



## **ADVERTISEMENT**

# **REQUEST FOR APPLICATIONS FOR IPOs (IMPLEMENTING PARTNER ORGANISATIONS)**

## **REQUEST FOR APPLICATIONS (RFA)**

**Human Rights: Stigma and Discrimination Program  
Global Fund Grant 1 April 2019 – 31 March 2022**

**REF: RFA-SMYN-STIGMA-201905KZN**

**Closing Date: 31 May 2019, 15h00/ 3pm**

**PLEASE NOTE: Changes made to this RFA and all relevant documents will be posted on SMYN's website: [www.showmeyournumber.org.za](http://www.showmeyournumber.org.za) and AFSA's website: [www.aids.org.za](http://www.aids.org.za)**

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## ABBREVIATIONS

|       |   |
|-------|---|
| SMYN  | Show Me Your Number HIV Prevention Project              |
| AFSA  | AIDS Foundation of South Africa                         |
| AIDS  | Acquired Immune Deficiency Syndrome                     |
| ART   | Anti-Retroviral Therapy                                 |
| CCM   | Country Coordinating Mechanism                          |
| DOH   | Department of Health                                    |
| GFATM | The Global Fund to Fight AIDS, Tuberculosis and Malaria |
| GFCT  | Global Fund Country Team                                |
| HCT   | HIV Counselling and Testing                             |
| HTS   | HIV Testing Services                                    |
| HIV   | Human Immunodeficiency Virus                            |
| IEC   | Information, Education, Communication                   |
| KP    | Key Populations   |
| LFA   | Local Funding Agent                                     |
| M&E   | Monitoring and Evaluation                               |
| NSP   | National Strategic Plan                                 |
| OC    | Oversight Committee                                     |
| PCA   | Provincial Council for AIDS                             |
| PEP   | Post-Exposure Prophylaxis                               |
| PR    | Principal Recipient                                     |
| QA    | Quality Assurance                                       |
| RFA   | Request for Application                                 |
| S&D   | Stigma and Discrimination                               |
| SR    | Sub-Recipient   |
| SSR   | Sub-sub-recipient                                       |
| TVET  | Technical, Vocational, Education and Training           |
| TOR   | Terms of Reference                                      |

## INTRODUCTION

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 to Fight AIDS, TB and Malaria (GF) 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 selected the AIDS Foundation of South Africa (AFSA) to be appointed by the GF as one of the Principal Recipients (PRs) that will implement programmes to be funded by the grant. AFSA in turn selected the Show Me Your Number (SMYN) as Sub-Recipient. 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. Sub-recipients (SR's) are however required to work with Sub-Sub Recipients (SSR's) or Implementing Partner organisations (IPOs) in districts assisting with implementation.

SMYN therefore invites interested non-profit organisations experienced in the programme areas listed under the scope of work and with presence in the provinces and districts identified, to apply to be considered as IPO. It is important to note that IPO are recommended by the SR, but appointment is subject to AFSA approval. **Applicants are not required to submit implementation plans and budgets as part of this call for applications.**

## ABOUT SHOW ME YOUR NUMBER HIV PREVENTION PROJECT (SMYN)

Show Me Your Number (SMYN) seeks to reduce new HIV and TB infections, eradicate stigma and discrimination and contribute towards social cohesion by using the platform of sport, arts & culture as a vehicle to raise awareness through training, community engagement and edutainment. Show Me Your Number also uses the power of sports, arts and culture for demand creation for HIV and TB counselling, testing and prevention. Show Me Your Number was formally established in 2010 upon registration as an NPO and an NPC. Prior to registration as it was a project of the South African Players Football Union (SAFPU).

## BACKGROUND

**Sensitization and training of health facility staff:** This includes the development of a National Action Plan for health and human rights training based on a review of training curricula for all health and social services professions, focused on issues relating to HIV, TB, young people and all key populations.

Research found that HCWs lacked relevant knowledge and competencies to manage particular health needs and vulnerabilities of key populations, and key populations reported experiences of stigmatization, guilt, and a loss of dignity as a result of the discrimination from HCWs. Evidence further suggests service uptake by key populations will improve if HCWs are sensitized and trained to provide non-discriminatory and non-judgmental services. Clinical training and mentorship to provide key population sensitization training will be done through expansion of the i-Tech training (piloted by CDC in KwaZulu-Natal), reaching more than 2,000 HCWs through Regional Training Centres, complementing the PEPFAR-funded “Health Workers for Change” training, which largely focuses on adolescent friendly service provision. Funding will also support targeted capacity building support to PLHIV, TB and key population-led CSOs (including employment of medical doctors) to provide district-level sensitization, training and mentorship at health facilities. **(Implemented by NDOH)**

