NOTES TO CONSULTANTS

Please include the following note to tenderers, Preliminary and General items and HIV/AIDS Specification with the attached schedules in the appropriate Sections in the Bill of Quantities.
NOTES TO TENDERERS

HIV/AIDS AWARENESS

These Bills of Quantities contain items relating to HIV/AIDS awareness. The items have been included under “Section 1: Preliminary and General” to enable tenderers to allow for the implementation of prescribed HIV/AIDS awareness specifications for the benefit of all workers under this Contract.

Tenderers must take note that compliance with the HIV/AIDS awareness programme is compulsory.
It is required of the Contractor to thoroughly study the HIV/AIDS Specification (PW 1544) of the Department that must be read together with and is deemed to be incorporated under this Section of the Bills of Quantities. Provision for pricing of HIV/AIDS awareness is made under items 1. ... to 1. ... hereafter and it is explicitly pointed out that all requirements of the aforementioned specification are deemed to be priced hereunder, as the said items represent the only method of measurement and no additional items or extras to the contract in this regard shall be entertained. The Contractor must take note that compliance with the HIV/AIDS Specification is compulsory. In the event of partial or total non-compliance, the Representative/Agent, notwithstanding the provisions of Clause 52 of the General Conditions of Contract for Works of Civil Engineering Construction or any other clause to the contrary, reserves the right to delay issuing any progress payment certificate until the Contractor provides satisfactory proof of compliance. The Contractor shall not be entitled to any compensation of whatsoever nature, including interest, due to such delay of payment.

1. ... AWARENESS CHAMPION
Selection, appointment, briefing and making available of an Awareness Champion including provision of all relevant services, all in accordance with the HIV/AIDS Specification

1. ... AWARENESS WORKSHOPS
Selection and appointment of a competent Service Provider approved by the Representative/Agent, provision of a Service Provider Workshop Plan and a suitable venue, conducting of awareness workshops by means of traditional and/or modern multi-media techniques, including follow-up courses, making available all tuition material and performing assessment procedures, all in accordance with the HIV/AIDS Specification

1. ... POSTERS, BOOKLETS, VIDEOS, ETC.
Provision, displaying, maintaining and replacing when necessary of four plastic laminated posters, booklets and educational videos, etc. for the duration of the construction period, all in accordance with the HIV/AIDS Specification

1. ... ACCESS TO CONDOMS
Provision and maintenance of condom dispensers fixed in position, including male and female condoms, replenishing male and female condoms on a daily basis as required for the duration of the construction period, all in accordance with the HIV/AIDS Specification

1. ... MONITORING
Monitoring HIV/AIDS awareness of workers, providing the Representative/Agent with access to information including making available all reports, thoroughly completed and reflecting the correct information, for the duration of the construction period and close out, all in accordance with the HIV/AIDS Specification
SECTION

HIV/AIDS SPECIFICATION

HIV/AIDS REQUIREMENTS

1 SCOPE

This specification contains all requirements applicable to the Contractor for creating HIV/AIDS awareness amongst all of the Workers involved in this project for the duration of the construction period, through the following strategies:

• Raising awareness about HIV/AIDS through education and information on the nature of the disease, how it is transmitted, safe sexual behaviour, attitudes towards people affected and people living with HIV/AIDS, how to live a healthy lifestyle with HIV/AIDS, the importance of voluntary testing and counselling, the diagnosis and treatment of Sexually Transmitted Infections and the closest health Service Providers

• Informing Workers of their rights with regard to HIV/AIDS in the workplace

• Providing Workers with access to condoms and other awareness material that will enable them to make informed decisions about sexual practices

2 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Service Provider: The natural or juristic person recognised and approved by the Department of Public Works as a specialist in conducting HIV/AIDS awareness programmes

Service Provider Workshop Plan: A plan outlining the content, process and schedule of the training and education workshops, presented by a Service Provider which has been approved by the Representative/Agent

Worker: Person in the employ of the Contractor or under the direction or supervision of the Contractor or any of his Sub-contractors, who is on site for a minimum period of 30 days in all

2.2 Abbreviations

HIV : Human Immunodeficiency Virus
AIDS : Acquired Immune Deficiency Syndrome
STI : Sexually Transmitted Infection

3 BASIC METHOD REQUIREMENT

The Contractor shall, through a Service Provider, conduct onsite workshops with the Workers

The Service Provider shall develop and compile a Service Provider Workshop Plan to be presented at the workshops and which will be best suited for this project to achieve the specified objectives with regard to HIV/AIDS awareness.

