



# BeyondZero

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## TERMS OF REFERENCE

### REQUEST FOR PROPOSAL FOR THE IMPLEMENTATION OF AN ECONOMIC STRENGTHENING AND LIVELIHOODS LIGHT PROGRAMME

#### SUMMARY

Title	Terms of Reference for Service providers (SP) to implement an Economic Strengthening and Livelihoods Light Programme
Reference	<b>BZ-GF-2023-06-02</b>
Description (Summary for website - 100 words max)	BZ seeks to appoint competent and experienced Service providers to implement an Economic Strengthening and Livelihoods Light Programme focusing on the Adolescents and Young People (AYP) who participate in the AYP programme for a period ending on 30 March 2025.
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:crs-procurement@beyondzero.org.za">crs-procurement@beyondzero.org.za</a> Not later than: 12 <sup>th</sup> of June 2023
Submission must include	<ol style="list-style-type: none"><li>1. CIPC Registration Documents</li><li>2. Certified ID Copies of the Directors</li><li>3. SARS Tax Clearance Certificate/Tax Status Pin</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 000 000</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. Bank account verification letter</li><li>7. Signed Global Fund Code of Conduct for Suppliers of Services</li><li>8. Completed and Signed Declaration of Interest</li></ol>
Closing Date and Time	<b>23 June 2023, @ 15h00</b>



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## 1. PURPOSE

- 1.1 Beyond Zero (BZ) seeks to appoint Service providers to implement an Economic Strengthening and Livelihoods Light Programme focusing on the Adolescents and Young People (AYP) who participate in the AYP programme in OR Tambo – Nyandeni Sub-District (EC), Nelson Mandela Bay Metro Sub-District C (EC), Sekhukhune - Fetakgomo Greater Tubatse Sub-District (LP), Thabo Mofutsanyane - Dihlabeng and Setsoto Sub-Districts (FS) ending in 30 March 2025.

## 2. BACKGROUND

- 2.1 Beyond Zero is one (1) of three (3) organizations managing a national Adolescent and Young People (AYP) Programme funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. AIDS is the leading cause of death among young people (aged 10-24) in Africa. Half of the 15-19s living with HIV live in just six (6) countries: South Africa, Nigeria, Kenya, India, Mozambique, and Tanzania. Adolescent girls & young women are particularly at-risk: estimated 1,600 new infections per week in South Africa. Risk factors includes early sexual debut, age-disparate relationships, transactional sex, gender-based violence, unplanned pregnancy, dropping out of school and substance misuse. Therefore, the Adolescents and Young People 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.
- 2.2 The programme has a sub-district saturation approach aiming to reach 990,678 participants by year three of the grant; aiming for healthy, educated, empowered and safe adolescents. The programme targets AYP in and out of school and aims to reduce the risk of girls contracting HIV, promote positive sexual behaviour change and personal empowerment. The Economic Strengthening Livelihoods Light is part of the package of services for the AYP programme and is aligned with the National Strategic Plan GOAL 4, which addresses the social and structural drivers of HIV, TB and STIs, and link these efforts to the National Development Plan (NDP).
- 2.3 Figure 1 shows how the AYP Programme interventions are structured to address the evolving, unique emotional and physical developmental needs of the beneficiaries aged 10 - 24 years.



