

# TERMS OF REFERENCE

## Community Systems Strengthening: Small Grants Scheme

REQUEST FOR PROPOSALS | 3 July 2018



SUMMARY																																									
Title	Community Systems Strengthening: Small Grants Scheme (SGS)																																								
Description	<p>The SGS will focus on funding organisations for rendering a prescriptive basket of Stigma and Discrimination reduction (SDR) services that support the achievement of Global Fund priority programmes.</p> <p><b>STIGMA AND DISCRIMINATION REDUCTION:</b> Organisations will be funded to support district based stigma and discrimination reduction activities.</p> <ol style="list-style-type: none"> <li><i>Community stakeholder workshops</i> to develop a stigma campaign and a multi stakeholder steering committee within the district.</li> <li><i>Quarterly community dialogues</i> to discuss issues of stigma with key, vulnerable and affected populations and agreement on local actions that will be driven and monitored by the steering committee.</li> <li><i>Awareness raising</i> through door to door and community events and distribution of relevant stigma materials</li> <li><i>Support Groups:</i> Formation or strengthening of HIV and TB –led care and support groups with a focus on psycho –social support for addressing stigma and self-stigma, responding to incidences of discrimination and promoting treatment literacy and adherence.</li> <li><i>Beneficiary surveys:</i> Beneficiary surveys or focus group discussions with PLHIV, TB and key and vulnerable populations to collect information and lessons learned on experiences of coping with and/or overcoming external stigma and internal stigmatization and responding to incidences of discrimination.</li> </ol>																																								
All questions will be answered on a daily basis and will be shown on the NACOSA website link:	<p>Stellar Zulu- Small Grants Scheme Manager Email: <a href="mailto:stellar@nacosa.org.za">stellar@nacosa.org.za</a></p> <p>Cezzanne Hoffmann- CSS Project Manager Email: <a href="mailto:cezzanne@nacosa.org.za">cezzanne@nacosa.org.za</a></p> <p>The link to the website is: <a href="http://www.nacosa.org.za/smallgrants">www.nacosa.org.za/smallgrants</a></p>																																								
Submission to	<p><a href="mailto:sgsapplications@nacosa.org.za">sgsapplications@nacosa.org.za</a></p> <p>You may create a dropbox for the application and attachments and mail the link to this address.</p>																																								
Briefing Session: Each province will host briefing sessions on the Small Grants on the following dates and venues:	<table border="1"> <thead> <tr> <th>Province</th> <th>Date</th> <th>Time</th> <th>Venue</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>Free State</td> <td>02 Jul 2018</td> <td>10:00am</td> <td>NACOSA Office</td> <td>051 0110587</td> </tr> <tr> <td>Northern Cape</td> <td>03 July 2018</td> <td>10:00am</td> <td>To be Advised</td> <td>051 011 0587</td> </tr> <tr> <td>Gauteng</td> <td>04 July 2018</td> <td>10:00am</td> <td>NACOSA Office</td> <td>012 9402829</td> </tr> <tr> <td>North West</td> <td>04 July 2018</td> <td>10:00am</td> <td>NACOSA Office Pretoria</td> <td>012 940 2829</td> </tr> <tr> <td>Western Cape</td> <td>04 July 2018</td> <td>11:00am</td> <td>NACOSA Office</td> <td>021 5520804</td> </tr> <tr> <td>Eastern Cape Umtata</td> <td>04 July 2018</td> <td>11:00am</td> <td>To be Advised</td> <td>043 7262146</td> </tr> <tr> <td>Eastern Cape Grahams Town</td> <td>05 July 2018</td> <td>11:00am</td> <td>To be Advised</td> <td>043 7262146</td> </tr> </tbody> </table>	Province	Date	Time	Venue	Contact	Free State	02 Jul 2018	10:00am	NACOSA Office	051 0110587	Northern Cape	03 July 2018	10:00am	To be Advised	051 011 0587	Gauteng	04 July 2018	10:00am	NACOSA Office	012 9402829	North West	04 July 2018	10:00am	NACOSA Office Pretoria	012 940 2829	Western Cape	04 July 2018	11:00am	NACOSA Office	021 5520804	Eastern Cape Umtata	04 July 2018	11:00am	To be Advised	043 7262146	Eastern Cape Grahams Town	05 July 2018	11:00am	To be Advised	043 7262146
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Submission must include	Completed application form together with the stated attachments listed in Section 9 of the Application Template																																								
Deadline for submission	17h00 on Monday 09 July 2018 Strictly no late applications will be considered.																																								

## BACKGROUND

The Global Fund's (GF) Community Systems Strengthening (CSS) Framework<sup>1</sup> as implemented by NACOSA focuses on strengthening community systems for scaled-up, good-quality, sustainable community-based responses. This includes strengthening community groups, organisations and networks, and supporting collaboration with other actors and addresses the key importance of capacity building to enable delivery of effective, sustainable community HIV, TB and STI responses.

