



Terms of Reference (TOR)

**Prevention Programmes for Adolescent Girls and Young
Women (AGYW)**

Modality 3: Programmes Targeting AGYW in communities

AbaQulusi Local Municipality

Global Fund Grant 1 April 2019 – 31 March 2022

Closing date: 25 September 2019 | 16h00

ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
AGYW	Adolescent Girls and Young Women
ART	Anti-Retroviral Therapy
B-BBEE	Broad-Based Black Economic Empowerment
CCM	Country Coordinating Mechanism
CSE	Comprehensive Sexuality Education
CSO	Civil Society Organisation
DOE	Department of Education
DOH	Department of Health
DTI	Department of Trade and Industry
GBV	Gender Based Violence GF (ATM)
GF	The Global Fund to Fight AIDS, Tuberculosis and Malaria
CCM	Global Fund Country Coordinating Mechanism
GP	General Practitioner
HIV	Human Immunodeficiency Virus
HIVSS	HIV Self Screening
HTS	HIV Testing Services
IEC	Information, Education, Communication
IPV	Intimate Partner Violence
ISHP	Integrated School Health Policy
LSA	Learner Support Agent
M&E	Monitoring and Evaluation
MSP	Male Sexual Partners
NDoH	National Department of Health
PCA	Provincial Council of AIDS
PEP	Post-Exposure Prophylaxis
PGT	Peer Group Trainer
PHC	Primary Health Care
PR	Principal Recipient
PrEP	Pre-Exposure Prophylaxis SA
SARS	South African Revenue Service
SGB	School Governing Body
SMT	School Management Teams
SR	Sub-Recipient
SSR	Sub- sub -Recipient
SRH	Sexual Reproductive Health
SSP	SR Selection Panel
STI	Sexually Transmitted Infection
TA	Technical Assistance
ToP	Termination of Pregnancy
TB	Tuberculosis
TVET	Technical and Vocational Education and Training
YM&B	Young Men and Boys

1. INTRODUCTION AND BACKGROUND

The South Africa Global Fund Country Coordinating Mechanism (GF CCM) is responsible for leading the implementation of HIV and TB programmes funded by the Global Fund (GF) to Fight AIDS, TB and Malaria in the country. The GF CCM determines the content of the programming, the budget envelope, and the output and outcome indicators and targets. The GF CCM has recommended that The AIDS Foundation of South Africa (AFSA) be appointed by the GF as one of the Principal Recipients (PRs) that will implement programmes to be funded by the grant. The GF CCM decided that a PR should serve as a grants manager while sub-recipients (SRs) will be the main implementers of the programmes.

MIET AFRICA, AFSA's SR for the Zululand district, invites interested non-profit organisations experienced in the programme areas listed under the scope of work and with presence in the sub-district of Abaqulusi Local Municipality to apply to be considered as a sub sub-recipients (SSRs).

2. THE ROLE OF SUB SUB-RECIPIENTS

SSRs have a contractual relationship with, and are accountable to the SR. They are the direct implementers of programmes financed by GF.

2.1 The responsibilities of SSRs include the following:

- Sign contract with SR.
- Implement grants under the oversight of the SR, PR and GF CCM.
- Propose changes to the SR on work plans and budgets when necessary.
- Participate in performance review meetings to improve grant performance and impact.
- Report on programme progress and challenges to the SR through regular reports.
- Identify key issues and implementation bottlenecks and escalate to the SR for guidance.
- Provide information to the SR, PR, GF CT, and GF CCM and its structures when requested.

2.2 Minimum Requirements for SSRs

A potential SSR must have proven ability to manage programmes in the specific programme areas and must also be capable of performing the functions of an SSR which includes the following:

2.2.1 Effective leadership and governance structures

- Legal status such as voluntary association, trust, non-profit company (NPC) etc. to enter into contracts.
- Have a properly constituted Board that provides oversight over organisational matters.
- Effective organizational leadership using transparent decision-making processes.
- Adequate skilled and experienced staff to manage implementation of the programme areas, including procurement, monitoring and evaluation, and finance.
- Knowledge about and ability to communicate and network with relevant district stakeholders and structures such as government departments, local and district AIDS Councils.
- Appropriate internal control systems, including policies and procedures, to prevent and detect fraud or misuse of resources.

2.2.2 Financial management system

- Accounting system that can correctly record all transactions and balances by source of funds with clear references to budgets and work plans.

