

## Terms of Reference

Request for Proposals for the Implementation of the IOM's SRHR-HIV Knows No Borders Phase II Programme in Musina, South Africa	
Duration of the Assignment	October 2023- November 2025
Reference Number	IOM/SRHR-HIV /08/23
Deadline	14 <sup>th</sup> September 2023

## II. Organizational Context and Scope

### Background

International Organization for Migration (IOM), the United Nations Migration Agency, is a dynamic and growing inter-governmental organization, with a membership of 166 states. IOM is committed to the principle that safe, humane, and orderly migration benefits for all. Established in 1951 and now active in over 440 field locations worldwide, IOM works with government, private sector, other UN agencies, and civil society organizations (CSO) to promote international cooperation to:

- address operational challenges of migration and mobility.
- assist in the search for practical solutions to migration problems, and;
- provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

IOM addresses the migratory phenomenon from a holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

Within its Migration Health Division (MHD), IOM delivers and promotes comprehensive, preventive and curative health programmes which are beneficial, accessible, and equitable for migrants and mobile populations. Bridging the needs of both migrants and IOM's Member States, MHD contributes towards the physical, mental and social well-being of migrants, enabling them and host communities to achieve social and economic development.

### Programme Context

From 2016-2020, SRHR-HIV Knows No Borders the International Organization for Migration (IOM), in collaboration with Save the Children Netherlands (SC) and Witwatersrand School of Public Health (WSPH) formed an *SRHR-HIV Knows No Borders Consortium to implement a Project* titled: *"SRHR-HIV Knows No Borders: Improving SRHR-HIV Outcomes for Migrants, Adolescents and Young People and Sex Workers in Migration-Affected Communities in Southern Africa 2016 - 2020"*.

***Following the successful implementation of this Project, the Government of the Kingdom of the Netherlands committed funding for a six-year Phase II of the SRHR-HIV Knows No Border Project (2021-2026).*** The second phase of the project is being implemented in collaboration with Save the Children South Africa (SCSA) with IOM being the lead agency. The second phase of the project builds on the success of the previous phase and is aimed to contribute to improved SRH-HIV outcomes and quality of life among young vulnerable people (YVP) aged 10 to 29 years, including migrants and sex workers living in migration affected communities

in six countries (Eswatini, Lesotho, Malawi, Mozambique, South Africa and Zambia) in Southern African region by December 2026.

The project places emphasis on policy advocacy, empowering migrant, sex worker and young people to participate in policy dialogues and other related activities that have an impact on their lives as well as gender and fighting against gender-based violence. Activities focus on demand creation for Sexual and Reproductive Health (SRH)-HIV services, knowledge generation and learning and tackling the root causes of poor SRHR-HIV outcomes among the target populations in migration corridors and cross border areas in Southern Africa. In South Africa, the project is implemented in Ehlanzeni District, Mpumalanga province and in 2023 plans to expand to the Vhembe District, specifically Musina sub-district.

#### **Purpose of an Implementing Partner (IP)**

IOM South Africa is seeking to form partnership with a local non-government organization (NGO)/community-based organization (CBO) with a proven good track record of implementing SRHR and HIV interventions in migration impacted communities as outlined in the subsequent section. In close collaboration with IOM and SCSA the implementing partner will develop, monitor, and implement interventions as outlined under each of the following result areas.

#### **Result Area 1: Healthy Choices: Young vulnerable people (YVP), including migrants and sex workers living in migration affected communities in six countries in Southern African region have greater freedom of choice about their HIV and SRH rights.**

To achieve this, the partner will conduct activities that will equip target populations with the correct sexual and reproductive health information and migration to enable them to make the right decision. Activities will include:

- a) Recruit, train, mentor and manage the performance of 20 change agents (10 paid change agents -3 YVPs, 3 Sex workers, 4 migrants and 10 non-paid farm based change agents) to conduct health promotion. This will involve strengthening the change agents ability to conduct health promotion, advocate for the needs of the migrants, sex works and YVPs. It is expected that the change agents will be able to engage with stakeholders such as traditional leaders.
- b) Manage the monthly incentive package for the change agents.
- c) Reach 30000 migrants, sex workers and YVP during the two years with SRHR-HIV and safe migration information. This will involve conducting demand creation activities to increase information about SRHR-HIV, Safe Migration and Sexual Gender based Violence in Musina using innovative approaches that reach the project target groups.
- d) Strengthen community level referral to both health and non-health services in Musina: refer 1500 participants and ensure a 75% referral completion.
- e) Commemorate national campaigns at the community level (Intl Girl Child/16 Days of Activism/Disability rights/ World AIDS day/ Migrants Day in with Musina Local Municipality, CSO in Musina, Department of Health.
- f) Host weekly radio talks on SRHR/HIV, and Safe Migration for six months with Musina FM.

