

# TERMS OF REFERENCE

## Terms of Reference for Training Service Provider (TSP)

REQUEST FOR PROPOSALS / NOVEMBER 2021

**BZ 03/CRS/PO/2021**

| SUMMARY  |   |
|--|---|
| Title  | Terms of Reference for Training Service Provider (TSP) to Conduct Accredited and Non-Accredited Trainings for Civil Society Organisations in the following two Areas: <ol style="list-style-type: none"> <li>i. Organisational Development (OD)</li> <li>ii. HIV Technical Skills</li> </ol>  |
| Reference  | <b>BZ 03/CRS/PO/2021</b>  |
| Description<br>(Summary for website - 100 words max) | 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.<br>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                          | <a href="mailto:crs-procurement@beyondzero.org.za">crs-procurement@beyondzero.org.za</a>  |
| Technical Queries by email                           | <a href="mailto:tendaic@beyondzero.org.za">tendaic@beyondzero.org.za</a>  |
| Submission must include                              | <ol style="list-style-type: none"> <li>1. CIPC Registration Documents</li> <li>2. Cover Letter</li> <li>3. SARS tax clearance certificate/Tax Compliance Letter</li> <li>4. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million</li> <li>5. B-BBEE certificate (<b>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.</b>)</li> <li>6. Signed Global Fund Code of Conduct for Suppliers of Services</li> <li>7. Completed and Signed Declaration of Interest</li> </ol> |
| Deadline for submission                              | <b>8<sup>th</sup> December 2021@ 13H00</b>  |

### 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 1<sup>st</sup> April to 31<sup>st</sup> 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 Organization (CBOs) and Civil Society Organizations (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 GF 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: Organisational Development                   |  |                |                              |
|--|--|----------------|------------------------------|
| Training Course                                      | Participants and Location  | Number of Days | Proposed Dates               |
| Accredited Finance Management (3 days)               | # of participants: 86<br>Eastern Cape: 44<br>Limpopo: 24<br>Free State: 18 | 3              | December 2021-<br>March 2022 |
| Accredited HR Management (Labor Legislation (3 days) | # of participants: 86<br>Eastern Cape: 44<br>Limpopo: 24<br>Free State: 18 | 3              | December 2021-<br>March 2022 |
| Accredited Basic Computer Skills (MS Package) 5 Days | # of participants: 74<br>Limpopo: 42<br>Free State: 32                     | 5              | December 2021-<br>March 2022 |
| Sustainability                                       | # of participants: 86<br>Eastern Cape: 44<br>Limpopo: 24<br>Free State: 18 | 3              | December 2021-<br>March 2022 |
| RTCQI  | # of participants: 86<br>Eastern Cape: 44<br>Limpopo: 24<br>Free State: 18 | 2              | December 2021-<br>March 2022 |
| COVID Vaccination                                    | # of participants: 86<br>Eastern Cape: 44<br>Limpopo: 24<br>Free State: 18 | 1              | December 2021-<br>March 2022 |
| AREA 2: PROVINCIAL COUNCIL on AIDS                   |  |                |                              |
| FREE STATE PCA                                       |  |                |                              |
| Training Course                                      | Number of Participants   | Duration       | Possible Dates               |

|  |                               |                 |                          |
|--|-------------------------------|-----------------|--------------------------|
| Human Rights, Advocacy and Communication   | 54 Participants               | 3 Days          | December 2021-March 2022 |
| <b>Accredited</b> Finance for Non-Finance Managers                                 | 54 Participants               | 5 Days          | December 2021-March 2022 |
| Gender Based Violence  | 54 Participants               | 3 Days          | December 2021-March 2022 |
| Resource Mobilization (Fund Raising)   | 54 Participants               | 3 Days          | December 2021-March 2022 |
| COVID Vaccination  | 54 Participants               |                 | December 2021-March 2022 |
| <b>LIMPOPO PCA</b>   |                               |                 |                          |
| <b>Training Course</b>   | <b>Number of Participants</b> | <b>Duration</b> | <b>Possible Dates</b>    |
| Resource Mobilisation and social mobilization                                      | 30 Participants               | 3 Days          | December 2021-March 2022 |
| Human Rights and Advocacy (5 Days) SRHR  | 80 Participants               | 5 Days          | December 2021-March 2022 |
| GBV  | 50 Participants               | 3 Days          | December 2021-March 2022 |
| Financial management   | 50 Participants               | 3 Days          | December 2021-March 2022 |
| Substance Abuse and Mental Health Awareness 2                                      | 50 Participants               | 2 Days          | December 2021-March 2022 |
| <b>Accredited</b> M&E for DAC secretariat  | 50 Participants               | 3 Days          | December 2021-March 2022 |
| COVID awareness  | 250 Participants              | 1 Day           | December 2021-March 2022 |
| Abstract writing on research conducted or community-based intervention implemented | 50 Participants               | 1 Day           | December 2021-March 2022 |
| Resource Mobilization for DAC secretariat  | 50 Participants               | 3 Days          | December 2021-March 2022 |

### 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.

#### 3.2 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

#### 3.3 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 references

#### 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

### 7.1 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. CIPC
- ii. A valid tax clearance certificate issued by the South African Revenue Services (SARS)/Pin/Tax Compliance Status
- iii. All the documents on Page 1 of the TOR

## 5 | PROPOSAL SUPPORT

Technical questions about this proposal can be emailed to [tendaic@beyondzero.org.za](mailto:tendaic@beyondzero.org.za) on or before 06<sup>th</sup> December 2021. All emailed questions must contain the subject line "BZ 03/AGYW/PO/2021 Programme Query." **To ensure fairness, no personal communication with BEYOND ZERO staff about the proposal will be entertained.**

### 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 ( <b>the trainer should be able to explain and deliver content in local languages</b> ) | 10     |
| Total Functionality   | 100    |

**Bidders obtaining a minimum of at least 70 out of 100 points of the technical competency requirements will be evaluated further on Price & BBEE.**

Applicants are requested to submit their application and copies of relevant registration documents by e-mail to the following address: [crs-procurement@beyondzero.org.za](mailto:crs-procurement@beyondzero.org.za)

|                                |            |
|--------------------------------|------------|
| <b>Price</b>                   | <b>80</b>  |
| <b>BBBEE</b>                   | <b>20</b>  |
| <b>Total Price &amp; BBBEE</b> | <b>100</b> |

**Closing Date:** The deadline for the submission of applications is **8<sup>th</sup> December 2021**