- Ability to monitor actual spending in comparison to budgets and work plans.
- Ability to produce timely and accurate financial reports.

2.2.3 Monitoring and evaluation

- Monitoring and Evaluation (M&E) system for routine monitoring of activities/interventions.
- Mechanisms and tools to collect and analyse data, and report on programme performance

3. SCOPE OF WORK

This call for applications seeks to identify organisations that are efficient and effective implementers of the scope of work listed for programme targeting AGYW in Communities (Modality 3). Applicants need to be from Zululand or have implemented similar programmes previously in the Zululand district, preferably AbaQulusi Local Municipality.

3.1 Background

South Africa is home to the largest HIV epidemic in the world, modelled at 7.2 million people living with HIV (PLHIV) (all ages) in 2017. Survey data from the same year show HIV prevalence of 14% among people of all ages (up from 12.2% in 2012), and 20.6% among those aged 15-49 years (up from 18.8% in 2012). Women face disproportionate HIV burden throughout the life cycle, but this gender disparity is most pronounced among adolescent girls and young women (AGYW) aged 15-24 years, whose HIV prevalence is 3.3 times greater than their male peers (15.5% compared to 4.8%). South Africa's epidemiological profile shows that while new infections do occur in adolescent girls below 15 years, incidence is substantially higher in the 15-24 age group. Further, the vast majority (92, 4%) of AGYW have their sexual debut at 15 or older.

3.2 Objectives

The Global Fund AGYW Programme offers a comprehensive package of services that aim to improve health, psychosocial and socio-economic wellbeing. The programme targets AGYW, in and out of school, age 15-24 years, with the aim to effect risk reduction, behaviour change and empowerment.

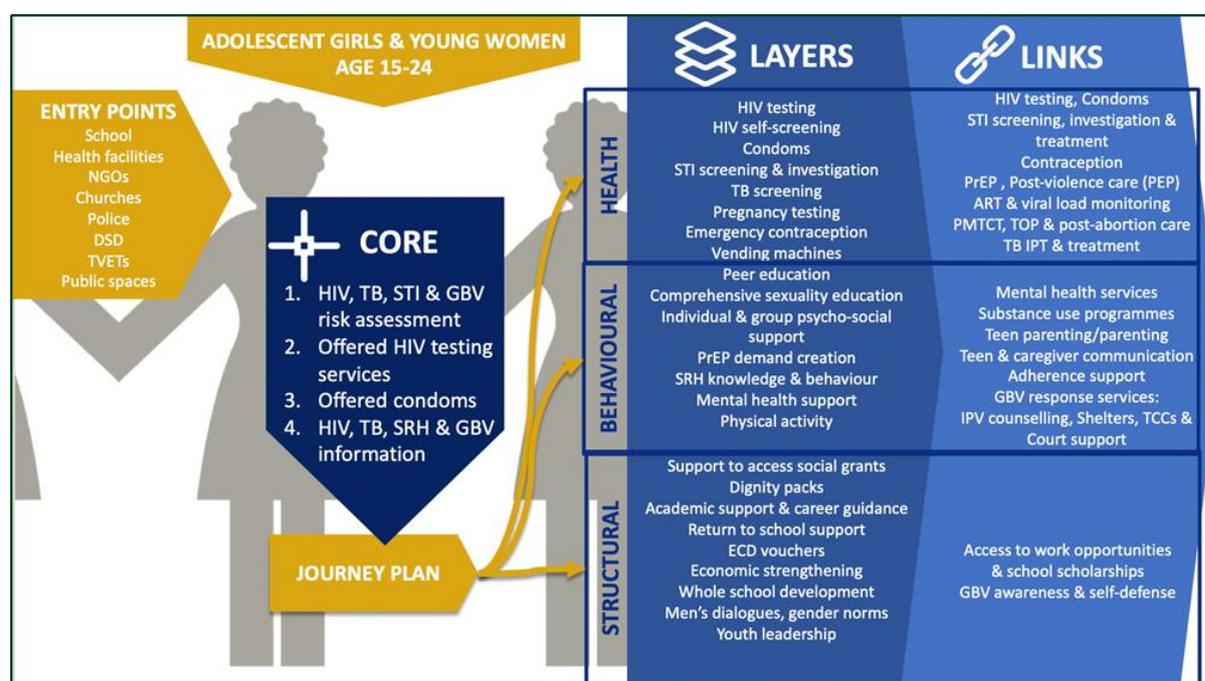
Objectives of the AGYW programme are aligned to the She Conquers Campaign and aim to:

