



Centre for Communication Impact NPC

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Request for Proposal (RFP) for the Implementation of the USAID *Woza Asibonisane!* Community Responses Program – Gauteng Province, City of Johannesburg (COJ), Regions B, C and F

Issue Date: 03 September 2019

Closing Date: 10 September 2019, 12 Midnight, South African Standard Time (SAST)

1. PURPOSE

Centre for Communication Impact (CCI) is implementing an award with funding from the President Emergency Plan For AIDS Relief (PEPFAR) through United States of America International Development (USAID) South Africa mission in 4 provinces i.e. Gauteng, KwaZulu Natal (KZN), Mpumalanga and Western Cape provinces. The intent of this Request for Proposal (RFP) is to invite proposals from locally registered Community Based Organizations (CBOs), Faith Based Organizations (FBOs) or Non – Governmental Organizations (NGOs) providing community HIV and GBV programs aimed at preventing HIV and GBV and access to services for both in Gauteng, City of Johannesburg within the following regions:

1. Region B
2. Region C
3. Region F

The organization must be registered with relevant government authorities. Organizations should demonstrate capacity to reach Adolescent Girls and Young women (15 – 24 years old) and men between the ages of 15 and 34 years with effective behavioral change strategies and social mobilization for HIV testing, linkage to HIV Prevention and Care and Treatment services, Adolescent Sexual Reproductive Health (ASRH) Services and Gender Based Violence (GBV) Services.

2. BACKGROUND

Woza Asibonisane! Community Responses (CR) program uses the Dialogue-Reflection-Action (DRA) model to

strengthen social change linked to HIV & GBV prevention and access to services for both. The model enhances ownership and capacity at all levels of government and civil society towards a sustainable change that emphasizes individual, group and social action for communities. The implementing partner will implement the program in the City of Johannesburg (Regions B, C and F), Gauteng Province.

CR interventions include HIV Prevention and Community Mobilization and Norms Change group sessions conducted with women and men aged 15-49 years, with the majority being Adolescent Girls and Young Women (AGYW) and adolescent boys and young men aged 15-24 in line with the epidemiological evidence of the highest burden of HIV being in these age groups. The selected sub partner will implement Community Mobilization and Norms Change intervention as part of the DREAMS collective in COJ using Stepping Stones AGYWs (15 – 24 age group) and Adolescent Boys and Young Men (15-19). The package will include intervention with men 20+ years old using the One Man Can curriculum. Interventions will also include a 2-hour once off intervention with other Priority Populations using a standardized Priority Prevention (PP_Prev) manual in communities.. CCI will provide capacity building workshops for newly appointed staff including all Community Facilitators and Recruitment and Linkage Navigators to successfully implement the Community Responses program.

The period of performance is 01 October 2019 – 30 September 2020.

3. SCOPE

Program Goal 1. Increased engagement by local leaders to mobilise communities to reframe social norms to support HIV and Sexual Gender Based Violence (SGBV) prevention

Objective 1. National, Provincial, Local Leaders engaged in Community Responses Program

Activity 1.1 Implement action plans to support community action for HIV and SGBV prevention

This activity will include

- Participate in local civil society networks and forums at community level that promote public education on HIV and SGBV acknowledge and its effects on children, families and communities.
- The sub-recipient will penetrate the barriers created in communities by political groups and solicit buy-in for ease of implementation of the programmes. Furthermore, to provide feedback and progress of the project in the respective implementation wards
- Participate in district and sub-district AIDS council meetings with key stakeholders to provide periodic feedback on the CR programme at district and sub-district levels.
- Review local networks plans of engagement for the duration of the CR programme to accommodate the DREAMS program in the City of Johannesburg
- Participating in meetings and forums in line with the agreed upon plan of engagement [at least once per quarter]
- Review and adapt joint action plan detailing joint activities to be undertaken in each year, in line with the CR programme scope (these may include community dialogues, HIV Testing Services (HTS) and planned activities around key health calendar days as well as other community events/ roadshows, and activations)
- Exit dialogue

Objective 2. Increase the % of men, women and youth that practice HIV and SGBV prevention behaviours and use HIV and SGBV services

Objective 2.1: Build the Capacity of sub-partners to implement high quality participatory Dialogue-Reflection-Action processes.

Activity 2.1.1 Capacity building for the implementation of participatory DRA processes. CCI will provide capacity building workshops for newly appointed staff implementing the Community Responses programme.