- g) Identify three strategically placed wall murals to brand them with behaviour change messages on SRHR (STI, safe abortion, SGBV, and family planning and safe migration) in Musina.
- h) Six farm outreaches in collaboration with other partners such as the Department of Health Musina local Municipality, IOM Zimbabwe, NorthStar Alliance and AIDS Fond Department of Health etc.
- i) Provide/link Change Agents to quarterly psychosocial support services.
- j) Put up 20 condom dispensers in identified hotspots in Musina. This will include monitoring condom stocks to ensure a steady supply of condoms.

**Result Area 2: Young vulnerable people (YVP), including migrants and sex workers living in migration affected communities in six countries of Southern Africa have increased access to and utilization of quality SRH-HIV and other support service.**

This result areas focuses on strengthening access to services and commodities that promote positive SRH outcomes. Under this result area the project supports provision of responsive services through activities such as training workshops for service providers. Activities will focus on the following:

- a) Support IOM to conduct multi-sectoral workshops and sensitisations on migration and health. This will include mobilising participation of stakeholders and where necessary facilitating training workshops on migration and health.
- b) Promote the use of IOM MigApp to strengthen service provision.
- c) Conduct Stock monitoring exercise to assess commodity supply chain bottlenecks and collaborate with facilities to find solutions.
- d) Conduct 4 SGBV and migration sensitisations for stakeholders in Musina.
- e) Conduct monthly partnership engagement meetings with stakeholders (government, CSOs, farm owners) to promote mainstreaming of migration, Gender and SRHR in the partners programmes.
- f) Support IOM to conduct bi annual post training evaluations to assess effectiveness of training workshops conducted.
- g) Roll out a training for 30 YVP on financial literacy and entrepreneurship skills.
- h) Pilot a waste management initiative in collaboration with the Musina Municipality.
- i) Support and participate in six cross border meetings organised by IOM.

**Result Area 3: Creating an enabling environment: Young vulnerable people (YVP), including migrants and sex workers living in migration affected communities in six countries of Southern Africa have their SRH-HIV rights and needs progressively addressed in changed socio-cultural norms, policy reforms and implementation at local, national and regional levels.**

This result area focusses on addressing socio-cultural norms and policy gaps that may hinder the target population from enjoying their SRHR. Activities under this result area include:

- a) Equip change agents with skills to conduct community dialogues using the Community Capacity Enhancement approach (CCE methodology).
- b) Host three community dialogues per year with Change agents.
- c) Sensitise 40 traditional leaders/ Faith based leaders about SRHR-HIV/GBV and Migration.

- d) Participate in quarterly coordination forums such as the Local AIDS Council (LAC)/ District AIDS Council (DAC) meetings, inter-agency meetings, Vhembe District Migrant Health Forum.
- e) Support the implementation of one SRHR & migration dialogue at district and national level. This will include mobilising participation, supporting change agents and communities to attend dialogues.

#### **Crosscutting Issues and Overall Project Management**

- d) Support the project evaluation processes, including but not limited to the baseline assessment, mid-term, and end-of-project evaluation.
- e) Attend project related meetings and capacity building sessions as requested by IOM.
- f) Program monitoring and shared learning: compile and submit narrative (quantitative & stories of change), and financial reports in accordance with stipulated reporting schedules.
- g) Promote multi-sectoral partnerships to strengthen service provision at the sub-district level.

### **III. Responsibilities and Accountabilities**

#### **Key Deliverables**

The contracted implementing partner will be expected to submit the following during the contract period

- a) Quarterly narrative and financial reports (IOM to provide templates).
- b) A final project reports.

