



EASTERN CAPE PROVINCE

DEPARTMENT SOCIAL DEVELOPMENT

**IMPLEMENTATION SOCIAL BEHAVIOUR CHANGE PROGRAMMES:
SERVICE SPECIFICATIONS**

(HIV AND AIDS)

2025/26 – 2027/2028 FINANCIAL YEAR

1. INVITATION

The Department of Social Development invites suitable service providers in the form of registered NPOs to implement Social Behaviour Change (SBC) Programmes in the six (6) Districts and two (2) Metropolitan Municipalities in the Province.

2. BACKGROUND

The Department of Social Development in the Eastern Cape is currently implementing the compendium of SBC programmes utilizing registered and funded NPOs. The Compendium is a package of Social and Behaviour Change (SBC) programmes developed by the Department of Social Development (DSD) which will be being implemented by the Department in its response to HIV&AIDS. These programmes will be implemented within a multidisciplinary and multi-sectoral nature of community development and delivered as an integral part of social protection services. The Compendium serves as an approach and guide for DSD, and its implementing partners, on how to implement the comprehensive package of SBC programmes to contribute to the reduction of new HIV infections as well as mitigating the impact of HIV&AIDS among individuals, families and communities. The Compendium emphasizes the importance of implementing the package of SBC programmes in an integrated manner within the same community in order to bring positive change and make an impact in these communities. Each of the SBC programmes described in the Compendium is grounded in a theoretical model of social and behaviour change which lays out a “map” of how and why we expect change to happen. It helps to focus and guide every aspect of the programme – from design to implementation and monitoring and evaluation. Given the complexity of an integrated SBC programme, proven social and behaviour change theoretical models can help stakeholders understand the logic behind programme decisions and how each partner fits into the overall strategy. Given the importance of quality service delivery to sustained social and behaviour change, it is important also to focus on how integrated SBC programming connects to service delivery.

3. OBJECTIVES OF THE SOCIAL BEHAVIOUR CHANGE PROGRAMME

The SBC programmes seek to achieve Strategic Goal 4 of the National Strategic Plan for HIV and Aids, TB and STDs 2017 -2021 which aims to address the social and structural drivers of the epidemic. The SBC seek to achieve this goal through:-

- addressing risky behaviours and harmful social norms as a significant part of the essential components and preventative measures aligned with a developmental approach to the provisioning of social services.

- Seeking to create a safe and enabling environment in which people can engage in dialogue and discussion about social issues and social ills including HIV & AIDS prevention, teenage pregnancy, parental behaviour, including Gender Based Violence and where positive values, positive outlook and quality decisions on learning to think adequately so as to live a reasonably healthy life can emerge and be realised.
- Ensuring that the health and Wellbeing of people living with HIV are met
- Promote social solidarity through participation and community involvement in social welfare;
- Promote social inclusion through empowerment of those who are socially and economically excluded from the mainstream of society;
- Protect and promote the rights of populations at risk;
- Address oppression and discrimination arising not only from structural forces but caused by social and cultural beliefs and practices which hamper social inclusion.
- Seek to contribute significantly to community building and local institutional development.

3. SCOPE OF WORK

SBC programmes constitute a set of structured, interactive evidence-based interventions that are designed to address risky behaviours and harmful social norms in order to effect change at individual (i.e. behaviour), community and societal level. The SBC interventions are designed to be implemented within community settings, in group settings and also on an individual basis. They are designed to provide accurate and relevant information and to create opportunities for dialogue where participants can question, discuss and reflect on their own experiences and work out how to respond to barriers to change. These programmes and projects seek to mobilise communities to engage on the challenges they are faced with and collectively devise solutions to address them. The successful service providers will be required to implement SBC programmes for a maximum period of twelve months in the identified local municipality and or communities in the districts in the following manner:

- Completion of all (6-12 sessions) for target group for each SBC programme within the compendium.
- Completion of all tasks and activities attached to each session.
- SBC programmes to be implemented in line with the practice guidelines applicable to each SBC programme.

- Prior training on the compendium of SBC programmes of all personnel responsible for their implementation before any implementation could take place.
- Regular reporting on the all the tasks, activities and sessions that are to be carried out.

