



NATIONAL AIDS COMMISSION  
LESOTHO



Australian Government  
AusAID



Dear Service Provider,

The Lesotho Ministry of Health and Social Welfare (MOHSW) and the National AIDS Commission (NAC) in Lesotho in collaboration with the Joint Economics, AIDS and Poverty Programme (JEAPP), would like to invite you to submit a proposal to conduct:

**AN ANALYSIS OF SERVICE PROVISION TO OVC IN LESOTHO**

The MOHSW, NAC and JEAPP are seeking a contractor to conduct an analysis of the service provision to OVC in Lesotho in order to guide effective implementation of OVC programmes, identify service gaps and priorities for new areas of intervention, and provide recommendations of how to make service provision to OVC more effective and efficient.

Please find attached the terms of reference (TOR) relating to this call for proposals.

Please Note:

- The proposal is required in electronic format and one hard copy version.
  - The submission date for all electronic versions of the proposals is Wednesday 12 August 2009, 12h00. Proposals must be emailed to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
  - A hard copy of the technical and financial proposal must be sent via registered mail to: JEAPP, PO Box 14428, Hatfield, Pretoria, 0028, and must be posted before Wednesday, 12 August 2009, 17h00.
  - Any organisations intending to submit proposals must email JEAPP their contact details so that responses to any queries about the TOR can be distributed to everyone interested. Emails must be sent to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
  - All queries regarding this TOR and call for proposals must be emailed to JEAPP by Wednesday, 05 August 2009, 12h00. Emails must be sent to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
  - Individual queries will be responded to as soon as possible after receipt of respective emails.
  - A consolidated responses of all queries received will be sent to all services providers interested (those that have sent JEAPP contact details) by Thursday, 06 August 2009.
  - The budget should not exceed R300,00.00 (Rand).
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## **AN ANALYSIS OF SERVICE PROVISION TO OVC IN LESOTHO**

### **1. BACKGROUND**

There are varying estimates of the numbers of OVC in Lesotho. The DMA/WFP (Disaster Management Authority/World Food Programme) survey in 2003 estimated that there were approximately 90,000 orphans in Lesotho. In 2004, UNAIDS estimated the number to be 180,000. The 2004 UNAIDS data showed that some 100,000 children between 0 and 17 years have been orphaned as a result of HIV and AIDS<sup>1</sup>.

In 2003 Lesotho hosted a skills development workshop where countries were assisted to review key areas to facilitate the scaling up of responses to HIV and AIDS. Through the recommendations from this workshop, Lesotho started the process by conducting a Rapid Assessment and Analysis Action plan which gave birth to the OVC National Action Plan. The national OVC policy and its strategies were developed and structures such as National OVC Coordinating Committee and District Child protection Teams were established. These together with other developments such as the DMA/WFP survey were used as a basis for provision of OVC services.

The Government of Lesotho, through the Ministry of Health and Social Welfare (MOHSW) with the National AIDS Commission (NAC), in collaboration with National OVC Coordinating Committee (NOCC) and other stakeholders is committed to an expanded evidenced-based response to the situation of OVC in Lesotho.

The Joint Economics, AIDS and Poverty Programme (JEAPP) is a technical and policy support Programme based in South Africa. JEAPP provides technical oversight on HIV and AIDS, and poverty related research. The Australian Agency for International Development, AusAID is supporting HIV and AIDS research in Lesotho through the JEAPP programme. JEAPP is working closely with NAC and the MOHSW to identify information gaps relating to OVC in Lesotho.

The MOHSW, NAC and JEAPP are seeking a service provider to conduct an analysis of the service provision to OVC in Lesotho in order to guide effective implementation of OVC programmes, identify service gaps and priorities for new areas of intervention, and provide recommendations of how to make service provision to OVC more effective and efficient.

### **2. PURPOSE OF THE STUDY**

#### **2.1 Overall aim:**

The overall aim of the situation analysis is to assist the MOHSW, NAC and other stakeholders in planning and implementing effective responses to support OVC in Lesotho.

#### **2.2 Specific objectives:**

- To provide a situational analysis of service provision to OVC in Lesotho (to document the nature and coverage of programmatic responses to OVC in Lesotho. This should include both Government-led and NGO initiatives.)
- To analyse the service provision and programmes in relation to OVC needs, relevance, quality, quantity and coverage, and identify the service and programme gaps and provide recommendations on how to address these gaps.

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<sup>1</sup> Update on the situation analysis of orphaned and vulnerable children in Lesotho. 2005. The Ministry of Health and Social Welfare, Lesotho Save the Child. Kimane, I.

