed 5 month Programme Budget 5. Company profile 6. B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>) 7. SARS Tax Clearance Certificate/Tax Compliance Letter 8. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million 9. Confirmation of banking details 10. Signed Code of Conduct for Suppliers of Services 11. Completed and Signed Declaration of Interest
Deadline for submission	8th November 2021 @13H00

2|BACKGROUND

BEYOND ZERO is responsible for delivering comprehensive services to Adolescent Girls and Young Women (AGYW) to prevent HIV transmission. The main programme element is for ALL beneficiaries to be reached with a core package of health and psycho-social services. To be most effective, the My Journey Programme require AGYW to be reached with services defined in the 'Core' or 'repeat core' part of the programme. Repeat core relates to girls already registered in the programme but who are

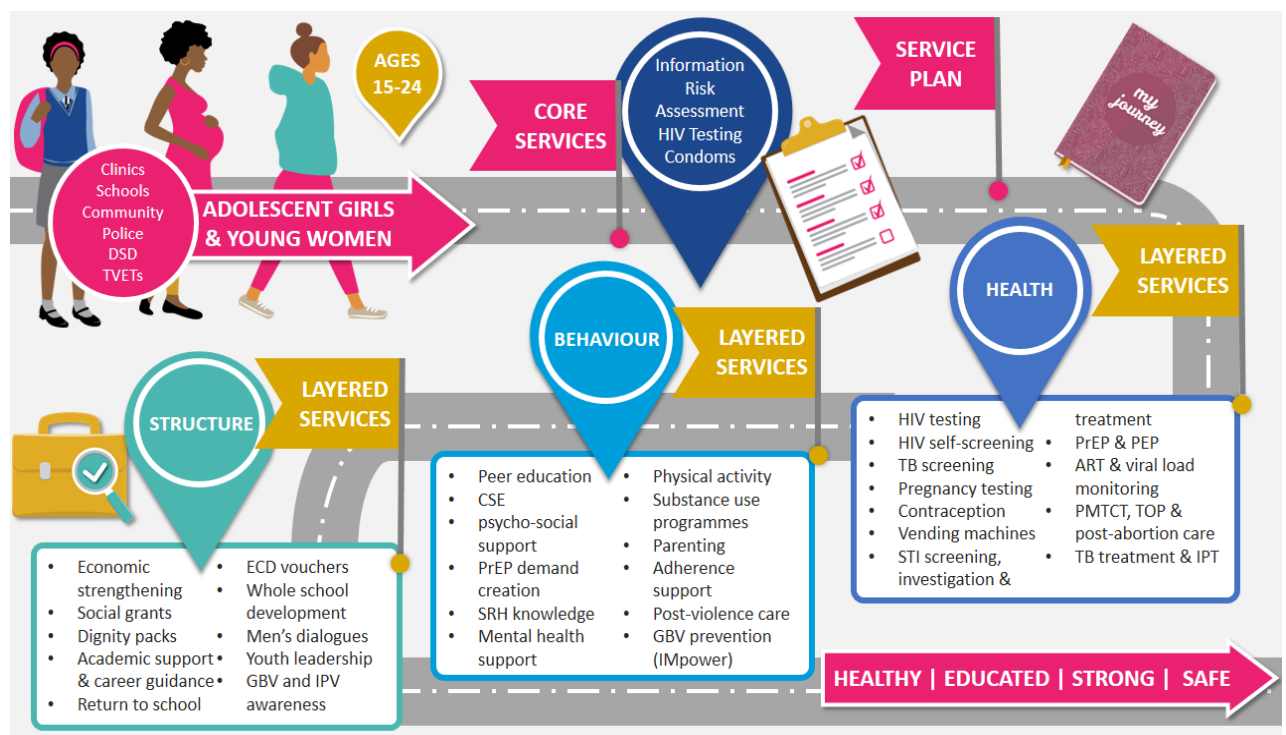
reassessed after 6 months to engage with her and see if her needs have changed. This service will allow the girls to be counted by the programme. The elements of core/ repeat core are:

- Risk assessment
- Offer of HIV Testing Services
- Offer of male and female condoms (provision if requested)
- Provision of IEC materials
- Service Plan

In this period the programme needs to reach **5932** of each incentive item in communities in:

- Nyandeni subdistrict of OR Tambo district(Eastern Cape)

Figure 1: Overview of the AGYW Programme



The Economic Strengthening Livelihoods Programme is branded the “GLO” Programme. GLO stands for *Grow, Learn and Own*. GLO is a structural layered service within the My Journey programme. AGYW who are not in employment, not in education or any form of training (NEETs) who meet specified criteria are referred to the programme. The programme includes a 4-day livelihood skills training which includes components of CV development, work readiness, financial literacy, an assessment and referral to opportunities. In addition, selected AGYW NEETs who meet the specified criteria will have the opportunity to complete their learners and/or driver’s licences.

The programme targets communities in the OR Tambo District (Eastern Cape) and will reach **5932** vulnerable AGYW NEETs.

2.1. Quality Strategies for Retention

To be most effective, the GLO Programme require NEETs to fully participate in the *Livelihood Skills* training to ensure maximum benefit however, retention of 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 2: Types of Retention Strategies



All NEETs in the Livelihood Skills Programme will be offered incentives in the Nyandeni sub-district of the OR Tambo district (EC). The incentives will be provided to the NEET on the morning of Day One of the Livelihood Skills Training Programme. All NEETs will be required to sign a register confirming they have received the incentive (backpack, book and pen).