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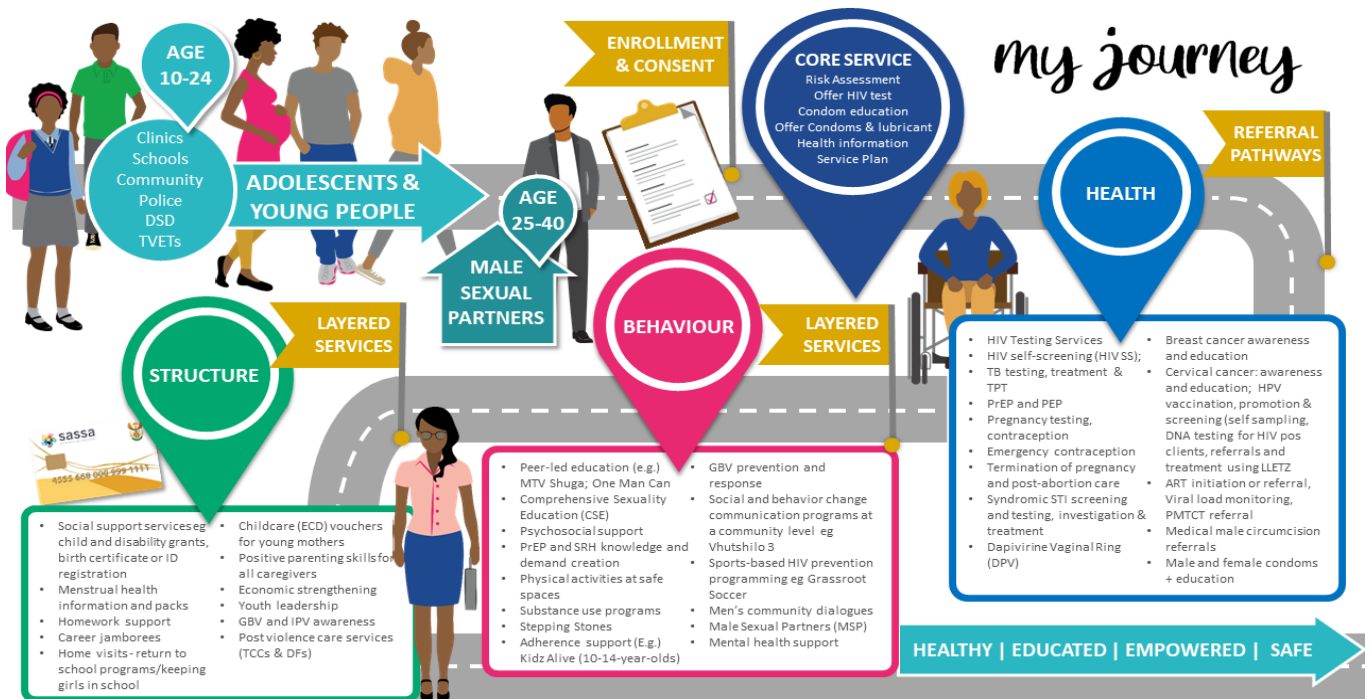


Figure 1: Services offered to AYP on their health and development journey throughout the grant period

2.4 Under the structural component of the programme, activities are built into the package of services that will assist in the economic empowerment and potential livelihood improvement of AYP – defined by the ILO as “capabilities, material and social resources and activities required for a means of living”<sup>1</sup>. These include economic strengthening activities with a focus on Skills, Income Generation, Livelihood Support, Including food Security and Mentorship. The Economic Strengthening and Livelihoods (ESL) Light Programme builds on evidence-based economic strengthening programmes and lessons learned from prior programming. The project applies a livelihoods perspective (skills capacity, livelihood opportunities, livelihood support) and focuses on AYPs who participate in the AYP programme in the 5 Sub-Districts i.e., OR Tambo – Nyandeni Sub-District (EC), Nelson Mandela Bay Metro Sub-District C (EC), Sekhukhune - Fetakgomo Greater Tubatse Sub-District (LP) and Thabo Mofutsanyane - Dihlabeng and Setsoto Sub-Districts (FS). A particular focus will be those AYPs who are “Not in employment, not in education, not in training”, otherwise known as NEETs.

### 3. OBJECTIVE

3.1 The primary objective of the Economic Strengthening and Livelihoods (ESL) Light Programme is providing socio- economic development support and referral for opportunities to AYPs aged 20-24, to enable them to become economically active. Adolescents and Young People living in the targeted sub-districts are severely marginalized and vulnerable in terms of creating sustainable livelihoods for

themselves. Poverty forms part of the key social & structural drivers of the HIV epidemic, and economic empowerment of AYPs participating in the Programme should reduce their vulnerability through assistance to enter into the job market as skilled labour or as entrepreneurs. Marginalized AYPs are faced with the vulnerabilities identified such as being unskilled and unemployed and are often forced to stay at home and take care of children and the elderly and do household chores.<sup>2</sup>

3.2 The AYP Programme provides the foundation for the pilot ESL Light Programme. The project will target AYPs who have come into the AYP programme, have undergone a risk assessment and have a risk profile which highlights his or her livelihood needs. If an Adolescent and Young Person who is categorized as a NEET (Not in employment, not in education, not in training) is considered at risk of HIV, and is economically vulnerable, livelihood strengthening will be built into his or her Service Plan as an additional layer of service. The livelihoods project aims to support vulnerable young people make a smooth transition into the labour market.

