

INSERT ORGANISATIONAL LOGO HERE

**Request for Proposal (RFP) Template Young women & Girls Programme**

RFP: SCI YW&G\2016\1 March 2016

## PLEASE NOTE: Any changes to RFP and documents will be posted on Soul City’s institute website [www.soulcity.org.za](http://www.soulcity.org.za/)

Please check the website regularly

**All sections should be completed as detailed as possible and where annexes are required please include them in the template. Number the annex as indicated below;**

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| **SECTION 1: ORGANISATIONAL DETAILS** | | | | | | | |
| 1. | Organisation name |  | | | | | |
| 2. | Address |  | | | | | |
| 3. | Contact numbers |  | | | | | |
| 4. | Name of contact person |  | | | | | |
| 5. | How is the organisation constituted as a legal entity? **Annex 1** |  | | | | | |
| 6. | Is the organisation registered as  a non-profit organisation? **Annex 2a**  Is the organisation registered as a tax exempt organisation?  **Annex 2b** |  | | | | | |
| 7. | Is the organization’s tax status in order? Is a SARS tax clearance certificate available?  **Annex 3** |  | | | | | |
| 8. | Does the organisation have a formal BBBEE status? **Annex 4**  *Please provide a list of your top management and indicate sex and race in the adjacent block (add rows if needed).* |  | Yes/No (delete what is not relevant) what is it? | | | |  |
| **Position** | **Sex** | | **Race**  **(Black, Coloured, Indian, White)** |  |
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| 9. | Provide a list of all the organisation’s Board members and indicate sex and race as shown in adjacent block.  **Annex 5** |  | Yes/No (delete what is not relevant) | | | |  |
| **Position** | **Sex** | | **Race**  **(Black, Coloured, Indian, White)** |  |
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| 10. | Please list all your offices (s) and indicate the Head Office. |  | **Province** | | **Town/ Site office** | |  |
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| **SECTION 2: ORGANISATION PROFILE, EXPERIENCE AND TECHNICAL EXPERTISE/CAPACITY** | | | | |
| 11. | Provide ½ a page (250 words) description of your organisation including years of existence and strategic plan. **Annex 6, Annex 7** |  | | |
| 12. | Is your organisation a national or provincial organisation? Please indicate in which provinces and districts you are active (add rows if needed) irrespective of the programme that you are applying for. |  | | |
|  | **Province** | **Districts** | |  |
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| 13. | Which part of the RFP are you applying for? |  | | |
| 14. | Which district(s) are you applying for? Are you active in the district(s) you are applying for currently? |  | | |
| 15. | Please provide a description of your current Young Women & Girls programme interventions with detailed information on geographic location of services, years active service delivery, working with the key population being targeted. **Annex 8** |  | | |
| 16. | Has your organisation ever conducted HIV testing and/or clinical SRH services? If yes, please describe who performed tests and protocols used. |  | | |
| 17. | Please list the three most important successes that your organisation has met with during the implementation of its current programme and how it has been achieved. |  | | |
| 18. | What are the organisation’s biggest challenges in the |  | | |



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|  | implementation of its programmes? Do you anticipate any challenges in implementing this programme? |  | | | | |
| 19. | Please provide information on your relationships and links with major role players in the district and/or province, if any, in the adjacent block. **Annex 9** |  | | | | |
|  | **Role player** | **Description of links, liaison and cooperation** | **Is there a signed MOU** |  | |
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| 20. | In response to the TORs, outline your organisation’s approach and methodology to delivering the required  results, inclusive of how you will structure your  programme team to implement, inclusive of monitoring and evaluation, quality assurance and management. **Annex 10** |  | | | | |
| 21. | Describe the capacity and skills of relevant programme staff to implement this intervention area.  Where a large number of care workers are relevant, only list position and general skills/ training in place.  **Annex 11** | |  |  |  | | --- | --- | --- | | **Position (Name in brackets if available)** | **Qualification** | **Skills** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | | |
| 22. | Describe the organisation’s monitoring systems, data collection tools and reporting capacity and experience?  Briefly (1 par) describe relevant programme internal and/or external evaluations that have been done.  **Annex 12** |  | | | | |

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| **Position** | **Cost to company annual salary** | **Salary per month** |
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| **SECTION 3: FINANCIAL MANAGEMENT/ EXPERTISE/CAPACITY** | | | | | | |
| 23. | What is your organisation’s total budget for the 2016/17 financial year? **Annex 13** |  | | | | |
| 24. | Is the organisation registered for tax exemption? **Annex 2b** |  | | | | |
| 25. | Is the organisation registered for VAT? If yes, provide VAT number. |  | | | | |
| 26. | If the organisation has more than one office, please describe how finances are managed. |  | | | | |
| 27. | Briefly describe the organisation’s accounting system and controls and provide Financial Management Policies and procedures  **Annex 14**  Describe the qualifications and capacity of the finance team in your organisation. |  | **Position (name in brackets if available)** | **Qualification** | **Skills** |  |
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| 28. | Name of 2014/15 external auditors.  Provide number of consecutive years that these auditors have been used by the organisation. | Audit Firm: Year: | | | | |
| 29. | Provide your fiscal year. For which year was your  most recent audited financial statements? Please provide latest three audited financial statements.  **Annex 12** | Fiscal Year  Any issues raised in the audit? | | | | |
| 30. | Please outline the organisation’s method for allocating direct and indirect overhead costs to  Proposed grant programme. |  | | | | |
| 31. | Provide an annual programme budget for the indicative grant amount provided in the proposal. **Annex 16** |  | | | | |
| 32. | Provide a schedule of salaries and wages by job title for persons deployed to the proposed grant, irrespective of indicative salaries provided for |  | | | | |