See **Annexure 2** for a list of sites where the incentives should be delivered, 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 **5932** of each incentive item listed in Table 1 below.

Please take note that all the GLO logos and branding has since been replaced by My Journey Logos and branding

Table 1. List of Incentives

ITEM NO.	ITEM DESCRIPTION
1	<p>One black backpack branded with the 'My Journey' logo with the following specifications:</p> <ul style="list-style-type: none"> • Durable 600D Polyester • Zippered Main Compartment • Zippered Side Mesh Pockets • Top Grab Handle • Padded, Adjustable Shoulder Straps • Product Dimensions (cm): 32.5 (w) x 11.5 (d) x 47.5 (h) • Package Dimensions (cm): 11.5 (h) x 32.5 (l) x 10 (w) <p>The branding and colour adherences are as per Annexure 3.</p>
2	<p>One black A5 192-page hard cover notebook with the 'My Journey' logo on the front of the notebook.</p> <p>The branding and colour adherences are as per Annexure 4.</p>
3	<p>One white pen with black ink with the 'My Journey' logo visible on the pen.</p> <p>The branding and colour adherences are as per Annexure 3.</p>

The incentives must be delivered in bulk 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 on delivery to ensure that adequate plans are 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 above, [Beyond Zero](#) will use the standardised programme branding to increase visibility and awareness of the Programme and promote a sense of connectedness. The branding is aligned to the 'My Journey' Brand which is familiar to participants. We require the full colour logo to be visible on each item. Branding guidelines are provided as Annexure 4.

3.2 | 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.

3.2 Timeframes

The first delivery of incentives is expected by 10th December 2021.

ACTION	RESPONSIBLE	DATE
Successful bidder appointed	Beyond Zero	12 th November 2021
Final print ready PDF artwork and branding guidelines submitted to Pam Qavile	Successful bidder	19 th November 2021
Print approval given to successful bidder	Beyond Zero	23 November 2021
First tranche delivered as per delivery schedule	Successful bidder	10 th December 2021
Second tranche delivered as per delivery schedule	Successful bidder	28 th January 2022

4 | SUBMISSION OF BIDS

Bidders may choose to bid for one geographic area or both geographic areas. This should be clearly specified in the bidder's proposal.

To submit the application write an e-mail to biagyw-procurement@beyondzero.org.za

All proposals to be submitted by e-mail no later than **8th November 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.
- That appropriate staff are available on site if and when an on-site capacity assessment visit is done where necessary.

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 5 month Implementation Plan	
Annex 2	<ul style="list-style-type: none"> • Proposed 5 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	
Annex 5	SARS Tax Clearance Certificate and Proof of Vat registration where expenditure exceeds R1m	
Annex 6	Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page)	
Annex 7	Completed and Signed Declaration of Interest	

4.1. Bidding Documents

Please submit the following information as part of your bid:

1. A company profile.
2. PIN for Tax clearance certificate verification (verification will be done with SARS filing).
3. **Valid B-BBEE Certification/Valid Sworn Affidavit**
4. Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page):
5. Completed and Signed Declaration of Interest

6.1. A Project plan that includes at least the following

- 6.1.1. Clearly explain how each stock item will be sourced.
- 6.1.2. Clearly explain what the lead time is for the ordering and arrival of each stock item.
- 6.1.3. Clearly explain the lead time for the completion of branding.
- 6.1.4. Proof that your company has adequate capacity to handle the volumes of items in this tender.
- 6.1.5. Clearly explain the approach to delivery to site – use of couriers, name of courier company(ies) that have been previously used.



6.1.6. Clearly specify the box size – how many units can be stored in each box and the weight. This will inform storage capacity at the site where it will be delivered.

6.1.7. Very clear timeline on the delivery of the items to the sites specified. The timelines provided in the bidding process will be used as the basis for contracting. Bidders should provide realistic timelines as the contract will have penalty clauses for late delivery.

6.2. References:

6.2.1. The bidder must provide at least 3 relevant contactable references for providing similar goods. The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference.

6.2.2 1 reference from courier company. The reference should include the name of the company, contact name, telephone number and email address of the reference.

4.3. Submission dates and details

- **Tender Bids must be submitted no later than 13h00 on 8th November 2021.** This due date and time include the completed online form. No late bids will be reviewed.
- **Bids must be submitted online to:** biagyw-procurement@beyondzero.org.za using the reference no [AGYW – GLO Incentives – 10-2021](#) 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 pamq@beyondzero.org.za with the tender reference in the [above](#) subject line.

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. **Bidders obtaining a minimum of at least 60 out of 70 points of the technical competency requirements will be evaluated further on Price & BBBEE.** Selection will be done by a PRC.



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/Pin	
		BBB-EE Certificate/ Valid Sworn Affidavit	
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	
Price	80	Price	80
B-BBEE	20	B-BBEE	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 (considering, 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

ANNEX 2: QUANTITIES PER DISTRICT

PROVINCE	DISTRICT	SUB-DISTRICT	DELIVERY ADDRESS	QUANTITY STOCK NEEDED BY 10 th Dec 2021	QUANTITY STOCK NEEDED BY 28 th Jan 2022
EC	OR Tambo	Nyandeni	GLO Service Provider(TBA)	<u>3559</u>	<u>2373</u>
TOTAL				<u>5 932</u>	

ANNEXURE 4: My Journey Branding

Please find attached.



ANNEXURE 4. My Journey Branding.pdf