**The ESL Light Programme has three key domains:**

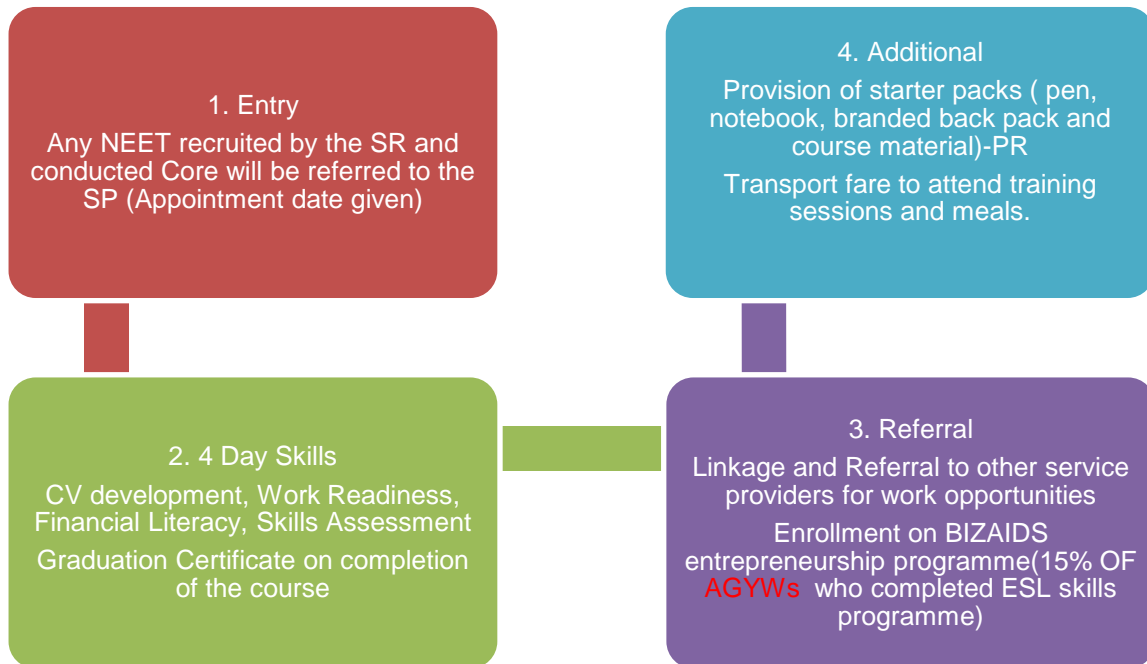
<b>Livelihood Skills</b>	<ul style="list-style-type: none"> <li>•4 Days Skills Training [CV Development, Financial Literacy (Basic Budgetting &amp; Personal Development), Work readiness (Work ethics &amp; Interview Skills)]</li> <li>•Skills Assessment &amp; Certification</li> </ul>
<b>Livelihood Opportunities</b>	<ul style="list-style-type: none"> <li>•Linkage and referral to other service providers for work opportunities</li> <li>•Enrollment on BizAids entrepreneurship programme )</li> </ul>
<b>Livelihood Support</b>	<ul style="list-style-type: none"> <li>•Provision of starter packs ( pen, notebook, branded back pack and course material)- PR to provide</li> <li>•Transport fare to attend training sessions and meals.</li> </ul>

**4. OVERVIEW OF REQUIREMENTS**

4.1 The ESL Programme should be implemented as a layered service in community-based safe space venues operated by funded sub-recipient (SR), which will create an enabling environment for AYP to access livelihoods skills, opportunities, and support.

4.2 Selected AYPs who have registered as beneficiaries of the AYP Programme and who have already participated in the core intervention (Risk Assessment and agreed service plan) should be eligible to

enter into the ESL Programme. The ESL light programme should at least provide the following benefits:



4.3 The target population for the ESL Programme will be:

4.3.1 Out of School AYP, who is at risk for HIV, who are not in employment, not in education and not in training (NEET) and is economically vulnerable.

4.3.2 Potential beneficiaries must meet certain criteria to participate in the programme

- i. AYP aged 20 - 24 years
- ii. Residing in the relevant sub-district
- iii. Vulnerable to HIV acquisition
- iv. NEET (not in employment, not in education and not in training (NEET))
- v. Economically vulnerable
- vi. Willing to participate in the AYP programme in the sub-district and is able to make an informed decision, whereby the SR and service providers will develop criteria for selection after Risk Assessment and service plan.
- vii. Have registered on the AYP programme and completed a Risk Assessment (As per Core Intervention) with the relevant sub-recipient organization.