The CSS Framework notes the importance of resources within an organisation for delivering services and implementing activities - resources that are both inclusive of human resource and technical capacity, as well as material resources in the form of adequate finance, infrastructure and commodities. During the current grant period the CSS Programme implemented has provided civil society organisations (CSOs) with technical and organisational capacity to deliver quality services, however financial resources are crucial to support core functions and effective operations of CSOs and will support sustainable and equitable HIV and TB stigma and discrimination reduction activities in local communities and drive improved health outcomes more strongly. Funding via the CSS programme will assist to translate the technical and organisational/programmatic capacity building into tangible outputs. These outputs will contribute to reaching key and vulnerable beneficiary populations and programme goals in GF priority geographical areas.

The CSS Small Grants Scheme ('the Scheme') envisions to improve the reach and impact of the GF grant by providing funding for community-based services and activities targeted to support the achievement of the GF programme priorities and Multi-Disciplinary Implementation Plan (MDIP) targets in selected priority GF districts. The investment in CSOs will be optimized to provide critical community-based HIV and TB services to key, vulnerable and hard to reach populations with a particular focus on supporting the Stigma and Discrimination Reduction (SDR) programs. The Scheme also seeks to create greater human rights awareness among local communities and assist civil society organisations working for and with the most vulnerable groups in dealing with stigma and asserting their rights.

## SMALL GRANT SCOPE OF WORK

### *Small Grant Scheme Focus areas*

The Scheme will focus on funding organisations for rendering a prescriptive basket of SDR services that support the achievement of GF and MDIP priority programmes. The specifics of the two programmes are provided in detail on page 3.

#### **STIGMA AND DISCRIMINATION REDUCTION PROGRAMME**

*District Based Social Mobilization:* Organisations will be funded to support district based stigma and discrimination reduction activities. This includes community stakeholder workshops to develop a stigma campaign and a multi stakeholder steering committee within the district. Quarterly community dialogues will be facilitated to discuss issues of stigma with key, vulnerable and affected populations and agreement on local actions that will be driven and monitored by the steering committee.

Organisations will further through door-to door communication raise awareness on issues of stigma and discrimination, distribute relevant stigma materials and mobilize and link communities for HIV/TB screening, treatment, care and support services as needed. Activities could also include SDR awareness raising, addressing issues of gender and human rights barriers to access and uptake of services at schools, clinics and at community events.

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<sup>1</sup> Global Fund CSS Framework

*Support Groups:* Formation or strengthening of HIV and TB –led care and support groups with a focus on psycho –social support for addressing stigma and self-stigma, responding to incidences of discrimination and promoting treatment literacy and adherence. This also includes action groups for PLHIV or people with TB and support groups for key and vulnerable populations to strengthen HIV and TB district-led advocacy

*Beneficiary surveys:* Organisations are to conduct beneficiary surveys or focus group discussions with PLHIV, TB and key and vulnerable populations to collect information and lessons learned on experiences of coping with and/or overcoming external stigma and internal stigmatization as well as successfully responding to incidences of discrimination. This information will be fed into the National Stigma Campaign held by SANAC/Soul City

The proposed implementation framework of this SDR programme is described in the table below. Depending on the capacity of the organisation and the district need there might be variation to this:

Activity	Frequency	Number of people to be reached
Facilitation of sub-district level community dialogues	Quarterly 3 for the grant period	An average of 40 people per community dialogue
SDR Steering Committee	Monthly Meeting Minimum 8 meetings for the grant period	A minimum of 10 community stakeholders to form part of committee
SDR Awareness raising and distribution of stigma materials (door-to-door, community events, schools, health facilities, stigma hotspots)	Monthly	Targets will be negotiated based on community and district need: Door to door – number of home visits. These are educative in nature for a targeted number of households to be reached by each careworker per week; while some will be responsive as follow up from cases that are reported at community dialogues, support groups and awareness raising sessions. Community Events – one event per quarter reaching maximum 100 people in a setting appropriate for the targeted population group. This accommodates the difference in SRs – e.g. those doing OVC can do an even in a setting such as school, SW can maybe do one at a health facility, or famous hangouts etc. setting. Additionally, CSOs will also be expected to also use events that are hosted in the community where we are not the host could be co-hosts or are invited to share the platform. Hot Spots – identify a number of hotspot that is serviced per quarter reaching different populations group with targeted messages and interventions.
Social Mobilization for HIV and TB Screening	Monthly	This will be negotiated based on community and district need
Support groups	Quarterly	10-15 people per support group

	Each Support group comprising of 8 sessions to be facilitated per quarter. 3 support groups over the grant period to be implemented.	
Beneficiary Surveys	Quarterly	Quarterly Surveys to be conducted with participants of support groups.

