

Request for Proposals: Advocacy and Community-Based Monitoring Grants for HIV & TB Key and Vulnerable Populations in South Africa

Deadline: 15 May 2020

The AIDS Foundation of South [Africa](#) (AFSA) invites all interested entities, including South African registered companies, non-profit organisations and government departments to submit [proposals](#) for the implementation of Community-Based Monitoring interventions across 10 districts in [South Africa](#).

The Community-Based Monitoring interventions seek to strengthen local decision making, community [education](#), community capacity and effective public participation by [HIV](#) & TB key and vulnerable populations.

The objectives of the intervention are:

- To strengthen the accountability for provision of quality, accessible and affordable [health](#) services by means of creating a feedback loop between service providers and key and vulnerable populations receiving services at a local level;
- To increase the capacity and capability of key and vulnerable populations' communities to identify local challenges and priorities, advocate for improved services and monitor changes.

Under this intervention, AFSA aims to strengthen coordination and accountability through structured mechanisms which will require the appointed SR to:

- Participate and engage Community Response and Systems (CRS) across all eight provinces, including the District Consultative Forum Meetings
- Facilitate direct engagement with local service providers, decision makers and partners
 - Participation in clinic committees
 - Participation in community forums
- Participate in district, provincial and national committees (District AIDS Councils, [Civil Society](#) Sector Forums)
- Engage and collaborate with fellow Advocacy Strategy Implementing Partner [Organizations](#) (IPOs) – across KVP groups, and across districts
- Engage and collaborate with [Human Rights](#) Programme Sub-Recipients – across KVP groups, and across at district and provincial level
- Strengthen referral mechanisms across all Global Fund supported service provision interventions – Human Rights, AGYW, PWID, Sex Workers, TG, MSM and TB programmes

Pre-Qualification Criteria

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).
- Strong and adequate capacity for data management tools and systems.
- 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 sworn affidavit deposed by a director/board member of the applicant confirming BBBEE level. Organisations who don't have a B-BBEE Verification Certificate by an independent verification agency must complete a sworn 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 audited Annual Financial Statements signed by Board chairperson. If the last audited annual financial statement is older than 2 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.

Organisational Requirements

The minimum requirements to serve as an SR include:

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

- **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.
- **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 manage disbursement of funds to SSRs and suppliers in a timely, transparent and accountable manner.
 - Ability to produce timely and accurate financial reports.
- **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.
 - Ability to produce timely and accurate programmatic reports

For more information, visit <https://www.aids.org.za/request/request-for-proposals-advocacy-and-community-based-monitoring-grants-for-hiv-tb-key-and-vulnerable-populations/>