4.3.3 To fulfil this role, Beyond Zero requires a suitable and experienced service providers to be able to meet targeted number of AGYW to be reached within a period of ending on 30 March 2025 located in the sub-districts outline in the table below:

**Table 1: Districts for ESL Programme**

Province	Municipality/Sub-District	Sub-District	ESL Lite Target
Eastern Cape	OR Tambo	Nyandeni	542
	Nelson Mandela Bay	Sub-District C	713
Free State	Thabo Mofutsanyane	Dihlabeng	196
		Setsoto	171
Limpopo	Sekhukhune:	Fetakgomo Greater Tubatse	736
Total Target over three (3) years			2357

4.3.4 The Service providers shall have the ability to provide services within the sub-district and/or surrounding areas accessible to AYPs

4.3.5 The service providers shall note that, although the young people are served through the AYP programme in the above-mentioned sub-district the livelihood skills and opportunities may be provided by service providers in accessible surrounding areas.

## 5. SCOPE OF WORK

5.1 The successful service providers shall be expected to:

5.1.1 Fully understand the AYP targeted population, AYP programmes and Livelihoods Approaches for young people.

5.1.2 Be able to strengthen linkages for AYPs to Skills Training opportunities and programme (Skills for AYPs) as per context (Urban, Peri-Urban, Rural).

5.1.3 Ability to coordinate and collaborate with local SRs (Safe Spaces) for AYP enrolment.

5.1.4 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//Business Networks).

5.1.5 The service providers shall have adequate skilled and experienced staff to manage implementation of the programme areas, including Finance, Procurement and Monitoring and Evaluation.

- 5.1.6 Have good Administration and Project Management ability.
- 5.1.7 Ability to deliver quality programmes at a reasonable cost.
- 5.1.8 Able to propose and implement internal control systems, including policies and procedures, to prevent and detect fraud or misuse of resources.
- 5.1.9 Provide an accounting system that can correctly record all transactions and balances by source of funds with clear references to budgets and work plans.
- 5.1.10 Ability to monitor actual spending in comparison to budgets and work plans.
- 5.1.11 Ability to manage disbursement of funds to AYPs and suppliers in a timely, transparent, and accountable manner.
- 5.1.12 Ability to produce timely and accurate financial and programmatic reports.
- 5.1.13 Monitoring and Evaluation (M&E) system for routine monitoring of activities/interventions.
- 5.1.14 Mechanisms and tools to collect and analyse data, and report on programme performance.

## **6. BID RESPONSE REQUIREMENTS**

- 6.1 Bidders must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work. Bidders should indicate their knowledge of the demonstration of how the bidder will deliver this project in line with the scope of work, include a detailed project plan as per the specified dates with specific timeframes and deliverables, research methods, use of statistical software, data gathering and analysis, and reporting.
- 6.2 The bidder must provide a proposed solution which shows evidence of alignment to the service providers deliverables and must provide the following detailed information:
  - i. Specific Livelihood Skills and Opportunities to be offered to be selected AYPs. Please be as specific as possible in terms of length, content, requirements, and outcomes of programmes.
  - ii. Selection criteria to be used for AYPs for the above Livelihood Skills and Opportunities
  - iii. Description of who will be providing/facilitating the Livelihood Skills and Opportunities
  - iv. Names of district partners and service providers that the service providers may collaborate with
  - v. Description of quality assurance methodologies that will be implemented to ensure quality and impactful implementation
  - vi. Description of monitoring and evaluation processes linked to implementation and suggested indicators to be used.
  - vii. Description of financial systems and processes complying to the requirements.



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- 6.3 Bidders must submit a proposed 22-month Programme Budget indicating relevant programme delivery cost categories. Bidders must develop their budgets on the geographically proportioned amounts (based on targets) provided under scope of work of this document.
- 6.4 Bidders must indicate the districts where they will be best suited to render the services by order of preference linking the capacity should the project require expedition.

