



## Centre for Communication Impact NPC

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### Request for Proposal (RFP) for the Implementation of the USAID *Woza Asibonisane!* Community Responses Program – Western Cape

**Issue Date:** 15 February 2019

**Closing Date:** 22 February 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 the Western Cape, City of Cape Town within the following sub districts:

1. Klipfontein
2. Mitchells Plain
3. Southern
4. Western

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 and treatment services and 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 Cape Town District (Klipfontein, Western, Southern and Mitchells Plain), Western Cape Province

CR interventions include HIV Prevention and Gender Norms 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 HIV prevention activities are once-off two to three hour group sessions with 40 participants. They are reported under Priority Populations Prevention (PP\_Prev) and implemented in communities and schools using a standardised curriculum. The Gender Norms interventions are group sessions conducted using age-appropriate and evidence-based interventions using Stepping Stones for all age groups. The package also includes Men's SGBV workshops with men 20+ years old using the One Man Can curriculum. Parenting skills workshops are conducted with participants who have undergone PP\_Prev. The parents' sessions are meant to enhance parents' understanding of their children's sexual and reproductive health, HIV prevention needs and to help them communicate better with their children. All activities are conducted by trained and skilled Mobilizers and Facilitators. CCI will provide capacity building workshops for newly appointed staff including all Community Facilitators and Mobilisers to successfully implement the Community Responses program.

The period of performance is 15 March – 30 September 2019.

### **3. SCOPE**

#### **Program Goal 1. Increased engagement by local leaders to mobilise communities to reframe social norms to support HIV and SGBV prevention**

##### **Activity 1. Participate in Local and Sub District AIDS Council meetings and contribute to District Integrated Plans**

- Participate in district and sub-district AIDS council meetings and provide periodic feedback on the CR program at district and sub-district levels.
- 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.
- Participate in meetings and forums in line with the agreed upon plan of engagement.
- The sub-recipient will have strong relations with district offices including Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs) with DOH, DOE, DSD, HAST and other departments
- The sub-recipient will work closely with PEPFAR District Support Partner (DSP), with SLAs in place

#### **Program Goal 2. Expanded implementation of community-led interventions that utilise locally appropriate prevention strategies relevant to target audiences**

##### **Activity 1. Conduct community dialogues**

The sub-recipient will implement set targets in line with an approved Scope of Work. Parallel to this is the consolidation of the program. The sub-recipient will conduct exit dialogues and engagements with key stakeholders. These engagements will provide feedback of the program and recommendations for the four sub

districts of the City of Cape Town.

## **Activity 2. Implementation and amplification of DRA processes in the selected districts**

### **i. Reach Adolescents and Young People: 10 -14 years and 15-19 years with PP\_Prev and Gender Norms Interventions**

The sub-recipient will implement an HIV and SGBV prevention program for 10- 14 years and 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. Additional to this the Sub-recipient will also mobilise these groups at shops, open play fields and in the community. The following activities will be undertaken by the sub recipient:

- Reach 2430 participants with PP\_Prev sessions in the identified
- From this group, a total of 137 participants will be reached with Stepping Stones curriculum.

All the participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

### **ii. Reach Young People: 20-24 year-old females and males with PP\_Prev and Gender Norms Interventions**

The sub-recipient will conduct the following for this age group:

- Reaching 3704 participants with PP\_Prev sessions in the identified wards within the four sub districts.
- From this group, a total of 489 participants will be reached with Stepping Stones curriculum

All the participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev as required by PEPFAR and USAID.

### **iii. Reach Adults: 25-29 year-old females and males with PP\_Prev and Gender Norms Interventions**

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

- The sub recipients will conduct two-hour PP\_Prev sessions reaching 2804 adults in the four sub districts
- From this group, a total of 369 participants will be reached with Stepping Stones curriculum

All participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

### **iv. Reach Adults: 30-34 year-old females and males with PP\_Prev and Gender Norms Interventions**

The sub-recipient will implement HIV and SGBV prevention interventions for adults in identified wards within the four sub districts reaching:

- 716 participants with PP\_Prev sessions in the identified wards.
- From this group, a total of 118 participants will be reached with Stepping Stones curriculum

All participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev as required by PEPFAR and USAID.

