



Partnerships for a healthy Africa

**TERMS OF REFERENCE FOR THE DOCUMENTATION OF SUCCESS
STORIES OF ACHAP AT BENEFICIARY LEVEL**

TENDER NO: ACHAP/PRGMS/GLOBAL FUND/VOL 1/2(09)

1.0 PURPOSE

The main objective of the assignment is to document ACHAP achievements and success stories in print, photography, audio and video as told by the beneficiaries of its services. The outputs from the case studies shall highlight the achievements registered by ACHAP during the last three years of operation. The outputs will be shared with various target groups that include stakeholders, current donors and potential donors to showcase the impact of the organization implementation in Botswana and to mobilize more resources to fund its ever-growing operations in Africa. The assignment is to demonstrate project success and impact.

2.0 BACKGROUND

ACHAP has provided technical assistance and health-focused capacity building for close to two decades as a public-private community development partnership established in 2000. Using a comprehensive approach, ACHAP has successfully supported HIV and TB prevention, care and treatment with remarkable results. ACHAP's main strengths include flexibility and innovation in program design and implementation, evidence based programming and commitment to culturally relevant approaches. While ACHAP's initial mandate was focused on HIV prevention care in treatment, the organization has expanded its' activities across the public/population health space providing technical support, training, capacity building and grant management services through grants, consultancies and training activities in the African Region. Headquartered in Gaborone, Botswana, ACHAP is a hybrid organization with a local NGO ACHAP Botswana registered as a limited liability company in accordance with Botswana's legal statutes as well as a US 501(c) 3 registration.

3.0 SCOPE OF PROJECT

ACHAP is seeking the services of consultant(s) to document the programmes achievements through case success stories in print, photography, and

video/audio (documentary) to showcase the community-led interventions ACHAP is implementing in Botswana. The documentation will cover the various programmes of VMMC, Community Systems Strengthening, TB Care and Prevention, Adolescents and Youth Services, TB/HIV Treatment, Care and Support. Documentation of the achievements should be told by the beneficiaries of the services. The outputs from the success stories shall highlight the achievements registered by ACHAP in the last three years of Global Fund implementation.

The specific objectives of this exercise are to:

- To provide case studies of beneficiaries for each of the five programmes (highlighted above), and what they consider as the most significant changes occurring at community and individual-level as a result of using the services. These stories will be used to market the programmes and feed into future programme evaluation efforts.
- To provide a ready source of materials for knowledge management, accountability, resource mobilization and up-scaling of proven interventions.
- To capture video/audio and photographs that will accompany the case studies and document the programme's achievements.

The consultant(s) will be expected to travel to 16 Global Fund Health districts where the programmes is being implemented to carry out interviews with community members, beneficiaries of the services, ACHAP staff, and other pertinent stakeholders to collate, analyse and synthesize case studies of the programmes impact.

4.0 KEY DELIVERABLES

The consultant(s) selected to undertake this project would be expected to deliver the following;

4.1 Written case studies

- Document and produce five success human interest stories;
- Present the draft case studies to ACHAP for review
- Finalize case studies based on feedback received

4.2 Documentary

Produce a 45-minute documentary (with 5-minute mini- documentaries which would be good for Facebook/YouTube) showing the successful interventions on the beneficiaries across the modules

4.3 Photography

- At least 300 high-resolution photographs, edited and captioned

4.4 Report

- Copy of all interview recordings and/or transcripts
- A detailed report on all photography, including names and contact details of all individuals interviewed and original copies of signed consent forms filled out by each interviewee.
- **TECHNICAL PROPOSAL**
 - Based upon the scope of the assignment, the agency is expected to submit along with its tender proposal, a production schedule, a brief proposal describing the type of promotional document it would produce if awarded the contract. Bidders should demonstrate professional competency in their tender submissions.
 - Bidders must be able to demonstrate their capability to produce work of the highest quality through the submission of past work and at least three references from their present clients.