4. COMPENDIUM OF SOCIAL AND BEHAVIOUR CHANGE PROGRAMMES

5. **Traditional Leaders Programme (TLP)** aimed at empowering and supporting Traditional leaders with knowledge and skills to assist their local communities in addressing HIV & AIDS and Gender Based Violence by promoting positive cultural practices and redressing harmful practices within society.
 - a. **Community Capacity Enhancement Programme (CCEP)** engaging local communities through dialogues aimed at enhancing Community Capacity to identify own developmental constraints and working with them at their own pace in resolving the problems. Facilitate a positive shift from risky values, false beliefs, irrational decisions, destructive and unhealthy behaviours in society.
 - b. **Families Matter Program (FMP)** aimed at promoting shared parenting modelling, positive and adaptive parenting behaviour, parenting skills and strengthening of relationships. Empower families with the importance of Self-control as one such critical capacity that may mediate between parental efforts and adolescent behavior. Self-control is the modern term which was once known as “strength of character and/or strong willpower. In this sense self-control describes self-discipline and moral behaviour that are believed to be at the core of becoming a well-adjusted adult.
 - c. **Men Championing Change Programme (MCC)** is aimed at mobilising and galvanising Men to effectively respond positively to issues of Gender Based Violence that have adversely affect local communities. Address challenges of absent fathers and negative communication amongst own families and in the life of their own children. Facilitate programmes that promote men becoming positive role models in families and becoming progressive leaders in their own communities.
 - d. **You Only Live Once Programme (YOLO Programme)** aimed at building resiliency factors, self-esteem and self-efficacy to minimise risky behaviours that expose them to HIV & AIDS and other related social issues.

- e. **Chommy “Invest in my future, Protect me today”** targets children between ages 10 to 14 years instilling active citizenry utilising indigenous games to stimulate dialogues on HIV & AIDS prevention, Gender Based Violence, substance abuse and teenage pregnancy.
- f. **Boys Championing Change:** programme acknowledges that boys are equal members of society; they should not be left out in all social activities. The ultimate goal of the programme is to develop a strong front of boys who educate other boys and inspire positive change that subsequently result in prevention of new HIV infections and gender-based violence early on.

6. PERFORMANCE AND TARGET GROUPS

INDICATOR	TARGET
Number of facilitators trained on Social Behaviour Change Compendium	05
Number of beneficiaries aged 10 – 14 reached through Chommy Programme who completed 11 sessions	300
Number of beneficiaries aged 15 – 24 reached through YOLO Programme who completed 12 sessions	300
Number of community members participated in dialogues conducted using CCE methodology	200
Number of men participated in MCC Programme and completed at least two workshops	200
Number of Boys participated in BCC Programme and completed 8 sessions	300
Number of Parents reached through the FMP and have completed the 6 sessions	100
Number of Traditional Leaders reached through the Traditional Leaders Programme and have completed all sessions	20

7. REQUIREMENTS FOR FUNDING

1. **Professional staff:** Non-Profit Organisations should have appointed Social Work Graduates to facilitate Social and Behaviour Change Programmes in Schools and in Communities. This must be in compliance with Social Service Professions Act, Act 110 of 1978 as amended and the Health Professions Act (Act 56 of 1974). Organisations without Social Service Professionals must create such posts including Health Professionals where applicable. Organisations which do not appoint or reflect the intention to appoint professional staff will be disqualified.
2. **Governance:** Organisations must disclose the profiles of Board Members, Executive/Management Committee Members, staff members and capacity building plans.
3. **Confirmed Needs:** Organisations must disclose their area of operation and a list of beneficiaries to demonstrate the need for service and avoid duplication of services.
4. **Financial Status:** NPO must disclose their financial status including land ownership, infrastructure, movable assets, investments, be quetzals, members' contributions, other sources of income (donations, sponsorships, and funding from other government departments etc.). A budget breakdown must be included and an implementation plan for the period April 2023 to March 2024.
5. **Corporate Image:** The business plan with budget breakdown and costed implementation plan must be submitted on the letterhead of the Organisation signed by the Chairperson, Secretary and Treasurer.
6. **Legislative requirements:** Applications which do not comply with the following laws will be disqualified. Non-Profit Organisations Act, Public Finance Management Act and Financial Intelligence Centre Act.
7. **Supporting documents:** Applications must have Audited Financial Statements 2023/2024; Certified copy of NPO registration certificate; Registration status of NPO (print out); Copy of Constitution of NPO (NPO Office stamped) or certified by SAPS or Commissioner of Oaths; Proof of residence of 3 signatories; Certified ID Copies of 3 signatories and their specimen signatures. Proof of project site/property ownership/lease agreement with start and end date.
8. Signed copy of Section 38 (1) (j) (a) or (b): Extract with no letterhead. Tax Certificate or Tax Exemption Certificate or proof of registration with SARS. Proof of banking details which must be a cheque account aligned to the business plan (bank account must be in the Eastern Cape Province. Stamped bank account confirmation from the bank aligned to the business plan. Proof of registration on Centralized Supplier Database (CSD)/vendor enquiry print out (status must be active). An affidavit

disclosing funding from other donors for 2022/23 (name of donor and funding amount).

