



SOUL CITY INSTITUTE NPC

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ANNEXURE B – TERMS OF REFERENCE: DISTRIBUTION OF SOUL BUDDYZ AND SUPPORT MATERIALS

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1. ORGANISATIONAL OVERVIEW

Soul City Institute (SOUL CITY) is an intersectional feminist organisation, working to ensure that girls, young women and gender minorities enjoy substantive equality, with access to resources and opportunities that enable them to live fulfilling lives.

SOUL CITY is guided by the South African Constitution, with a focus on parts such as Section 27 that outline that everyone has the right to have access to healthcare services, including reproductive healthcare. We work tirelessly to make these and other rights such as the right to freedom, dignity and equality a reality for all, particularly for those who find themselves on the margins of oppression. SCI operates according to the principles and values of human rights, using an intersectional approach to ensure that nobody is left behind in the goal of eradicating poverty and ensuring equity for all.

SOUL CITY has been successfully implementing comprehensive services across social justice and feminism across the country for the past 28 years, targeting key and vulnerable populations including girls, young women and gender minorities amongst others.

2. BACKGROUND

The Global Fund (GF) and National Department of Health (NDOH) are funding and supporting the National rollout of Soul Buddyz clubs across all primary schools in South Africa. Part of the programme activities to support the clubs is the provision of materials and support materials for each province through distribution to a central point in each province.

3. SCOPE OF WORK

3.1. Soul City Institute wishes to engage an experienced organisation to provide services for the distribution of material and support materials for the Soul Buddyz clubs. The materials should be distributed to a central point in each GF and NDOH province and specified separately:

- Soul Buddyz Zone **(NDOH and GF)**
- Soul Buddyz Unit Guide **(NDOH and GF)**
- Facilitator/educator guide **(NDOH and GF)**
- Soul Buddyz A0 Posters **(NDOH and GF)**

3.2. **NDOH** has a total of **700** clubs nationally. Breakdown of schools and clubs per province provided below:

Soul Buddyz Zone	10 500 in total	15 zone magazines per club
Soul Buddyz Unit Guide	1 400 in total	2-unit guides per club
Soul Buddyz A0 Poster	2 100 in total	3 posters per club

Please note that the number of clubs and number of schools differ on the NDOH project

NDOH Schools					
Province	Central delivery point (address)	Number of schools	District name	Number of clubs	Number of club members
Eastern Cape	Office No 141 KD Building Owen Street Mthatha 5099 Mrs Luvalo 0782121351	75	OR Tambo	75	1125
Free State	Saambou Building, Corner of Charlotte Maxeke and Aliwal Streets	37	Mangaung Metro (Motheo)	50	750
Gauteng	Cnr 7 Street & 5 Avenue Telkom Towers, The Avenue, Springs, 1560	40	Gauteng East	100	1500
KZN	Corner R102 / Link Road. Ascot Building. Dept of Education. Room 240	67	Ilembe	100	1500
Limpopo	Malamulele Circuit Office, Xithlelani Road next to Malamulele Clinic, Malamulele, 0982	100	Vembe	100	1500
Mpumalanga	Siyaphambili Building, Nelspruit Naarderkokeri street	60	Ehlanzeni	100	1500
Northern Cape	Head office address-Next to Sunnyside Park Hotel, address to be confirmed	34	John Taolo Gaetsewe	50	750
North West	Head office address-Next to Sunnyside Park Hotel, address to be confirmed	100	Bojanala	100	1500
Western Cape	Metro East Education District C/o of Belhar Road and Nooiensfontein Road, Kuils River, Cape Town, 7580 Contact Person: Edward Schoor (072 074 6441)	45	Metro East - Khayelitsha	50	750

3.3. **GF** has a total of **463** clubs nationally. Breakdown of schools and clubs per province provided below:

	AFSA	BZ	NACOSA	
Soul Buddyz Zone	2 250	2 160	2 415	15 zone magazines per club
Soul Buddyz Unit Guide	900	864	966	6-unit guides per club
Facilitator/educator guide	300	288	322	2 facilitator guides per club
Soul Buddyz A0 Poster	450	432	483	3 per club

Please note the number of clubs and number of schools are the same i.e. 1 club per school

Global Fund Schools					
Province	Central delivery point (address)	Number of schools	Districts	Number of clubs	Number of club members
GP	Umvelinqangi Safe Space 1658 Bushveld Rd Winterveldt 0198	70	City of Tshwane Metropolitan Municipality	70	1050
MPU	Ikhamanga Building, Government Boulevard, Riverside Park, Mpumalanga and 02 De Jager Street, Ermelo, Mpumalanga	60	Ehlanzeni District and Gert Sibande District	60	900
KZN	Corner of Hancock and Maxwell avenue, Empangeni, KZN and Corner of South and West, Vryheid, KZN	60	Zululand District and King Cetshwayo District	60	900
LP	Office N. 8, Tambotie street, Burgersfort (Next to Burgersfort lodge)	30	Sekhukhune District	30	450
NW	Unit 5, Waterkloof Centre , Rustenburg, North West	30	Bojanala Platinum District	30	450
EC	134 Kempston Road, B&E Conference Centre, Korstern, Gqeberha and 95 Nelson Mandela Drive, Umtata	60	Nelson Mandela Bay Metro and OR Tambo District	60	900
WC	62 Lilian Ngoyi Street Samora Machel Weltevreden valley North Cape Town	62	City of Cape Town Metropolitan Municipality	62	930
NC	22b De Beers Road Kimberley 8301	29	Francis Baard District	29	435
FS	6 Theron Street, Bethlehem, Free State	54	Mofutsanyana District	54	810

4. EXPERTISE & CAPACITY REQUIREMENTS

The ideal candidate for this tender should demonstrate extensive experience in large-scale distribution projects within South Africa, preferably in the non-profit or education sectors. The service provider must have:

- Proven ability to manage logistics and distribution to multiple central points across all nine provinces within specified timelines.
- Established infrastructure and capacity to handle, package, and distribute printed materials in compliance with detailed specifications and requirements.
- A track record of successfully managing projects of similar scope, including references from previous assignments.
- Adequate human and technical resources, including qualified personnel and appropriate transportation and tracking systems, to ensure efficient execution of the project.

5. **ESTIMATED PROJECT DURATION**

Distribution of all materials to central points in the provinces should be done at the latest by 15 March 2025.