- Decrease HIV incidence
- Decrease teenage pregnancy
- Increase retention in school
- Increase economic opportunities
- Reduce gender-based violence (GBV)

3.3 Programme Description

Interventions are structured, age-appropriate and evidence-based to account for the evolving, unique emotional and physical developmental needs of beneficiaries. The AGYW can enter the programme from a number of service entry points (schools, TVETs, Safe Spaces and elsewhere in community) where she will receive a core package, inclusive of individual risk screening, and where she will be offered HIV testing, condoms and IEC materials. Based on her personal risk profile she will be directed to a range of layered health, behavioural and structural interventions and if required, she will also be supported to successfully access services offered via referral links.

Figure 1: AGYW Programme Overview



When she enters the programme, she will register via a biometric system (with her fingerprint), which will serve as her unique identifier. Thereafter the biometric system will track all future services that she may receive. Whilst the programme is targeting AGYW, YM&B will not be excluded. There will also be additional activities targeting and impacting the broader community and school contexts, male sex partners of AGYW as well as activities to strengthen youth. All beneficiaries entering the programme need to receive the core intervention and be reassessed every 6 months.

The following outcomes are anticipated from the core intervention:

- For programme staff to build immediate rapport with the beneficiary as trusted persons who can be called on
- To extract the beneficiary risk and vulnerability profile of the beneficiary and flag them as high, medium or low risk
- To know the HIV status of the beneficiary (HIV positive, HIV negative, status not known)
- To agree on a journey plan and motivate for the beneficiary's engagement in the programme
- To register the beneficiary on the biometric system

3.4 AGYW Programme Modalities

The package will be offered through 5 tailored and targeted service delivery modalities:

- **Modality 1:** Comprehensive Package of Biomedical Services
- **Modality 2:** School-Based Interventions
- **Modality 3:** Reaching AGYW Out-of-School and After-School
- **Modality 4:** Services to Higher Education Institutions – TVETs
- **Modality 5:** Public Private Mix approaches targeting male sexual partners of AGYW

Modality 3: Reaching AGYW Out-of-School and After-School

AGYW aged 15-24 years entering the Programme will be provided with the following core service:

1. HIV and GBV risk screening
2. Offered an HIV test
3. Offered condoms
4. HIV, SRH and GBV information

3.4.1 Safe Space

Each sub-district will have one Safe Space from where a range of health, psychosocial, socio-economic and recreational services are routinely delivered to 15-24 year old youth in/after/out of school. A Safe Space will support various satellite / outreach sites based at schools, TVETs and in communities. The Safe Space will be youth friendly and will attract AGYW through fun, recreational programmes and interactive media. Once a youth accesses the Safe Space and is assessed, core and layered health, psychosocial, socio-economic and recreational services will be on offer. Youth will also be linked to relevant services offered in the community.

3.4.2 Satellite Sites

Teams will be deployed to satellite sites (on request) that provide decentralised services to ensure greater access by programme beneficiaries. Satellite sites could include schools, TVETs, church halls, and other suitable community spaces to deliver interventions to AGYW. As far as possible, the outreach teams will provide the same level of service as those rendered via a safe space. Once a youth accesses the outreach site and is assessed, core and layered health, psychosocial, socio-economic and recreational services will be on offer.

3.4.3 Programmes will include (but are not limited) to the following layered services:

1. Peer education, through MTV Shuga series and content on HIV, GBV, substance abuse
2. Individual and group psychosocial therapeutic interventions
3. Risk reduction programmes like PrEP and IPV counselling
4. Structured support groups, e.g. teen parenting, Vhutshilo 2.2, adherence and grief support
5. Economic strengthening programmes – further details will be provided during the implementation period
6. Recreational activities
7. Access to internet-based programmes
8. Health service provision, including HTS, STI and TB screening, contraceptives and condom distribution, pregnancy testing, emergency contraceptives and PrEP
9. Programmes for parents / caregivers of AGYW to establish nurturing relationships and reduce the risk of violence against teens in and outside the home and creating a nurturing and supportive home environment

4. AGYW: TARGET SUB-DISTRICT

District	Sub-district
KZN Zululand District	AbaQulusi Local Municipality

5. OUTPUT TARGETS: PREVENTION PROGRAMMES FOR ADOLESCENTS, YOUTH IN SCHOOLS AND OUT OF SCHOOL

Indicator	Year 1	Year 2	Year 3
Percentage of adolescent girls and young women (AGYW) reached with HIV prevention programmes-defined package of services	2380	3331	3807
Number of adolescent girls and young women (AGYW) who were tested for HIV and received their results during the reporting period	8566	9518	10470
Percentage of adolescent girls and young women (AGYW) using PrEP	26	150	257
Percentage of newly diagnosed people linked to HIV care (individual linkage)	385	428	471

Disclaimer: Note that the targets may be subject to revision and change.