8. PROPOSED BUDGET PER DISTRICT

The budget for the implementation of SBC is informed by the following cost drivers:

FUNDABLE ITEMS	AMOUNT R
Supervisor x 1	R8500 X 12 months = R102 000
Payment of Stipend to 4 Facilitators and (X 12 months)	R7 500 x 4 x 12 months R360 000
Bank Charges	R15 800
TOTAL	R477 800
CAPACITY BUILDING	
Training of Facilitators	R50 000
TOTAL	R50 000
PROMOTIONAL MATERIAL & PRINTING	
Promotional material	R20 000
Printing	R20 000
TOTAL	R40 000
PROVISION OF PREVENTION PROGRAMMES:	
(i) Men Championing Change (MCC)	R30 000
(ii) Families Matter Programme	R25 000
(iii) Traditional Leaders' Programme	R15 000
(iv) Community Capacity Enhancement (CCE)	R20 000
(v) You Only Live Once (YOLO)	R20 000
(vi) ChommY	R30 000
(vii) Boys Championing Change (BCC)	R20 000
TOTAL	R160 000
ADMINISTRATION COSTS	
Travelling	R13 271
Telecommunication	R30 000
Auditing	R10 000
TOTAL	R53 271
TOTAL ALLOCATION PER NON-PROFIT ORGANISATION	R781 071

9. GENERAL INFORMATION

Service Specification: Social Behaviour Change, HIV & AIDS 2023/24

8.1. Work Method to be utilised

Service delivery must include the following Social Service Profession methods

- One on one interaction
- Group interaction
- Community outreach
- Supervision
- Management and Administration

8.2. Levels of intervention

- Prevention
- Early Intervention

NB (More emphasis on prevention)

9. DOCUMENTS TO BE SUBMITTED

Application for Financial Assistance from the project to the Department
Business Plan signed by the Project Committee Chairperson /Treasurer/Secretary
Constitution signed by the Chairperson/Treasurer/Secretary
Non-Profit Organisation (NPO) Certificate/Proof of application for registration
Letter from the Bank confirming the NPO banking details/Current bank statement
Letters of support from Stakeholders
Project Evaluation Report
BAS Entity Form signed by the Supply Chain Management (SCM) or his delegates as proof of registration on the departmental database (for new projects/institutions/organizations)

8. ENQUIRIES


PROVINCIAL OFFICE	DISTRICT OFFICE							
	Alfred Nzo	Amathole	Buffalo City	Sarah Baartman	Chris Hani	Joe Gqabi	Nelson Mandela Metro	O.R. Tambo
Ms. JN Mekuto (Social Work Manager, HIV and AIDS)	Ms L Makhedama (Acting District Social Work Manager)	Ms N Manene (Acting District Social Work Manager)	Ms M. Mushwana (District Social Work Manager)	Ms Adam (District Social Work Manager)	Ms N. Mbana (District Social Work Manager)	Ms M Dingiswayo (District Social Work Manager)	Ms N Duda (District Social Manager)	Ms T Thiyane (District Social Work Manager)
ADDRESS: Private Bag x 0039, Bhisho, 5605	Counselling Centre 188 Garane Street Mount Ayliff 4135	85 Oxford Street ABSA Building, First Floor East London 5200	172 Oxford Street East London 5200	Corner of African & Hill Street, Grahamstown 6140	6 Ebdon Street Queenstown 5320	Themba Kojana Building N6 Road Aliwal North 9750	Ibhayi Office Complex Struanway, Struandale Port Elizabeth 6001	Room 1040 Corner Leeds & Owen Street Botha Sigcau Mthatha 5099
Contact Numbers: 0795179142	Contact Numbers: 0636839086	Contact Numbers: 0609641319	Contact Numbers: 082 8565276	Contact Numbers: 0795031490	Contact Numbers: 0769201249	Contact Numbers: 0729864878	Contact Numbers: 082 8518491	Contact Numbers: 0729820054
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11. PROCEDURE FOR APPLICATION

- A Business Plan in the prescribed format must be submitted before or on the deadline at the district office of the Department of Social Development.
- The Department of Social Development at District level will assess the submitted Business Plans and the Provincial office will moderate.
- The approval of the service plan for funding is subject to approval of the extent and levels at which the organisation or consortium will be able to deliver services

required in an effective and efficient manner in line with the service specifications as well as the availability of funds.

- The Department of Social Development will enter in a formal contractual agreement with a successful organisation to formalise the agreement to funding.
- Proof of Registration as a prerequisite must be provided.



M. MACHEMBA
HEAD OF DEPARTMENT

23/07/2024

DATE