Activity 2.1.2 Development of community action plans for the implementation of the Communities responses programme

Community Dialogues

The sub-recipient will implement set targets in line with the approved Scope of Work. Parallel to this is the consolidation of the programme. The sub-recipient will be planning exit dialogues and engagements with key stakeholders. These engagements will provide feedback of the programme and recommendations in the designated regions and wards in the City of Johannesburg.

Activity 2.1.3 Implementation and amplification of DRA processes in the selected districts

Youth: 15-19 years

i. Reach Adolescents and Young People: 15-19 years with Community Mobilization and Norms Change Interventions

The sub-recipient will implement an HIV and SGBV prevention program for 15 – 19 year-old Adolescent Girls and Young Women (AGYW), adolescent boys and young men in all the four sub districts. The Sub-recipient will work closely with sports clubs and youth organizations that facilitate after school activities to recruit participants to interventions. The sub-recipient will also mobilize these groups at shops, open play fields and in the community.

- Reach 7423 AGYW's and boys with Stepping Stones curriculum.
- All the youth will either have tested for HIV recently or will be referred for HIV testing and other health services required.
- Document success stories, lessons learnt and achievements of the intervention.

ii. Reach Adults: 20-24 year-old females and males Community Mobilization and Norms Change Interventions

The sub-recipient will implement HIV and SGBV prevention interventions for adults in identified wards.

- The sub recipients will use One Man Can Manual reaching 837 males
- Reach 925 females using Stepping Stones curriculum

iii. Reach Adults: 25-29 year-old females and males with Community Mobilization and Norms Change and for males and PP_Prev Interventions for females

The sub-recipient will implement HIV and SGBV prevention interventions for adults in identified wards.

- The sub recipients reach 153 males using One Man Can Manual
- Reach 188 females using PP_Prev Manual

iv. Reach Adults: 30-34 year old females and males with Community Mobilization and Norms Change and for males and PP_Prev Interventions for females

- The sub recipients reach 153 males using One Man Can Manual
- Reach 188 females using PP_Prev Manual

v. Reach Adults: 35-39 year old females and males with Community Mobilization and Norms Change and for males and PP_Prev Interventions for females

- The sub recipients reach 153 males using One Man Can Manual
- Reach 171 females using PP_Prev Manual

vi. Reach Adults: 40-44 year-old females and males with Community Mobilization and Norms Change and for males and PP_Prev Interventions for females

The sub recipients reach 153 males using One Man Can Manual

Reach 171 females using PP_Prev Manual

All the participants to be referred for HIV testing services.

vii. Reach Adults: 45-49 year-old females and males with Community Mobilization and Norms Change and for males and PP_Prev Interventions for females

The sub recipients will reach 141 males using One Man Can Manual

Reach 143 females using the standardized PP_Prev Manual

All the participants to be referred for HIV testing services.

viii. Reach Adults: 50+ year old females and males with Community Mobilization and Norms Change for males and PP_Prev for females

The sub recipients will reach 122 males using One Man Can Manual

Reach 141 females using the standardize PP_Prev Manual.

All the participants to be referred for HIV testing services.

All the participants to be referred for HIV testing services.

Program Goal: 2 Effective Community Based Models for SGBV Prevention and linkages to SGBV services

Objective 2. Increase awareness of Post Exposure Prophylaxis (PEP) and SGBV Services within communities

Activity 2.1. Promotion of awareness of PEP and SGBV services

The sub-recipient will work with women and men in the community to raise awareness of SGBV in the community. Furthermore, to encourage and promote gender equality and positive role modelling among men. These platforms will also serve as safe spaces for disclosure of victimization. Activities will aim to increase women's knowledge of PEP, while promoting the uptake of SGBV and HIV services.

Program Goal 3: Linkage of participants and layering for AGYW for Pre Exposure Prophylaxis (PrEP), HIV testing, Care and Treatment, PEP and GBV services and services from other DREAMS partners

The sub recipient will:

- Sign MOU/SLAs with the PEPFAR District Support Partner (DSP) for the City of Cape Town with agreed handshakes and agreements for HIV testing, initiating HIV positives on to treatment and ensuring tracking and follow-up of clients and participants across the treatment cascade
- All individuals who are referred for PrEP, HIV (including HIV testing, HIV treatment and VMMC) and GBV services including (PEP) will be followed up and tracked to check whether they have accessed the service, as well as to ensure that they continue to be linked and are layered to the services or services.

4. Schedule of Deliverables

Sub Recipients will deliver the following as outputs of the program:

- Detailed work-plan of all activities one week after signing of the agreement.
- A detailed Quality Management and Quality Improvement Plan with defined staff roles and responsibilities.
- A detailed Monitoring and Evaluation Plan (Indicators and targets will be provided in line with USAID requirements).