- To synthesise and critically appraise the available statistics and estimates on OVC in Lesotho. This should include the numbers and proportion of children orphaned in Lesotho; the numbers and proportion of all children who have basic needs unmet – for example, children out of school; children living without adequate shelter; children living in poverty etc.
- To analyse the policy and legal framework that underpins responses to OVC in Lesotho. This should include the Children’s Bill, the existing situation with respect to the registration of orphans guidelines for implementation; education policy; health policy, other relevant policies and guidelines e.g. with respect to registration of care facilities.
- To analyse the existing database systems for effective monitoring of OVC programmes.

### **3. SCOPE OF WORK**

3.1 This activity should at a minimum achieve/answer the following:

- What services and programmes (government & NGO) are available for OVC in Lesotho? The analysis should encompass the broad range of services provided to OVC including for example, household strengthening activities, school-based activities, social welfare programmes and so on.
- What is a best estimate of OVC numbers that can be made by analysing the different data sources available?
- What concrete policy and programme recommendations can be made to meet challenges and address gaps. The recommendations should adopt a child rights and protection framework, helping to understand how the rights of children can best be protected in Lesotho.
- What gaps exist in service provision to OVC?
- What recommendations can be made to optimise the existing OVC service provision-related databases?

**Please note that the budget limit for this study is R300,000.00 (Rand) .**

3.2 To accomplish the above tasks, the service provider will be required to, among others, conduct the following specific activities:

*Develop the research and data collection protocols:* The research and data collection protocols should clearly detail what types of data will be collected, how the data will be identified and collected and how the data will be analysed. The data collected should include at least:

- Published and unpublished documentation related to the situation of children in Lesotho.
- Quantitative and qualitative data that gives information on the numbers and situation of OVC in Lesotho (e.g. Census, DHS etc).
- Relevant Government of Lesotho legislation, policies guidelines and strategies and action plans for OVC.
- Data from key informants and available documentation of relevant OVC service systems and how these work in practice.
- Documentation available on implementation; this should include governmental and non-governmental programmes in support of OVC in Lesotho.
- In-depth case studies on OVC service provision that will help to identify (1) barriers and facilitating factors for programme implementation and (2) experiences of the intervention by the beneficiary and important gaps. The service provider needs to develop and recommend an appropriate methodology for obtaining this information,

*Identify, obtain, review and critically synthesise the data:*

Project activities should include at the minimum:

- Semi-structured interviews with governmental and non-governmental stakeholders in Lesotho.

- Identification and review of appropriate secondary data sources; including secondary data analysis of routinely available information on OVC such as contained in the DHS and Census 2006. The project will expand on the 2005 Situation Analysis.
- Comprehensive identification and review of data, existing registers or audits of services provided for OVC.
- Review of overarching policy and legislative environment and implementation challenges
- Semi-structured interviews/ case studies including national, district and local level implementers and beneficiaries at community level.
- Critical synthesis of the above to formulate clear recommendations regarding the national OVC response.

#### **4. EXPECTED PROJECT DELIVERABLES**

- a. A detailed project plan (proposal), workplan and budget.
- b. A comprehensive list of all organisations identified and people interviewed during the course of the project.
- c. A comprehensive list of programmes/interventions for OVC that were identified, partner involved and locality.
- d. A comprehensive list and critical appraisal of the available audits/lists of organisations and services relating to OVC.
- e. An analysis of data sources to estimate the best estimate of OVC numbers.
- f. A comprehensive report synthesising (b), (c) and (d) above, including gaps and recommendations.
- g. Monthly progress reports using the JEAPP templates that will be provided.
- h. Monthly meetings (or biweekly if deemed necessary) meetings with NAC, MOHSW and JEAPP (if in Lesotho).

NOTE: All reports must be submitted in electronic format and in hard copy. Copies of data sources consulted may be requested.

#### **5. EXPECTED OUTOMES**

A methodologically sound research project of high analytical quality and with sound recommendations presented in an accessible format.

#### **6. GUIDELINES FOR PROPOSAL SUBMISSION**

The format in which the proposal is submitted should provide the tender evaluation team with all information required to make an informed selection of a service provider. The proposal could be developed along the following lines:

##### **6.1 Problem Statement**

- Interpretation of the TOR.
- Questions that the research intends to address.
- The relevance of these research questions in relation to the National OVC policy, strategy and guidelines

##### **6.2 Methodology**

- What methodology will be used?
- How will the project be developed and implemented?

##### **6.2 Research Team (Members)**

- Names and skills of the proposed team and their roles in the project.

- The CVs of lead persons should be attached.
- Who will have overall responsibility for the management of the project?
- How will performance of the team and project phases be monitored and measured by the service provider?
- The names, telephone numbers and positions of personnel authorized to negotiate on behalf of the organization submitting the proposal.