Interventions to reduce stigma and discrimination, particularly for HIV and TB, will build on the **Stigma Index that SANAC** conducted in 18 districts, including the national community anti-stigma program. Through this grant, a National Stigma and Discrimination Reduction Working Group shall be established and coordinated by SANAC, to oversee and develop a national stigma reduction strategy and roll out of a national stigma reduction communications campaign. To support the campaign implementation, key population networks and CBOs will be capacitated to scale-up programs that integrate human rights, gender equality, and anti-stigma and discrimination considerations at a community level. The campaign will build on the KP Reach project, lessons learned from the Stigma Index Survey as well as evaluations on innovative community-based stigma and discrimination reduction strategies for HIV, TB and key populations.

The SR appointed to implement the stigma and discrimination component of the programme shall also be responsible for appointing 25 implementing partner organisations (IPOs) as SSRs to implement stigma reduction interventions in the target districts (small grants to be awarded to the 25 IPOs).

## 1. THE ROLE OF IMPLEMENTING PARTNER ORGANISATION

Show Me Your number (Sub-Recipient) has received permission from AIDS Foundation of South Africa (Principal Recipient) to advertise the Request for Proposals for the implementation of the Human Rights: Stigma Reduction program with specific focus on HIV, TB, Key and vulnerable populations. The program will be implemented in 5 GF supported districts in KZN province as part of the new Global Fund Program (April 2019 – March 2022).

There is only 1 opportunity available per sub district, therefore 1 Implementing Partner Organization in each sub-district.

| District                | Number of IPOs required |
|-------------------------|-------------------------|
| King Cetshwayo District | 1                       |
| Ugu District            | 1                       |
| uMgungundlovu District  | 1                       |
| EThekweni Metro         | 1                       |
| Zululand District       | 1                       |

Due date for submission of applications: Friday 31 May 2019, at 15h00 / 3pm.

Applications must be hand-delivered or couriered: application package must include:  
3 x hard copies of completed application forms and supporting mandatory documents  
Or;

1 x hard copy and supporting documents **plus** application form & supporting documents saved onto a USB stick.

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

The responsibilities of IPOs include the following:

- Sign grant agreements and contract with the SR, where necessary, under the guidance of PR.
- Implement grant activities under the oversight of the SR and PR.
- 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 and PR when requested to do so.

### 2.2 Organisational requirements

The minimum requirements to serve as an SSR include:

- Sound governance frameworks, demonstrated by, inter alia, by a diversified board and management team, and at least one year annual financial statements.

- Appropriate staffing in key areas (programme and financial management, human resources, programme implementation and management, monitoring and evaluation and procurement management).
- Experience of managing grants as SR or SSRs, where applicable.
- A track record of effective and efficient implementation of similar activities, preferably in the target district.
- A sound system of management and financial controls.
- A sound monitoring and evaluation system, tools and procedures amongst other requirements.
- Suitably qualified personnel to deliver the programme interventions.

These organisational requirements will be assessed during the evaluation process. Further information can be found on the Global Fund website: [www.theglobalfund.org](http://www.theglobalfund.org) including the GF Grants Regulations.

## 2. SCOPE OF WORK

### Programme Objectives

Stigma and discrimination programmes will aim to reduce inequalities that affect people living with HIV, TB and vulnerable and key populations, to promote universal health coverage.

- A standardized, HIV, TB, human rights and gender equality *toolkit* will be developed with differentiated modules for different target populations and training objectives.
- The toolkit will build on existing materials, updating outdated materials and closing gaps, for use across various interventions in the plan – including stigma and discrimination reduction, training and sensitizing of healthcare workers, law enforcers, legal support service providers and for legal literacy / know your rights training.
- For stigma and discrimination reduction, the *training materials* will aim to build the capacity of select individuals and organisations to understanding stigma and discrimination and to develop and implement meaningful stigma and discrimination reduction campaigns that bring about change.

### STIGMA REDUCTION INTERVENTIONS

- The appointed IPOs shall be required to implement stigma reduction interventions in targeted districts. Appointed IPOs will be expected to:
  - Sensitize community members on stigma and discrimination through door to door campaigns, community dialogues as well in support groups.