6. PRE-QUALIFICATION, EVALUATION PROCESS AND CRITERIA

All applicants must have a broad-based black economic empowerment (BBBEE) level one (1) or two (2) only. Applicants that do not meet the above requirement will be disqualified from further evaluation. Organisations which do not have a B-BBEE Verification Certificate by an independent verification agency must complete an affidavit using the Department of Trade and Industry (dti) templates for specialised entities on the dti website as follows:

- B-BBEE Qualifying Small Enterprise - Specialised Entity template. This is for qualifying organisations with an annual income between R10 million and R50 million.
- B-BBEE Exempted Micro Enterprise - Specialised Entity template. This is for exempted organisations with an annual income below R10 million.

The evaluation of submissions will be managed by an SSR Selection Panel (SSP) which will prepare a shortlist of applicants that meet the threshold for appointment as an SSR.

The evaluation process will be conducted according to the following stages:

- The first stage of the evaluation process assesses for compliance with pre-qualification criteria. Applications that do not comply will not be evaluated further.
- The second stage of the evaluation process assesses compliance with administrative requirements (refer to a specific annexure). Applications that do not comply will not be evaluated further.
- The third stage of the evaluation process assesses technical competency focusing on the ability to fulfil the requirements of an SSR, experience and expertise of implementing similar interventions and presence in the selected district.

- The fourth stage, which is optional and at the discretion of the SSP, may involve an on-site visit to clarify details about the applicant. No points are awarded.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

Technical evaluation score	80%
BBBEE points	20%
Total	100%

7. APPLICATION INSTRUCTIONS

The deadline for the submission of a fully completed application and attachments is 16h00 on 25 September 2019. Applications with attachments must be hand delivered and submitted to the tender box marked ***Prevention Programmes for Adolescent Girls and Young Women*** at 59 Henwood road, Morningside, Durban. Please submit 4 copies of the application and attachments.

Stage	Date/period
Publication of call on MIET AFRICA website	10 September 2019
Deadline for submitting applications	16h00 on 25 September 2019
Briefing meeting details	Date at least 5 days before submission date
Evaluation period (indicative) during which additional details may be requested and an on-site visit may be conducted to evaluate SSR capacity	25 September - 4 October 2019
Final SSR selection decision	(Followed by feedback to applicants) Week ending 11 October 2019

CONTACT DETAILS

Please direct your requests for information and questions/queries to: nontu@miet.co.za

Please note that questions and requests for information must be submitted by 16h00 on 18 September 2019. Please refer to our website www.mietafrica.com for updates on frequently asked questions that were not addressed at the briefing session.

Annexure A. Administrative requirements for acceptance of SSR application

The administrative requirements include the following, in addition to any other requirements specified in the actual RFP:

- Use of the prescribed application form and adherence to length of submission limits (number of pages).
- Submission of the following documents (in addition to any other evidence submitted by an applicant):
- Proof of legal entity (NPC, Trust, Voluntary Association, Close Corporation, Pty (Ltd)). NPO registration status.
- List of Board members and management, their current job titles and certified copies of IDs.
- Valid SARS tax clearance certificate together with tax compliance status pin.
- Valid BBBEE certificate or affidavit deposited by a director/Board member of the applicant confirming BBBEE level.
- Organisations which do not have a B-BBEE Verification Certificate by an independent verification agency must complete an affidavit using the Department of Trade and Industry (dti) templates for specialised entities on the Department of Trade and Industry website as follows:
 - B-BBEE Qualifying Small Enterprise - Specialised Entity template. This is for qualifying organisations with an annual income between R10 million and R50 million.
 - B-BBEE Exempted Micro Enterprise - Specialised Entity template. This is for exempted organisations with an annual income below R10 million.
- Last two Annual Financial Statements signed by Board Chairperson. If the last audited annual financial statement is older than two years, then supply the most recent management accounts pack.
- Organogram for all management and administrative positions (Human resources, finance, PSM, M&E, project management).
- Policies and procedures documents addressing financial management, procurement, travel, and human resources.