### **6.2 Capacity Building Efforts**

- Indicate efforts by means of this project to develop professional capacity amongst Basotho (linkages with historically disadvantaged institutions or individual researchers).
- Provide information on the recognition given to training, where necessary, within the proposed research – and this should be integrated into the proposal.
- Preference will be given to service providers who observe principles of employment equity.

### **6.3 Workplan, Activities, Dates, Deliverables and Budget**

Your project plan should comprise the following contained in a workplan: activities, deliverables, related costs (budget) and timeframe.

- **Activities description:** Each activity should be described and justified in terms of the overall objectives to be achieved.
- **Time frame for activities:** Separate activities should be clearly distinguished; results of activities need to relate to each other and the ultimate objective(s) to be achieved.
- **Deliverables:** What specific outputs will be derived from the project and each of its activities?
- **Budget: The budget should not exceed R300,000 (Rand).** The budget should be as detailed as possible with specific line items for different activities/deliverables. Labour costs should include details of daily rates and reflect which person will undertake a specific task.

### **6.4 Financial Proposal**

Information regarding each item set forth in this section shall be furnished in sufficient detail to allow a complete evaluation. Failure to furnish complete information may cause the proposal to be disqualified.

Supporting Financial Documentation: the documentation described below should be submitted to substantiate the satisfactory financial management capability of the applicant:

- Budget narrative with cost breakdowns and other data to justify each cost line item in the Budget. Salaries proposed for the individuals to be supported must be included in the breakdown. Justification of salary levels will be required during negotiations with successful candidates.
- Sufficient evidence of the organization's financial processes and procedures to make a determination of responsibility. The information submitted should substantiate that the applicant has adequate financial resources or the ability to obtain such resources as required during the performance of proposed activities; is able to comply with the proposed delivery or performance schedule, taking into consideration all existing commitments; and has a satisfactory record of integrity and financial management.
- A detailed financial proposal indicating separately the rates per deliverable, the travel and subsistence, other disbursements and a total of all costs which cannot be exceeded
- The financial proposal shall clearly indicate a breakdown of fees expenses and VAT.
- Proof of VAT registration and of company registration.
- Tax clearance certificate.

## **7. COMPETENCY AND EXPERTISE REQUIREMENTS**

Preference will be given to service providers displaying the following skills and demonstrated capacity:

- Previous experience in conducting similar or related research.
- Capacity for qualitative and quantitative data management, coding and analysis.
- Experience of research in the Lesotho or Regional environment.
- Background in epidemiology, public health and/or social development.
- Background in OVC and understanding of national level responses
- Planning skills and experience in this research area.
- High level of communication skills, including report writing skills and language proficiency as appropriate for data collection
- Ability to manage in a complex working environment.
- Ability to meet deadlines.
- Ability to absorb input from stakeholders and amend deliverables accordingly.

Tender proposals submitted by consortia must specify the lead agency and clearly outline the role and contribution of the consortium partners. The proposal must demonstrate the ability of the consortium to function efficiently.

## **8. TIME FRAMES**

It is expected that prospective service providers deliver a detailed and timed project plan together with their proposal. **The timeframe for the project should not exceed 5 months.**

## **9. ROLE OF THE MOHSW, NAC & JEAPP**

The MOHSW and NAC will provide overall supervision of the research in terms of final approval of all deliverables.

The MOHSW and NAC will:

- Assist with the identification of the appropriate service providers.
- Assist with the identification of partners, documents and provide any necessary support need by the service provider in Lesotho.
- Provide timely feedback and where appropriate, approve work plans and project outputs.

JEAPP will provide technical oversight and overall management of the research project:

JEAPP will:

- Provide technical input into all stages of the research.
- Liaise directly with the service provider.
- Provide updates and feedback to the MOHSW and NAC.
- Micro-manage the contract with the service provider.
- Approve and process all invoices.
- Ensure the technical credibility of the research.

## **10. MANAGEMENT AND REPORTING REQUIREMENTS**

The service provider shall at all times be accountable to a reference team comprising the MOHSW, NAC and JEAPP. On a day-to-day basis, the service provider will liaise with and be accountable to JEAPP. The reference team will accept and approve all deliverables under each phase of the project prior to undertaking activities for the subsequent phase. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost. The service provider will be expected to incorporate at least one round of comments from JEAPP and the reference team before reports are signed off.

## **11. CONTRACTING AND INVOICES**

The service provider shall be contracted to JEAPP and adhere to JEAPP and AusAID regulations.

## **12. CONFIDENTIALITY CLAUSE AND COPYRIGHT**

The service provider is bound to protect the confidentiality of all information gathered and accessed through the work on this tender. Information received and accessed through the work on this tender may only be used to meet the objectives outlined in these terms of reference. The MOHSW, NAC and JEAPP reserve the right to request any relevant documentation at any stage of implementation of the project.