The Technical Proposal should clearly and specifically cover but not necessarily be limited to;

Criterion	Percentage
Interpretation of the Terms of Reference: Demonstrations of the understanding of the work to be done, a proposed work approach and methodology	15%
Creativity: A proposed design and production approach demonstrating innovation and ingenuity	30%
Capacity: Copies of CVs for the key staff for the proposal should be attached to the application.	15%
A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed	20%
Samples: quality of samples of past work	20%

- **FINANCIAL PROPOSAL**

The financial proposal to be presented in a **separate envelope** should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule.

Only bids that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage.

5.0 ELIGIBILITY

Upon the opening of the tenders, the documents will be inspected to ensure that they are in agreement with the guidelines. The following checklist will be applied;

- Signed and completed cover sheet (Applicant Information & Project Information)
- Proposal - Detailed project narrative, Budget summary and a detailed budget narrative (separate program costs from management fee)
- Registration certificate/ Certificate of Incorporation
- Tax Clearance Certificate
- Detailed Company Profile
- Audited Financial Report
- List of Directors and Company secretary (Form 1/2)
- Organizational Chart & CVs for project staff
- 3 Reference letters from similar projects
- Presentation of Past work

The duly certified copies of the prescribed, documents as specified above shall be included as an annex to the bid package. **Non- Compliance to the above will render the submission invalid and therefore disqualified.**

6.0 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

- 6.1 In consideration of the fees paid, the consultant expressly assigns to ACHAP any copyright arising from the works the consultant produces while executing this contract.
- 6.2 The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from ACHAP.
- 6.3 All materials directly related to the production of this document must be handed over to ACHAP at the end of the contract in digital form. This excludes materials obtained independently by the consultant.
- 6.4 All legal arrangements related to the acquisition and use of additional materials and photos will be the sole responsibility of the consultant.

7.0 REPORTING

The successful bidder will work closely with the Acting Manager Marketing, Advocacy and Communications.

8.0 DURATION AND QUALIFICATION

The duration of the project will be for a period of three months, from the date of accepting the offer.

9.0 CONSULTANCY ARRANGEMENTS

It is the responsibility of the appointed consultant to ensure that work is done diligently and to the highest possible standard.

10.0 PAYMENTS

ACHAP shall pay the consultant an agreed fee.

11.0 SCHEDULE OF PAYMENT

Payments will be done as will be agreed by the consultant and ACHAP.

COVER SHEET

Applicant Information

Name of applicant organization:

Type of organization:

Date of registration:

Organization registration number:

Physical address:

Contact information:

Name of contact person:

Title:

Mailing address:

Physical address:

Telephone (Office) & Mobile:

Fax:

Email/address:

12.0 COST OF PREPARING

The bid shall be prepared and submitted entirely at the expense of the tenderer/supplier

13.0 VALIDITY OF PROPOSAL

The quotation shall remain valid for a period of 90 days from the submission date stipulated in this document

Any tender incomplete is liable for disqualification.

14.0 TENDER CLARIFICATION

For any clarification send an email to procurement@achap.org

15.0 AWARD

The successful bidder will receive written notification and will then be asked to sign a contract agreement with ACHAP after negotiations.

ACHAP shall notify the approved bidder (if any) of such acceptance by letter of submission during which the Tender will remain valid as per the provision of the tender conditions.

ACHAP does not bind itself to accept the lowest tender proposal, or any proposal, but reserves the right to accept or reject any proposal in whole or in part.

20.0 DEADLINE FOR SUBMISSION OF PROPOSAL

20.1 The closing date for the proposal submission is **07/08/2018** at 15:00hrs

20.2 Proposals (1 original and 4 copies) must be submitted in plain sealed envelopes bearing inscription: **DOCUMENTATION OF SUCCESS STORIES: TENDER NO: ACHAP/PRGMS/GLOBAL FUND/VOL 1/2(09)**

20.3 Bidders should submit to:

The Compliance Office (305)

ACHAP Plot 64511, Block 5, Unit 1

Fairgrounds, Gaborone, Botswana

20.4 The organisation has no obligation to accept any proposal submitted after deadline and reserves the right to take any decision it deems fit.