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|  | in Section 3 of the RFP terms of reference. (Add rows as needed) |  |  |  |  |  |
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| 33. | Please list all the proposed programme costs salaries, travel, etc |  | | | | |
| 34. | Explain how the organisation is able to show value for money, for instance through training, materials, equipment and systems already being in existence or through innovation in service delivery. |  | | | | |
| 35. | Estimate the annual results achievable over the 3 year grant period with the indicative budget provided, for the output indicators shown. | |  |  |  |  | | --- | --- | --- | --- | | **Indicator** | Year1 | Year 2 | Year 3 | | Number of young people aged 10-24 years reached by life skills based HIV education in and out of schools |  |  |  | | Number of young people aged 10-24 years that have received an HIV test during the reporting period and know their results |  |  |  | | | | | |
| 36. | Indicate whether the organisation would be able to implement the  programme with the funding provided or whether the funding will be supplemented with other  donor funding. |  | | | | |

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| 37. | Current donors of your programme, size of funding and what the funding covers. Add rows if necessary. | |  |  |  |  | | --- | --- | --- | --- | | **Donor** | **Grant Award (ZAR)** | **Grant term (Start and Finish dates)** | **Summary of programme covered by grant** | |

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| 38. | Please list any special conditions or restrictions on their funding stated by any of the donors above |  | | | | | |
| 39. | Please disclose details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. If this is not relevant please State that there are none. |  | | | | | |
| 40. | Do you envisage involving any sub-contractor in this contract? If so, for which functions/activities?  Have you had sub-contractors before? Please explain |  | | | | | |
| 41. | Has the organisation or any of its sub-contractors/ partners/ associates been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing? |  | | | | | |
| 42. | Has any of the organisation’s staff members or any of its sub-contractors/partners/ associates been convicted of any offence concerning professional misconduct? |  | | | | | |
| 43. | Has the organisation or any of its sub-contractors/ partners/ associates been convicted of, or been the subject of any proceedings, relating to:   * Participation in criminal organisation. * Corruption including the offence of bribery. |  | | | | | |

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|  | * Fraud including theft and not fulfilling any obligations * Relating to payment of taxes * Money laundering |  |

**4. Attachments/Annexes**

## Please provide the following required documents together with the template and number them as indicated

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| **Annex No** | **Document** | **Tick if present** |
| Annex 1 | Copy of founding documents (Constitution, Articles, etc) |  |
| Annex 2a  Annex 2b | Copy of the NPO Certificate  Copy of Public Benefit Organisation certificate/letter |  |
| Annex 3 | SARS Certificate of good standing |  |
| Annex 4 | BBBEE verification certificate or letter from practicing qualified accountant in the case of the exempt micro enterprises |  |
| Annex 5 | A list of your current Board members as shown in Question 1.9 |  |
| Annex 6 | Copy of latest organizational Annual Report |  |
| Annex 7 | Organisation or Programme Strategic Plan |  |
| Annex 8 | Copy of relevant project reports to donors |  |
| Annex 9 | Letters of recommendation from government and/or other stakeholders |  |
| Annex 10 | Organogram showing all the staff of the organisation but highlighting those that will be Involved in the implementation of the programme |  |
| Annex 11 | Copies of CVs of key programme personnel i.e. Programme manager, M&E manager, Finance manager and Coordinator |  |
| Annex 12 | Copy of relevant programme evaluations and/or copies of relevant project reports to donors |  |
| Annex 13 | Copy of total budget for the 2016/17 financial year, inclusive of expenses and income |  |
| Annex 14 | Financial Management Policies and Procedures Manual, inclusive of procurement policy an d |  |
| Annex 15 | Copy of last three Annual Financial Statements signed by Board chairperson and management letters received with Annual Financial Statements. For new entities copy of at least one Annual Financial Statement and if you have a letter from a partner organisation that is committed to providing you with financial management support then please attach that as well. |  |
| Annex 16 | Detailed annual budget for the indicative grant amount |  |

**Please Note**

# The preparation and the submission of the proposal and the annexes is the responsibility of the applicant and no considerations will be given for errors and omissions.

Once completed please sign below indicating that the proposal is complete and accurate as truthful representation of the organisation’s information

Signed……………………………………………………………………Head of organisation Date ……………………....