The Service Provider Workshop Plan shall be based on the following information provided by the Contractor:

• Number of Workers and Sub-contractors on site
• When new Workers or Sub-contractors will join the construction project
• Duration of Workers and Sub-contractors on site
• How the maximum number of Workers can be targeted with workshops
• How the Contractor prefers workshops to be scheduled, e.g. three hourly sessions per Worker, or one 2.5 hour workshop per Worker
• Profile of Workers, including educational level, age and gender (if available)
• Preferred time of day or month to conduct workshops
• A Gantt chart reflecting the construction programme, for scheduling of workshops
• Suitable venues for workshops

The Contractor shall submit the Service Provider Workshop Plan for approval within 21 days after the tender acceptance date. After approval by the Representative/Agent, the Contractor shall make available a suitable venue that will be conducive to education and training

The Service Provider Workshop Plan shall address, but will not be limited to the following:

3.1 The nature of the disease;
3.2 How it is transmitted;
3.3 Safe sexual behaviour;
3.4 Post exposure services such as voluntary counselling and testing (VCT) and nutritional plans for people living with HIV/AIDS;
3.5 Attitudes towards other people with HIV/AIDS;
3.6 Rights of the Worker in the workplace;
3.7 How the Awareness Champion will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively and confidentially;
3.8 How the Service Provider will support the Awareness Champion;
3.9 Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems;
3.10 How the workshops will be presented, including frequency and duration;
3.11 How the workshops will fit in with the construction programme;
3.12 How the Service Provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly;
3.13 How the video will be used;
3.14 How the Service Provider will elicit maximum participation from the Workers;
3.15 A questions and answers slot (interactive session)

The Service Provider Workshop Plan shall encompass the Specific Learning Outcomes (SLO) as stipulated

4 HIV/AIDS AWARENESS EDUCATION AND TRAINING

4.1 Workshops

The Contractor shall ensure that all Workers attend the workshops

The workshops shall adequately deal with all the aspects contained in the Service Provider Workshop Plan. A video of HIV/AIDS in the construction industry, which can be obtained from all Regional Offices of the Department of Public Works, is to be screened to Workers at workshops. In order to enhance the learning experience, groups of not exceeding 25 people shall attend the interactive sessions of the workshops.
4.2 **Recommended practice**

4.2.1 **Workshop Schedule**

Presenting information contained in the Service Provider Workshop Plan can be divided into as many workshop sessions as deemed practicable by the Contractor, provided that all Workers are exposed to all aspects of the workshops as outlined in the Service Provider Workshop Plan.

Breaking down the content of information to be presented to Workers into more than one workshop session however, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for Workers to reflect and test information. Workers will also have an opportunity to ask questions at a following session.

4.2.2 **Service Providers**

A database of recommended Service Providers is available from all Regional Offices of the Department of Public Works.

4.2.3 **HIV/AIDS Specific Learning Outcomes and Assessment Criteria**

Workers shall be exposed to workshops for a minimum duration of two-and-a-half hours. In order to set a minimum standard requirement, the following specific learning outcomes and assessment criteria shall be met.

4.2.3.1 **UNIT 1: The nature of HIV/AIDS**

After studying and understanding this unit, the Worker will be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. The Worker will also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS.

Assessment Criteria:
1. Define and describe HIV and AIDS
2. List and describe the progression of HIV/AIDS

4.2.3.2 **UNIT 2: Transmission of the HI virus**

After studying and understanding this unit, the Worker will be able to identify bodily fluids that carry the HI virus. The Worker will be able to recognise how HIV/AIDS is transmitted and how it is not transmitted.

Assessment Criteria:
1. Record in what bodily fluids the HI virus can be found
2. Describe how HIV/AIDS can be transmitted
3. Demonstrate the ability to distinguish between how HIV/AIDS is transmitted and misconceptions around transmittance of HIV/AIDS

4.2.3.3 **UNIT 3: HIV/AIDS preventative measures**

After studying and understanding this unit, the Worker will comprehend how to act in a way that would minimise the risk of HIV/AIDS infection and to use measures to prevent the HI virus from entering the bloodstream.