#### **Desired Experience**

The service provider should demonstrate the following professional experience:

- a) A good understanding of migration dynamics, public health issues in Vhembe District. Presence in the Vhembe District preferably Musina will be an advantage.
- b) Have proven experience of working with migrant, sex workers and young vulnerable people in migration impacted communities.
- c) Demonstrated experience in implementing interventions that focus on sexual and reproductive health and rights, HIV and GBV at community level and in collaboration with local and national level structures.
- d) Demonstrated experience building partnerships with service providers to respond to SRHR, HIV and GBV challenges.
- e) Demonstrate cultural and language sensitivity.

### **V. Tender Process**

For parties that are interested in tendering for this work please submit the following.

- 1) Information about your organization which should include:

- a. Details of experience and work in SRHR, HIV/AIDS and migration programming.
  - b. The CVs of three key staff (Director, Project Manager and Finance officer) who will be involved in the implementation of the KNB II project
  - c. A minimum of 3 references from former clients/organizations
  - d. A proposal with work-plan for two years and an overall budget in accordance to the three result areas for the period October 2023- November 2025 (IOM to provide templates).
  - e. Last auditor's financial report.
- 2) The proposal (8 pages maximum) should outline the approach that will be taken to implement the project and demonstrate:
- a. The organization's understanding of the subject matter, experience of working with migrants, sex workers and YVP.
  - b. The key health issues and the proposed approach to addressing them.
  - c. Include a work plan for activities for Year 1 -2 guided by the three result areas.
  - d. Provide a detailed itemized budget (2-year budget, IOM to provide format) which includes:
    - i. Staff costs
    - ii. Office costs (details of equipment required must be stated and rationale for purchase provided)
    - iii. Details of operational costs, including M&E and documentation costs

**Interested parties should submit applications in English to [pretoratenders@iom.int](mailto:pretoratenders@iom.int)**  
Proposals submitted to any other email will be disqualified.

Proposals should be submitted by: 14<sup>th</sup> **September 2023**

For further information please contact [ddikgale@iom.int](mailto:ddikgale@iom.int) and quote the reference number or call +27 12 342 2789

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected applicants.

**Please follow the method of application on the Terms of Reference.**

**INCOMPLETE APPLICATIONS WILL BE REJECTED**

### **Section III – Technical Proposal Standard Forms**

#### **Technical Proposal Submission Form**

*[Consultant or Service provider Name, Location, Date]*

To: **Ms. Lily SANYA,**  
**Chief of Mission, Pretoria, South Africa**

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for "**Implementation of the IOM's SRHR-HIV Knows No Borders Phase II Programme in Musina , South Africa**" – Reference **IOM/SRHR-HIV/08/23-TECHNICAL** in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

#### **Section IV. Financial Proposal - Standard Forms**

##### **Financial Proposal Submission Form**

*[Consultant or Service provider Name, Location, Date]*

To: **Ms. Lily SANYA,  
Chief of Mission, Pretoria, South Africa**

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for "**Implementation of the IOM's SRHR-HIV Knows No Borders Phase II Programme in Musina, South Africa**" – Reference **IOM/SRHR-HIV/08/23-FINANCIAL** in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### Financial Evaluation Matrix Financial Evaluation Matrix

PERSONNEL	Qty	Amount	Total
(Job Description)			
(Job Description)			
(Job Description)			
(Job Description)			
<b>Sub-Total</b>			
<b>ASSESSMENT</b>			
Data Collectors			
<b>Sub-total</b>			
<b>SURVEY</b>			
Supervisor			
Data Collectors			
<b>Sub-total</b>			
<b>MATERIALS AND SUPPLIES</b>			
Stationery (Writing pads, Pens, Pencils, Folders)			
Printing			
Other materials			
<b>Sub-Total</b>			
<b>TRAINING</b>			
Training workshops			
<b>Sub-total</b>			
<b>TRAVEL &amp; TRANSPORTATION</b>			
Communication (airtime)			
Car Rental			
Fuel			
Accommodation			
Meals and Incidental Expenses			
Air Ticket			
<b>Sub-total</b>			
<b>TOTAL</b>			
<b>Contingency</b>			
<b>GRAND TOTAL</b>			

***NB: Please kindly include any other costs if any not highlighted above and also indicate if price is inclusive of additional services.***