- Monthly and quarterly activity reports submitted by 10th of each month indicating progress against Scope of work and Targets.
- Monthly Financial reports submitted on the 10th of each month with supporting documentation.
- Quarterly financial reports with all supporting documentation.
- Success stories – at least two per month.
- Annual report consolidating progress and challenges and plans for the next year.
- Exit strategies for each ward prior to exit.

5. Submission Deadline

To receive consideration, responses to this RFP must be received no later than 12 Midnight, South African Time (SAST) on 10 September 2019.

Please email all proposals by the closing time to: Email: CCIOperations@ccisa.org.za

Pinky Makhaye, Operations Manager
 Centre for Communication Impact NPC
 Brookfield Office Park
 North Block
 261 Middel street
 Nieuw Muckleuneuk, Pretoria 0011
 South Africa

Prior to the submission deadline, applicants may amend or clarify the RFP. No changes or amendments will be accepted after the closing date.

Proposals will remain sealed until 11 September 2019. Late proposals will not be considered.

6. Withdrawal of Proposal

A proposal may be amended or withdrawn at any time prior to the time and date set for the receipt of proposals.

7. Queries

Kindly direct all queries, interpretations and questions regarding the procurement process or the scope to:

Tendai Munyoro
 Finance Director (USAID Woza Asibonisane! Community Responses Program)
 Centre for Communication Impact NPC
 Brookfield Office Park
 North Block
 261 Middel street
 Nieuw Muckleuneuk, Pretoria 0011
 South Africa
 Email: tendai@ccisa.org.za

Queries to any other party on the RFP are not allowed and will result in disqualification.

8. Submission Requirement

Sub-recipients must follow the proposal outline below. Additional information thought to be relevant, beyond the categories listed below, should be provided as an appendix to the proposal. Failure to comply with these requirements may result in a rejected proposal.

i. Letter of Transmittal

Provide a Letter of Transmittal, or covering letter dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate contact name, title and telephone number of the individual who can provide any required clarifications with respect to your proposal.

Organisation Name
Organisational Leader
Organisation Physical Address
Key Contact name
Key Contact Telephone
Key Contact e-mail address
NPO Number
TAX Number
DUNS Number
Website
Description of company's business
Years in business
Summary information of your company's track record and accomplishments over the last 3 years
Provide information indicating any other grants your organisation received over last 3 years

ii. Detailed Proposal

The sub-recipient must provide detailed information which clearly demonstrates the sub-recipient's and the proposed team's qualifications, experience and resources available to deliver exceptional results within the required timeframe. The sub-recipient must demonstrate that they have capacity to successfully meet the objectives of the RFP.

The proposal must include the following:

- Your organization's approach on projects
- Your organization's background, proficiency and approach to providing the services and whether these services are done in-house or via sub-contractors
- A descriptive and professional profile of all personnel who will be assigned to any applicants' projects (qualifications, number of years they have worked with the organization, experience on similar projects)
- A workplan to cover this sub-award proposal. Templates are available via the CCI Website or from CCI Operations (E-Mail below).

- A budget to cover this sub-award proposal. Please detail hourly rates of each staff member that will work on the contract. Budget templates are available via the CCI Website or from CCI Operations (E-Mail below)
- Certified copies of valid BBBEE certificate, Company Registration Documentation, Bank Confirmation and Tax Clearance Certificate
- If sub-contractors are proposed for any part of the work, indicate the specific roles and responsibilities which will be assigned to each person involved
- A description of relevant experience
- A description of past work for current and previous undertaking a similar kind of work.
- A description of geographic coverage of current and past work done. Disclosure of any direct or indirect, actual or potential conflicts of interest Knowledge of and familiarity with non-profit and public sector organizations. Date through which the proposal is valid
- At least two samples of prior community response work done by your organisation in the last 3 years (including methodology) and/or reports on the results of engagement conducted)

iii. References

Provide a minimum of three (3) references that you have provided similar services to within the past five (5) years, including the name and address of the company, and the name, title. Email address and phone number of the contact person. Describe as clearly as possible how the services provided to these references is similar to the services proposed for applicants.

1. Name and address of company
2. Name, title, phone number and email of the contact person
3. Type of industry
4. Date when work was undertaken
5. Summary of project work

9. Proposal Administrative Criteria

- Must be working in the City of Johannesburg
- CBOs, FBOs, or NGOs must be legally registered in South Africa
- Must be a viable entity with a fully functional office
- Must have experience in community- based programming
- Must have sound and demonstrated financial and procurement management capacity
- Experience in receiving, managing and reporting on PEPFAR and other donor supported programs funds