The Lesotho government will be granted unlimited license to use, reproduce and adapt all tools, materials and reports produced by the service provider for this programme.

## **13. PROPOSAL SUBMISSION DETAILS**

- The proposal is required in electronic format and one hard copy version.
- The submission date for all electronic versions of the proposals is Wednesday 12 August 2009, 12h00. Proposals must be emailed to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
- A hard copy of the technical and financial proposal must be sent via registered mail to: JEAPP, PO Box 14428, Hatfield, Pretoria, 0028, and must be posted before Wednesday, 12 August 2009, 17h00.
- Any organisations intending to submit proposals must email JEAPP their contact details so that responses to any queries about the TOR can be distributed to everyone interested. Emails must be sent to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
- All queries regarding this TOR and call for proposals must be emailed to JEAPP by Wednesday, 05 August 2009, 12h00. Emails must be sent to [info@jeapp.org.za](mailto:info@jeapp.org.za) & [natasha@jeapp.org.za](mailto:natasha@jeapp.org.za)
- Individual queries will be responded to as soon as possible after receipt of respective emails.
- A consolidated responses of all queries received will be sent to all services providers interested (those that have sent JEAPP contact details) by Thursday, 06 August 2009.

Issuance of this Call for Proposals does not constitute an award or commitment on the part of the MOHSW, NAC, AusAID or JEAPP, nor does it commit any of the above to pay for costs incurred for the submission of a proposal. Further, the parties reserve the right to reject any or all proposals received and to negotiate separately with an applicant if such action is considered to be in the best interest of the respective donor agencies.

### **13.3 Evaluation of tenders**

#### **Adjudication team:**

A tender evaluation committee will comprise at least MOHSW (DSW), NAC and JEAPP.

#### **Transparency:**

Companies, firms or individuals, by submission of the tender, accept the indisputable authority of the tender evaluation committee and its decisions.

Points system:

The tender evaluation committee will be responsible for the evaluation of the tender proposals based on a points system. Points will be awarded out of a total of 100 (one hundred), to each of the under mentioned criteria. It is important that tenderers score at least 50% on each of the categories under the technical criteria.

The following will be assessed:

CRITERIA	MAX SCORE	MARK
<p><b>1. Technical</b></p> <p><b>1.1 Demonstrated capacity and experience in:</b></p> <ul style="list-style-type: none"> <li>• Understanding and responsiveness to the TOR</li> <li>• Conducting research and situational analyses relating to OVC</li> <li>• Research conducted in Lesotho or the Region</li> <li>• Project design</li> <li>• Project management</li> <li>• Report writing skills</li> <li>• Communication skills, including language proficiency as appropriate for data collection</li> <li>• Ability to manage in a complex working environment</li> <li>• Ability to meet deadlines</li> <li>• Past performances</li> </ul> <p><b>1.2 Focus and clarity:</b> Does the research proposal directly focus on the identified research topic? Does the research proposal contain clear objectives?</p> <p><b>1.3 Quality of Methodology:</b> Would the proposed approach generate meaningful findings? Does it include quality control and M&amp;E mechanisms? Would the proposed project generate practical outputs?</p> <p><b>1.4 Links to National plans:</b> Does the proposed project include adequate and convincing plans to collaborate with National plans and the Steering Committee?</p> <p><b>1.5 Implementation and Dissemination plans:</b> Does the proposed project have a clear and realistic timeframe? Is the proposed interim reporting linked to the deliverables on the workplan? Are there adequate plans to disseminate the findings to identified users?</p> <p><b>1.6 Project team:</b></p> <ul style="list-style-type: none"> <li>• Competence</li> <li>• Experience</li> <li>• Expertise</li> </ul> <p><b>(Consortia only):</b> Clear allocation of roles and evidence that the consortium can function effectively</p>	<p>20</p> <p>10</p> <p>15</p> <p>10</p> <p>10</p> <p>15</p>	
<p><b>2. Capacity building (including women and disability)</b></p> <ul style="list-style-type: none"> <li>Ownership</li> <li>Management</li> <li>Capacity building (is it meaningful?)</li> </ul>	<p>5</p>	

<b>3. Budget</b> These points will be allocated based on the accuracy, relevance and affordability of the budget	15	
<b>TOTAL:</b>	100	

## ACKNOWLEDGEMENTS



Australian Government  
AusAID



jeapp  
Joint Economics AIDS & Poverty Programme

**This project is being funded by**

**The Australian Agency for International Development, AusAID**  
through  
**The Joint Economics AIDS and Poverty Programme (JEAPP)**

**This project has been commissioned by**  
**The Lesotho Ministry of Health and Social Welfare (MOHSW),**  
**The Lesotho National AIDS Commission (NAC)**  
in collaboration with JEAPP



Khotso Pula Nala



NATIONAL AIDS COMMISSION  
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