- Conduct Anti-Stigma campaigns to address discrimination experienced by people who use drugs, sex workers and LGBTI populations.
- Furthermore include a focus on reducing stigma and discrimination experienced towards vulnerable populations, such as people with disabilities.
- Representatives of key-population networks should be supported to fully implement community-level anti-stigma campaigns that involve community leaders (including traditional and religious leaders) and anti-stigma 'champions.
- Address stigma cases reported by targeted audience by escalating stigma cases to the selected steering committee and other Human Rights stakeholders.
- Distribute stigma reduction IEC materials
- Conduct TB screening
- Capture human rights violations in the web-based platform
- Strengthen & scale up Community Anti-Stigma Campaigns (including with traditional & religious leaders) and support groups led by people living with HIV, TB, vulnerable & key populations through:
  - Identifying and training community cadres (Community Mobilisers and Campaign Ambassadors) to carry out S&D Reduction interventions
  - Hold a training workshop to capacitate Community Mobilisers and Campaign Ambassadors to implement the programme interventions
  - Facilitate the establishment of community S & D Groups & support these groups to develop plans of action
  - Collect and collate data using prescribed data collection tools
  - Carry out Stigma and Discrimination Reduction Awareness Campaign activities (local actions), including through use of social media platforms



## STIGMA REDUCTION PROGRAM TARGETS

| Output Indicators  | Year 1 | Year 2 | Year 3 |
|--|--------|--------|--------|
| Number of Steering Committees established                            | 1      | 1      | 1      |
| Number of Stigma Action planned developed                            | 6      | 12     | 12     |
| Number of stigma dialogues conducted                                 | 2      | 4      | 3      |
| Number of community members who participated in Stigma dialogues     | 60     | 120    | 90     |
| Number of households visited   | 1350   | 2700   | 2700   |
| Number of people provided with Stigma Education through door to door | 2040   | 4080   | 4080   |
| Number of community members screened for TB                          | 2040   | 4080   | 4080   |
| Number of Stigma IEC materials distributed                           | 2040   | 4080   | 4080   |

| <i>Process Indicators</i>  | Year 1 | Year 2 | Year 3 |
|--|--------|--------|--------|
| Number of Stigma issue escalated to relevant structures            | 6      | 12     | 9      |
| Number of people referred for HIV testing services                 | 1020   | 2040   | 2040   |
| Number of support groups provided with Stigma Education            | 6      | 12     | 9      |
| Number of Stigma education sessions provided in each support group | 30     | 60     | 45     |
| Number of Stigma issues identified per month                       | 30     | 60     | 45     |

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

## 5. PRE-QUALIFICATION CRITERIA

All applicants must have a valid broad-based black economic empowerment (B-BBEE) certificate with a level one (1) or two (2) contributor score or a sworn affidavit (for eligible entities) deposited by a director/board member and the affidavit should not be older than three months from closing date. No beneficiary recognition certificates will be accepted. Applicants that do not meet the above requirement will be disqualified from further evaluation.

**All applicants must have a motivation letter from the AIDS Council (Provincial, District, Local or Ward AIDS Council letter will be acceptable).**

## 6. EVALUATION PROCESS AND CRITERIA

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 PR will use the shortlist drawn by the SSP to recommend applicants to be appointed as SSRs by the SR. The PR will make the final decision taking into account the recommendations by the SR.

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. 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 SR, experience and expertise of implementing similar interventions and presence in the selected district. Applicants need to achieve a score of at least 50 points of the technical competency requirements in order to progress further.
- 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                      | <b>100%</b> |

The SSP will present its evaluation outcome to the SR and PR for consideration and recommendation to the GF CCM for a decision on the final list of SSRs. Aggrieved applicants may lodge an appeal with the SMYN Director Mr Mabalane: [mabalane@showmeyournumber.org.za](mailto:mabalane@showmeyournumber.org.za) within seven working days of receiving official communication of the SSR selection decision, clearly stating the grounds for appeal and providing the necessary evidence.

## 7. APPLICATION INSTRUCTIONS

All applicants are required to:

Clearly mark their applications with **“SMYN-STIGMA-201905KZN”** and indicate which districts you are applying for underneath the RFA reference.

**Applicants are required to hand deliver or courier;**

- **3 x hard copies of completed application form including supporting documents. Or;**
- **1 x hard copy and supporting documents plus 1 x completed application form & supporting documents saved onto a USB stick, to the following address:**

| PHYSICAL ADDRESSES FOR HAND DELIVERY /POSTAGE OR COURIER |  |
|--|--|
| AIDS Foundation South Africa – Durban Office             | Physical Address: 135 Musgrave Road, Standard Bank Building, 2 <sup>nd</sup> Floor<br>Musgrave,<br>Durban,<br>4062 |
| OR, alternatively courier to:                            |  |
| Show Me Your Number                                      | Physical Address:<br>Suite 211, 2nd Floor,<br>Management House<br>38 Melle Street<br>Braamfontein<br>2017          |

**Applications must be in by the closing date and time: Friday 31 May 2019 before the close of business at 15h00/ 3pm. Late applications will be disqualified.**

When submitting you application please ENSURE all the mandatory documentation is included in the application, that the correct B-BBEE templates are used if your organisation is an eligible to submit a B-BBEE Sworn Affidavit – copies of the affidavit templates for use by eligible non-profit entities are available on the SMYN website.