Assessment Criteria:
1. Report on how to minimise the risk of HIV/AIDS infection
2. Report on precautions that can be taken to prevent HIV/AIDS infection
3. Explain or demonstrate how to use a male and female condom
4. List the factors that could jeopardize the safety of condoms provided against HIV/AIDS transmission.
4.2.3.4 UNIT 4: Voluntary HIV/AIDS counselling and testing
After studying and understanding this unit, the Worker will be able to recognise methods of
testing for HIV/AIDS infection. The Worker will be able to understand the purpose of voluntary
HIV/AIDS testing and pre- and post-test counselling

Assessment Criteria:
1. Describe methods of testing for HIV/AIDS infection
2. Report on why voluntary testing is important
3. Report on why pre- and post-test counselling is important

4.2.3.5 UNIT 5: Living with HIV/AIDS
After studying and understanding this unit, the Worker will be able to recognise the importance
of caring for people living with HIV/AIDS and be able to manage HIV/AIDS

Assessment Criteria
1. List and describe ways to manage HIV/AIDS
2. Describe nutritional needs of people living with HIV/AIDS
3. Describe ways to embrace a healthy lifestyle as a person living with HIV/AIDS
4. Explain the need for counselling and support to people living with HIV/AIDS

4.2.3.6 UNIT 6: Treatment options for people with HIV/AIDS
After studying and understanding this unit, the Worker will be familiar with the various
treatments available to HIV/AIDS infected or potentially HIV/AIDS infected people

Assessment Criteria
1. Discuss anti-retroviral therapy
2. List methods of treatment to prevent HIV/AIDS transmission from mother-to-child
3. Describe the need for treatment of opportunistic diseases for people living with HIV/AIDS
4. Describe post exposure prophylactics

4.2.3.7 UNIT 7: The rights and responsibilities of Workers in the workplace with regard to HIV/AIDS
After studying and understanding this unit, the Worker will be able to identify the rights and
responsibilities of the Worker living with HIV/AIDS in the workplace. The Worker will recognise
the importance of accepting colleagues living with HIV/AIDS and treating them in a non-
discriminative way

Assessment Criteria:
1. Discuss the rights of a person living with HIV/AIDS in the workplace
2. Discuss the responsibilities of a person living with HIV/AIDS in the workplace
3. Report on why acceptance and non-discrimination of colleagues living with HIV/AIDS is important

4.3 Displaying of plastic laminated posters and distribution of information booklets
The Contractor shall obtain a set of four laminated posters conveying different key messages and
information booklets, which are available from all Regional Offices of the Department of
Public Works

The above-mentioned posters and information booklets have been prepared to raise awareness
and to share information about HIV/AIDS and STI’s
Posters or display stands shall be displayed on site as soon as possible, but not later than 14 days after the date of site handover.

Posters shall be displayed in areas highly trafficked by Workers, including toilets, rest areas, the site office and compounds.

The posters on display must always be intact, clear and readable.

Information booklets must be distributed to all Workers as soon as possible, but not later than 14 days after site handover, or as soon as the Worker joins the site.

5 PROVIDING WORKERS WITH ACCESS TO CONDOMS

The Contractor shall provide and maintain condom dispensers and make both male and female condoms, complying with the requirements of SABS ISO 4074, available at all times to all Workers at readily accessible points on site, for the duration of the contract. The Contractor may obtain condom dispensers from the Department of Health and condoms may be obtained from the Local Clinic or the Department of Health.

At least one male and one female condom dispenser and a sufficient supply of condoms, all to the approval of the Representative/Agent, shall be made available on site within 14 days of site handover. Contractors should note that arrangements to obtain condoms from the Department of Health Clinics prior to site handover may be necessary, to ensure that condoms are available within 14 days of site handover.

Condoms shall be made available in areas highly trafficked by Workers, including toilets, the site office and compounds.

6 ENSURING ACCESS TO HIV/AIDS TESTING AND COUNSELLING FACILITIES AND TREATMENT OF SEXUALLY TRANSMITTED INFECTIONS (STI)

The Contractor shall provide Workers with the names of the closest Service Providers that provide HIV/AIDS testing and counselling and Clinics providing Sexually Transmitted Infection (STI) diagnosis and treatment. Information on these Service Providers and Clinics must be displayed on a poster of a size not smaller than A1 in an area highly trafficked by Workers.

7 APPOINTMENT OF AN HIV/AIDS AWARENESS CHAMPION

Within 14 days of site handover the Contractor shall appoint an Awareness Champion from amongst the Workers, who speaks, reads and writes English, who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the Awareness Champion has been trained by the Service Provider on basic HIV/AIDS information, the support services available and the necessary skills to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner.

The Awareness Champion shall be responsible for:

7.1 Liaying with the Service Provider on organising awareness workshops;
7.2 Filling condom dispensers and monitoring condom distribution;
7.3 Handing out information booklets;
7.4 Placing and maintaining posters.
MONITORING

The Contractor shall grant to the Representative/Agent reasonable access to the construction site, in order to establish that the Contractor complies with his obligations regarding HIV/AIDS awareness under this contract.

The Contractor must report problems experienced in implementing the HIV/AIDS requirements to the Representative/Agent.

The attached SITE CHECKLIST (SCHEDULE A) shall be completed and submitted at every construction progress inspection to the Representative/Agent.