### *Small Grant Scheme implementation areas*

Organisations in the following geographical areas will be considered for the Small Grants Scheme:

Table 1: SDR Geographical Implementation areas

Stigma and Discrimination Reduction					
Eastern Cape	Northern Cape	Free State	North West	Gauteng	Western Cape
Buffalo City	Frances Baard	Fezile Dabi	Bojanala Platinum	Ekurhuleni	City of Cape Town
Nelson Mandela Bay	John Taolo Gaetswe	Lejeweletswa	Dr RSM	City of JHB	Cape Winelands
Alfred Nzo	ZFM		Ngaka Modiri	Sedibeng	
Amathole				West Rand	
Chris Hani					
Joe Gqabi					
OR Tambo					
Sarah Baartman					

## ELIGIBILITY AND SELECTION CRITERIA

### *Eligibility Requirements*

1. This Call for proposals is limited to civil society organisations that are part of the NACOSA CSS Capacity Building programme in districts where the CSS programme is being implemented
2. Applicants must serve key and/or vulnerable populations within one or more of the 25 priority districts as listed in Table 1.
3. Not a current GF principal, sub or sub-sub recipient.
4. Have been in operation for at least two years to be eligible for funding and have an unqualified audit report.
5. Must be able to report electronically.

### *Selection Criteria and Assessment*

All organisations shortlisted will be assessed and evaluated using the NACOSA Capacity Assessment Tool (CAT) as foundation. The assessment of an applicant organisation's ability to successfully meet grant requirements includes but may not be limited to:

1. Good Governance Systems and compliance to statutory and regulatory requirements stated by law, donors and governing bodies.
2. Financial compliance, management controls and stability. History of performance (the applicant's record in managing other awards) and relevant experience in providing services to PLHIV and TB and other key and vulnerable populations.
3. Sustainability - The organisation must be able to continue on its own or with other funding from the community and/or other donors after the award period.
4. Programme implementation and quality management systems, policies and structures
5. Existing core staff members with appropriate qualifications and/or experience to implement HIV and TB activities in alignment to the work plan.
6. Monitoring, Evaluation and Reporting systems.

7. Reports and findings from audits
8. Networks and strong community linkages including a memorandum of understanding with district health facilities and structures.

**All applications received by the 09 July 2018 deadline** will be considered. All applications will be evaluated by the Small Grants Scheme (SGS) team based on the criteria listed. If, after reviewing an application, the SGS team thinks the organisation is a good candidate for the grant a telephonic interview and/or onsite assessment to evaluate the organisation and project will be scheduled. Applicants who complete a successful telephonic or site visit will then be recommended to a review and selection committee which will evaluate the applicants based on the same criteria listed above. The selection committee will have the final decision in awarding a grant.

Applications will be assessed using the following assessment matrix

	<b>Score Criteria</b>	<b>Weighting</b>
1.	<b>Project Benefits</b> 1.1 Quality of the proposed proposal looking for clearly articulated project benefits and outcomes for the community it serves 1.2 Current scope of services offered by organisation and probable integration of project with current services offered	10%
2.	<b>Programme Experience</b> 2.1 Clearly described experience with defined key and vulnerable population groups 2.2 Articulated outcomes achieved with these populations groups over the past 12 months. 2.3 Relevant experience in implementing HTS/TB/STI screening programmes as well as community development activities that include stigma and discrimination reduction. 2.4 Existing memorandum of understanding with Department of Health, district health facilities and other stakeholders in place.	20%
3.	<b>Organisation</b> 3.1 Evidence of good Organisational Governance 3.2 Financial Management controls in place 3.3 Compliant to relative regulatory control bodies (NPO registrar, SARS, PAYE, auditing requirements). 3.3 Ability for electronic reporting on monitoring & evaluation and financial data will be considered.	20%
4.	<b>Sustainability</b> 4.1 Description of how the project will be sustained after March 2019. 4.2 Current support from other donors and funders, community in-kind support 4.3 Income generation activities and other sustainability activities.	15%
5.	<b>Measuring Success</b> 5.1 Appropriate monitoring and evaluation mechanisms within the project to monitor, track and report on performance and success. 5.2 How organisations have measured success of previous projects and are able to report such	10%
6	<b>Project Costs</b> 6.1 Proposed budget submitted by organizations: is this reasonable, are management or overhead costs high 6.2 Project cost-shared with existing projects (as full funding is not provided but only a cost contribution)?	10%
7	<b>Relevant Staffing</b> 7.1 Adequate current staffing of the organisation for implementation of the proposed project with reference to project coordination and programme staff	15%

	(i.e. community health care workers, lay counsellors, child and youth care workers) 7.2 Adequate and capacitated financial and monitoring evaluation staff 7.3 Experience and/or relevant qualifications and training of staff members will be taken into consideration.	
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The following scoring will be applied to the assessment matrix criteria:

