



TERMS OF REFERENCE

Technical assistance in providing information and referrals on SRH, HIV and GBV with sanitary dignity kits to women and adolescent girls in shelters provided for people affected by the floods in Ethekeweni

1) Introduction

KwaZulu-Natal (KZN) was affected by a series of inclement weather that caused damages to households in different parts of the province, resulting in displacements and increased vulnerabilities for families - and especially children, adolescents, young people and women. The unprecedented disruptions in the environment caused by the floods has led to communities suffering a lack of basic needs and disruption to their daily routines. Although a number of districts in KZN have been affected by the floods. Ethekeweni has experienced the worst of this impact. An estimated 8000 people are currently being housed in makeshift shelters throughout Ethekeweni. The United Nations Population Fund is mandated to ensure universal access to SRHR, HIV and GBV information and services. In line with its mandate UNFPA seeks the services of an organization to provide SRH, HIV and GBV related information and referral to services to women and young people in the high volume shelters in Ethekeweni. This support is a partnership initiative with the KZN Department of Social Development, the KZN Office of the Premier and the Ethekeweni Metro.

2) Scope of work

- Conduct an inception meeting with key partners to identify the high volume shelters and suitable times to visit the shelters
- Provide information on SRH, HIV, and GBV information and referrals at 40 high volume shelters
- Provision of 2000 dignity kits. Each kit should contain the following:

	Description	Size	Total Quantity
1	1 Throw blanket	150cm x 200cm	2000
2	1 Face Cloth	30cm x 30cm	2000
3	2 Ladies underwear	Small & medium or Large and XLarge	4000
4	1 pack of 9 sanitary pads. (SABS approved sanitary pad)	1 Pack	2000
5	1 Tooth brush	Adult tooth brush	2000
6	1 Tooth paste	100mls	2000
7	Body Soap	200g	2000

- The Kits should include a message creating awareness of GBV and relevant contact numbers for reporting or obtaining information on closest available GBV services.
- The Kits should be packed in a rigid box with UNFPA branding (UNFPA colour logo) on the box
- Compilation of detailed weekly reports, with relevant disaggregated monitoring data on each shelter visited, number of dignity kits distributed, together with information and services provided.
- Final report including recommendations, supporting data and lesson learnt

3) Key deliverables

- An approved inception report with a detailed plan on visit to the shelters to provide SRHR, HIV and GBV related information and services and distribution of the dignity kits
- Weekly reports detailing visits to the shelters with data on SRHR, HIV, and GBV information shared and referrals.
- Final report with recommendations and supporting data

4) Methodology

In response to the TOR, the service provider is expected to submit a proposal on the approach to deliver on this assignment, budget and timelines as per the located budget of USD 45 000.

5) Service provider eligibility

- Be an organization with relevant experience in providing SRH, HIV and GBV related information in community settings.
- Familiarity with KZN government structures and/ or the UN system;
- Experience working with Provincial and Local governments.

6) Assignment duration and management arrangement

The duration of this assignment is from 25 September – 31 October 2022

The organization will administratively be under the overall supervision of the UNFPA but will also report to the KZN Department of Social Development.

Proposal evaluation criteria

Criteria	Weight
Technical approach, methodology, and level of understanding of the objectives and scope of the assignment	30

Profile of the institution/company and relevance to the project; professional experience of the staff that will be deployed to this assignment	20
Demonstrated understanding and experience of working with communities on SRHR, HIV, and GBV related matters	30
More than 5 years experience in the development of Social Behaviour Change Communications messaging	20

8.) Cost of technical assistance and payment modalities

A maximum of five (5) page proposal with a work plan that includes a detailed and itemized budget should form part of the proposal. Proposals submitted without a detailed budget will not be considered.

The most competitive proposal and technical expertise which will be satisfying the requirements of UNFPA will be selected and awarded the contract. The proposal evaluation and the contract award will be undertaken according to UNFPA regulations.

Payment for services rendered shall be in tranches agreed upon between UNFPA and the successful service provider. These will be affected by predetermined milestones and systematic submissions of **accepted** deliverables within timelines agreed on between UNFPA and the service provider.

Proposal requirements

Interested services providers are invited to submit proposals to provide the above-mentioned services. The proposal should focus on showcasing the organisation's ability to provide the services outlined in the Scope of Work. Interested applicants are requested to submit the following to **bid.esaro@unfpa.org**:

- a. Cover letter
- b. A proposal indicating a description of the proposed approach to the scope of work, work plan with timelines, and detailed budget (inclusive of VAT)
- c. Sample(s) of recent written work of a similar assignment.
- d. Detailed CVs indicating qualifications and relevant experience