The attached SERVICE PROVIDER REPORT (SCHEDULE B) shall be completed and submitted on a monthly basis to the Department’s Project Manager, through the Representative/Agent.

The attached CONTRACTOR HIV/AIDS PROGRAMME REPORT (SCHEDULE C), a close out programme report, shall be completed by the Contractor at the end of the contract.
<table>
<thead>
<tr>
<th>Support service poster(s) in a good condition</th>
<th>Support service poster(s) in high trafficked area</th>
<th>HIV/AIDS awareness service provider report</th>
<th>Male condom dispenser in a highly trafficked area</th>
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**Schedule A**

Please refer to HIV/AIDS Programme activities during the reporting period

Name of Departmental Project Manager

When did construction commence

**HIV/AIDS Programme : Site Checklist**
Please indicate the applicable number for the reporting period

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<th>Contractor</th>
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<th>Representative/Agent</th>
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<th>Female condoms distributed</th>
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<th>Male condoms distributed</th>
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<th>Booklets distributed</th>
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<th>Workshop plan</th>
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<th>Scheduled workshops according to approved workshop plan</th>
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<th>Number of workshops held</th>
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<th>Workshop attendees</th>
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<th>More than 30 days (as of P1)</th>
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<th>Sub-Contractors who will be on site for longer</th>
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<th>Workers on payroll (as of P1)</th>
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Date of progress inspection (dd/mm/yy) ____________________________

Reporting period: (dd/mm/yy) ____________________________ to (dd/mm/yy) ____________________________

Deviations from HIV/AIDS awareness programme plan:

Corrective actions

_________________________________________    ____________________________
Representative/Agent                          Departmental Project Manager

_________________________________________    ____________________________
Date                                           Date
SCHEDULE B

HIV/AIDS AWARENESS PROGRAMME: SERVICE PROVIDER REPORT

Reporting period: (dd/mm/yy) ______________________ to (dd/mm/yy) ______________________

Number of workshops conducted in reporting period ______________________

Number of scheduled workshops according to approved workshop plan ______________________

Deviations from workshop plan:

State reasons for deviating from workshop plan:

Corrective actions:

__________________________________
Service Provider

__________________________________
Contractor

__________________________________
Date

__________________________________
Date

SCHEDULE B
<table>
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<tr>
<th>DATE</th>
<th>DD/MM/DD</th>
<th>CONTENT OF WORKSHOP</th>
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<tr>
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<td>HIV/AIDS IN CONSTRUCTION VIDEO</td>
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**NOTE:** Fill in the applicable information with regard to each workshop conducted.
## HIV/AIDS Awareness Programme: Attendance Register

Fill in your name and indicate attendance by tickling the appropriate date.

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**No. NAME**

SCHEDULE C

CONTRACTOR HIV/AIDS PROGRAMME REPORT

Project name

Project Location

Contract value of project (R)

Department of Public Works Project Manager

HIV/AIDS Programme duration: (dd/mm/yy) ______________ to (dd/mm/yy) ______________

AWARENESS MATERIAL

Describe location of posters displayed during the programme ______________

Comments on posters ______________

Indicate total number of booklets distributed ______________

Comments on booklets ______________

CONDOMS

Indicate total number of male condoms distributed ______________

Indicate total number of female condoms distributed ______________

Describe where male condom dispenser was placed ______________

Describe where female condom dispenser was placed ______________

HIV/AIDS WORKSHOPS

Indicate the total number of HIV/AIDS workshops conducted ______________

Indicate the duration of workshops ______________

Indicate the total number of Workers that participated in the HIV/AIDS workshops ______________

Indicate the total number of Workers that were exposed to the video on HIV/AIDS in the Construction Industry ______________

Comments on HIV/AIDS workshops on site ______________
GENERAL

Briefly describe programme activities and satisfaction with outcome


Additional comments, suggestions or needs with regard to the HIV/AIDS awareness programmes on site


Please indicate if your company has a formal HIV/AIDS policy focussing on HIV/AIDS awareness raising and care and support of HIV/AIDS Workers

Please indicate if, to your knowledge, you have lost any workers during the duration of the project to HIV/AIDS related sicknesses. One or more of the following might indicate an HIV/AIDS related death:

- Excessive weight loss
- Reactive TB
- Hair loss
- Severe tiredness
- Coughing or chest pain
- Pain when swallowing
- Persistent fever
- Diarrhoea
- Vomiting
- Meningitis
- Memory loss
- Pneumonia

Number of HIV/AIDS-related deaths


Yes No Currently developing one

Contractor Date

Departmental Project Manager Date