Score	Meaning
1	Unacceptable response: · none provided · demonstrating a significant misunderstanding of the question · not meeting the criteria even to a minimum extent
2	Weak response: · meeting certain aspects to a minimum extent but fails in others · little evidence of ability to meet or deliver to the proposed criteria
3	Fair response as: · meeting the majority but not all aspects of the criteria · adequate evidence of ability to meet or deliver to the proposed criteria
4	Good response: · meeting all aspects of the criteria · comprehensive, clear proposal demonstrating a good understanding of the criteria · clear evidence of ability to meet or deliver to the proposed criteria
5	Response which exceeds criteria: · Materially exceeding the criteria, through a creative or innovative response or where additional value add areas have been identified · clear evidence of ability to exceed the proposed criteria

### *Measurable results*

The SGS follows a performance based funding model and each organisation granted funding is expected to report monitoring and evaluation and financial data **electronically** monthly. This includes submission of all data collection tools and financial source documents for verification. Disbursement of funding will occur monthly based on performance.

## IMPLEMENTATION ARRANGEMENTS

### *Small Grant Scheme Implementation Timeframe*

The implementation timeframe of the CSS Small Grants programme is from 1 August 2018 – March 2019.

### *Small Grant Scheme Budget*

Successful CSOs will be granted on average R325,000 for an 8-month implementation period. This figure is not guaranteed and may be considerably higher or lower depending on:

- the quality of the application
- assessed capacity to implement and deliver impact
- requests for a smaller amount and/or shorter implementation period
- the CSO's current funding situation
- the CSO's other donor obligations
- the funds available.

Organisations selected for funding are required to have a direct impact in their local community and have community support in the form of funding, labor and/or other services. Selected organisations must be able to establish clear performance goals, indicators and timely project deliverables that can be externally verified. Funded organisations are also required to monitor, measure and report results achieved in accordance with NACOSA’s reporting requirements. Once the grant is over, the organisation must be able to continue on its own or with other funding from the community and/or other donors.

### *Timeframe for Implementation*

Awards are expected to begin on 1 August 2018. All organisations should be notified of the outcome no later than 16 July 2018.

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>DATE</b>
Deadline for applications	<b>Interested Organisations</b>	<b>09 July 2018</b>
Desktop screening of applications	NACOSA SGS Management Team	10-11 July 2018
Shortlisting of eligible organisations	NACOSA SGS Management Team	12 July 2018
Telephone interviews/and or onsite assessment	NACOSA SGS Management Team	13 July to 17 July 2018
Selection of successful organisation	Selection Panel	18 -19 July 2018
Feedback to successful organisations	NACOSA SGS Management Team	20 July 2018
SGS Programme Implementation	Selected organisations	1 August 2018

### *How to succeed in obtaining a grant*

Successful applications are complete and legible; include all required attachments; clearly respond to the questions and required criteria; demonstrate that the organisation has put careful thought and adequate research into its proposal; and are consistent with the organisation’s main goals. Organisations that are successful have demonstrated that management, organisational and financial controls are in place and implemented. Successful applications will also demonstrate strong ties and support in its local community and with local governmental bodies. Successful applications will not request any unauthorized budget items.

### *Unauthorized use of Community Grants Funding*

#### **The following will not be considered for funding by the SGS:**

- The programme cannot pay for alcohol, motorized vehicles (or the maintenance of project vehicles), medicine, school uniforms, school fees, bursaries, personal expenses, nor contributions to building funds or new construction.
- The purchase of food (except in conjunction with conference and workshop meals and refreshments, if programmatically necessary) and food parcels is strictly prohibited with these funds.
- The programme cannot fund private businesses, private crèches, or public schools.
- Full payment of core organisational staff- a % contribution will be considered based on current funding status.
- Micro-credit schemes or any other project that involves return of money or loans for cash.
- Any administrative or other costs not directly related to project implementation.
- Overseas trips and bursaries or travel outside of the district unless pre-approval has been obtained.
- Commercial ventures.



PLEASE NOTE THAT THE APPLICATION FORM IS FREE OF CHARGE. THERE IS NO COST TO APPLY FOR THIS GRANT.

PLEASE SUBMIT YOUR COMPLETE ELECTRONIC APPLICATION BY 09 JULY 2018 TO:  
[sgsapplications@nacosa.org.za](mailto:sgsapplications@nacosa.org.za)

You may create a dropbox for the application and attachments and email the link to this address.

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## NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA NPC **NACOSA**

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Non Profit Company: 2015/448924/08 | VAT Number: 473 0273 234 | Section 18A Tax Exempt  
Accredited by the Health & Welfare SETA | Level 1 B-BBEE Entity (135% recognition)

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