- Ensure completeness of the application form which should not exceed the recommended length for sections.
- Attach board resolution authorising submission of application and all other supporting documentation as listed below under Section 9: ‘List of Annexes / Supporting Documents Required’.
- Confirm in writing that the information and statements made in the proposal submission are true and accept that any misrepresentation contained in it may lead to disqualification;
- Ensure timely **submission of any additional documents or reports** that maybe requested, for assessment purposes and submit into the tender box located at the address listed **before the deadline of 31 May 2019 – close of business 15h00 / 3pm**
- **3 x hard copies of the completed application form and supporting documents**

or

- 1 x hard copy and supporting documents plus 1 x completed application form & supporting documents saved onto a USB stick
- No provision has been made for the submission of applications via email due to the disruption of mail servers when receive large volumes of emails with big attachments.

## 8. KEY DATES

- The deadline for the submission of a fully completed application and attachments is **31 May 2019**. The key dates for the application process are shown in the table below.

| Stage  | Date/ Period  |
|--|---|
| 1. Briefing Meeting Dates  | <ul style="list-style-type: none"> <li>• <b>Ethekwini:</b> 13 May 2019</li> <li>• <b>Umgungundlovu:</b> 14 May 2019</li> <li>• <b>Zululand:</b> 15 May 2019</li> <li>• <b>King Cetshwayo:</b> 16 May 2019</li> <li>• <b>Ugu:</b> 17 May 2019</li> </ul> |
| 2. Deadline for submitting applications  | <b>31 May 2019, 15h00/ 3pm</b>  |
| 3. Evaluation period (indicative) during which additional details may be requested and an on-site visit may be done to evaluate SR capacity. | <b>5-7 June 2019</b>  |
| 4. Final SR selection decision (Followed by feedback to applicants)  | <b>Week ending<br/>14 June 2019</b>   |

## 9. CONTACT DETAILS

Please direct your requests for more information and questions/queries to:

Mr. Ntokozi Biyela

Email: [proposals@showmeyournumber.org.za](mailto:proposals@showmeyournumber.org.za)

This RFA is available from [www.showmeyournumber.org.za](http://www.showmeyournumber.org.za) and [www.aids.org.za](http://www.aids.org.za) or requested by email: [proposals@showmeyournumber.org.za](mailto:proposals@showmeyournumber.org.za)

| <b>ANNEX</b>    | <b>DOCUMENT DESCRIPTION</b>   |
|-----------------|---|
| <b>ANNEX 1</b>  | Signed Board Resolution   |
| <b>ANNEX 2A</b> | CVs & <i>certified</i> ID Copies of Board/ Management Committee members   |
| <b>ANNEX 2B</b> | CVs & <i>certified</i> ID Copies of Senior management team  |
| <b>ANNEX 2C</b> | Organisational organogram   |
| <b>ANNEX 3A</b> | Founding Documents – Registration as an NPC (Memorandum of Incorporation & CIPC COR 14.3 or COR 39)   |
| <b>ANNEX 3B</b> | Founding Documents – Registration as an NPO (Constitution)  |
| <b>ANNEX 3C</b> | Founding Documents – Registration as a Trust (Trust Deed)   |
| <b>ANNEX 4</b>  | If registered as NPO in terms of <b>ANNEX 3B</b> , then provided your NPO Certificate   |
| <b>ANNEX 5</b>  | SARS Tax Clearance Certificate  |
| <b>ANNEX 6</b>  | BBBEE Verification – BBBEE Affidavit (fully completed and stamped) – please use the form for this BBBEE Affidavit provided in the website                           |
| <b>ANNEX 7</b>  | Previous Project Narrative including M&E report - Such as project narrative submitted to funders or an organisational strategic plan                                |
| <b>ANNEX 8</b>  | Organisational Annual Report - Most recent organisational Annual Report   |
| <b>ANNEX 9</b>  | Letters of Support – Letter of support and/or MOU, MOA or SLA with government and/or other stakeholders   |
| <b>ANNEX 10</b> | Annual Financial Statements - Most recent annual financial statements signed by Board chairperson and management letters received with Annual Financial Statements. |
| <b>ANNEX 11</b> | For new entities 12 months bank statements and letter from a partner organisation committed to providing financial management support.                              |