**v. Reach Adults: 35-39 year-old females and males with PP\_Prev and Gender Norms Interventions**

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

- Reaching 862 participants with PP\_Prev sessions in the identified wards.
- From this group, a total of 123 participants will be reached with Stepping Stones curriculum

All the participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

**vi. Reach Adults: 40-49 year-old females and males with PP\_Prev and Gender Norms Interventions**

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

- Reaching 587 participants with PP\_Prev sessions in the identified wards.
- From this group, a total of 84 participants will be reached with Stepping Stones curriculum

All the participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

**vii. Reach Adults: 50+ year old females and males with PP\_Prev and Gender Norms Interventions**

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

- Reaching 210 participants with PP\_Prev sessions in the identified wards.
- From this group, a total of 40 participants will be reached with Stepping Stones curriculum

All the participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

**viii. Reach Parents and Caregivers: 25+ year old females and males with PP\_Prev and Parenting and Communication Skills Interventions**

The sub-recipient will reach 300 parents and caregivers of adolescents and youth (10 – 19 years) who have undergone the Community Responses interventions with two-hour PP\_Prev sessions. The parents will be recruited through participating children. Using the Parents Guide, all 300 parents will be recruited and taken through a once-off two-hour parenting and communication skills session.

**ix. Documentation of success stories and case studies for all age groups**

The sub recipient is expected to document success stories and case studies from the PP\_Prev, Gender Norms and Parenting Skills interventions with all age groups. Quarterly targets for documentation will be provided.

**Program Goal 3: Effective Community Based Models for SGBV Prevention and linkages to SGBV services**

## **Activity 1. Promotion of Positive Gender Norms with Men**

The sub-recipient will undertake Men's SGBV small group discussions using the One-Man-Can curriculum. The intervention allows men to deal with issues around citizenship, human rights, gender, health, sexuality and violence so that they can prevent domestic and sexual violence and promote positive gender norms.

The small group discussions are intended to encourage men to reflect on their own experiences, attitudes and values regarding women, gender, domestic and sexual violence, HIV, AIDS, democracy and human rights, so that they can take action to help prevent domestic and sexual violence, reduce the spread HIV and the impact of AIDS, and promote gender equality.

The sub recipient will train 462 males on One Man Can through multi-sessions consisting of five two-hour sessions per group of 30 males aged between 20+ years.

All participants will either have tested for HIV recently or will be referred for HIV testing to be counted under PP\_Prev.

## **Program Goal 4: Linkage of participants for HIV testing, care and treatment and GBV services**

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
- 4. All individuals who are referred for 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 to service

## **5. 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 10<sup>th</sup> of each month indicating progress against Scope of work and Targets.
- Monthly Financial reports submitted on the 10<sup>th</sup> of each month with supporting documentation.
- Quarterly financial reports with all supporting documentation.
- Success stories – at least one per month.
- Annual report consolidating progress and challenges and plans for the next year.
- Exit strategies for each ward prior to exit.

## **6. Submission Deadline**

To receive consideration, responses to this RFP must be received no later than 12 Midnight, South African Time (SAST) on 22 February 2019.

Please email all proposals by the closing time to: Email: [CCIOperations@ccisa.org.za](mailto:CCIOperations@ccisa.org.za)

Pinky Makhaye Operations Manager  
Centre for Communication Impact NPC  
Block D, Equity Park 257 Brooklyn Road  
Brooklyn, 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 23 February 2019. Late proposals will not be considered.

## **7. 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.

## **8. Queries**

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

Fabian Naidoo  
Chief Finance Officer  
Centre for Communication Impact NPC  
Block D, Equity Park  
257 Brooklyn Road  
Brooklyn, Pretoria 0011  
South Africa

Email: [fabian@ccisa.org.za](mailto:fabian@ccisa.org.za)

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

## **9. 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 organisation's approach on projects.
- Your organisation'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 organisation, 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

### 10. **Proposal Administrative Criteria**

- Must be working in the City of Cape Town
- 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, social mobilization and ability to mobilize communities around HIV prevention messages
- Must have sound and demonstrated financial and procurement management capacity
- Experience in receiving, managing and reporting on PEPFAR and other donor supported programs funds