## 7. EVALUATION CRITERIA

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- **Stage 2:** Assessment on functionality/technical evaluation criteria competency focusing on the ability to fulfil the required scope of work. Service providers need to achieve a score of at least 60 out of 70 points to progress further.
- **Stage 3:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.
- **Stage 4:** Optional on-site visit to service providers(s) to clarify details about the applicant. No points are awarded

### 7.1 ELIGIBILITY EVALUATION STAGE 1

**Table 1: Eligibility Evaluation Stages**

Criteria	Sub-Criteria	Comply / Not Comply
<b>Eligibility</b>	SARS Tax Clearance Status/Pin	
	CIPC Registration Documents	
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	
	Valid B-BBEE Certificate (from SANAS Accredited Verification Agency)	
	VAT Registration Certificate or VAT Registration Letter (“VALUE ADDED TAX Notice of Registration”) available on e-Filing for all expenditure more than R1 000 000)	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed bid document	





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Criteria	Sub-Criteria	Comply / Not Comply
	Completed and signed Declaration of Interest	
	Signed Cover Letter	
	Company Profile	

## 7.2 STAGE 2: FUNCTIONALITY/TECHNICAL EVALUATION CRITERIA

Only service providers who score **70 points** or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

**Table 3: Functionality/Technical Evaluation Criteria**

Criteria	Description	Weighting
<b>Methodology and Approach</b>	<p>Bidders must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work. Bidders should indicate their knowledge of the demonstration of how the bidder will deliver this project in line with the scope of work, include a detailed project plan with specific timeframes and deliverables, research methods, use of statistical software, data gathering and analysis, and reporting.</p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>30 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>20 points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>10 points</b></p>	30



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Criteria	Description	Weighting
	<p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	
<p><b>Organizing system</b></p>	<p>The bidder must provide a proposed solution which shows evidence of alignment to the service providers deliverables and must provide the following detailed information:</p> <ul style="list-style-type: none"> <li>i. Specific Livelihood Skills and Opportunities to be offered to be selected AYPs. Please be as specific as possible in terms of length, content, requirements, and outcomes of programmes.</li> <li>ii. Selection criteria to be used for AYPs for the above Livelihood Skills and Opportunities.</li> <li>iii. Description of who will be providing/facilitating the Livelihood Skills and Opportunities.</li> <li>iv. Names of district partners and service providers that the service providers may collaborate with.</li> <li>v. Description of quality assurance methodologies that will be implemented to ensure quality and impactful implementation.</li> <li>vi. Description of monitoring and evaluation processes linked to implementation and suggested indicators to be used.</li> <li>vii. Description of financial systems and processes complying to the requirements.</li> </ul> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>30 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>20 points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>10 points</b></p>	<p>30</p>



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Criteria	Description	Weighting
	<b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b>	
<b>Company /Directors Experience</b>	<p>The service providers must submit written contactable reference letters of recent and current similar services.</p> <p>Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.</p> <p>3 or more reference letter attached = <b>30 points</b></p> <p>2 reference letters attached = <b>20 points</b></p> <p>1 reference letter attached = <b>10 points</b></p> <p>No reference letter attached = <b>0 points</b></p>	30
<b>Company Organogram</b>	<p>The organizational structure must outline how certain activities are directed in order to achieve the goals of an organization. These activities must include rules, roles, and responsibilities.</p> <p>Functional Top-Down, Flat, Divisional, and Matrix = <b>score 10</b></p> <p>Flat organizational structures = <b>3 Points</b></p> <p>Poor or no organizational structure = <b>0 points</b></p>	10
	The minimum qualifying score for functionality/technical evaluation will be <b>70</b> points overall, and service providers that fail to achieve the minimum qualifying score will be disqualified.	100

### 7.3 Stage 3: Price And B-BBEE Evaluation

Service providers that have successfully met all the eligibility requirements on stage 2 will be evaluated on stage 3 (Price and B-BBEE).

The service providers' tender response will be evaluated based on a combination of price and BBEE in accordance with the ratios set out below:



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Price and B-BBEE	Weighting
Price	80
B-BBEE	20
Total	100

Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left( 1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

B-BBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0

## 8. COSTING MODULE

8.1 Bidders are expected to present their costing that address all aspects as presented on the terms of reference.

8.2 Costing must be as per district.

8.3 Total amounts must show the amount inclusive of vat.

**NB:** Beyond Zero Evaluation Committee reserves the right to appoint more than one service providers to implement an Economic Strengthening and Livelihoods Light Programme focusing on the Adolescents and Young People (AYP) for a period ending in 31 March 2025. Service providers to indicate in the bid their areas/districts of proposed implementation.