



P.O. Box 13912, HATFIELD, 0028 | 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028, Tel: +27 012 748 1000, Fax: +27 086 667 8894

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR TO REVIEW AND UPDATE THE GLOBAL FUND COUNTRY COORDINATING MECHANISM GOVERNANCE MANUAL AND OVERSIGHT COMMITTEE PLAN

1) BACKGROUND

The South Africa Global Fund Country Coordination Mechanism (GF CCM) is a self-regulatory and decision-making body comprising all key stakeholders involved in the country's response to HIV and Tuberculosis. The CCM is not a grant recipient per se of GF financing, but it is responsible for submitting proposals to define GF-based priority needs at national level and nominating the entities accountable for administering the funding (known as Principal Recipients or PRs). After grant approval, the CCM oversees progress during implementation.

The South African GF CCM was established as a sub-structure within the country's South African National AIDS Council (SANAC) and approved at the SANAC Resource Mobilization Committee (RMC) meeting held on 15 February 2012. The revised SANAC structure, incorporating the GF CCM, was formally approved by the SANAC Plenary on 1 June 2012. The GF CCM is an independent decision-making body which engages with other SANAC structures in order to enhance transparency and information dissemination. As a national-level partnership forum, the CCM develops, compiles and submits funding proposals to the Global Fund based on national priorities and needs.

The South Africa CCM is comprised of members representing public sector and the non-public sector constituencies. These include the following: civil society organizations, private sector, people living with/affected by the three diseases, academia, faith-based organizations, key affected populations, bilateral and multilateral Partner organizations, and Government.

It is imperative that the governance of the CCM is strengthened to provide effective oversight to ensure that the Global Fund resources are mobilized, and utilized appropriately



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and efficiently, to achieve maximum results and the desired impact on the three diseases (HIV, TB and Malaria). By providing a framework of rules and guidelines for carrying out the functions of the CCM, the Governance Manual is an essential tool for good practices that uphold the core principles and strengthen CCM performance. It provides a set of rules and procedures that will govern the South Africa CCM's mandate, structure, membership and operations. The primary audience for the manual is the CCM members (full and alternate members) and the CCM Secretariat. The secondary audience is Principal Recipients; Sub-Recipients, technical support providers and other stakeholders.

The CCM also has an Oversight Committee, which is a standing committee that oversees the implementation of programs, a core function of the CCM. The Oversight Committee is also governed by an Oversight Committee Plan, which will also be reviewed alongside the CCM Governance Manual.

2) INTRODUCTION

The CCM Governance Manual and the Oversight Committee Plan are reviewed annually, with intense and thorough updates and reviews taking place sequentially with the Request for Funding submission timelines as this is a key document that will be submitted together with the request for funding.

The CCM is responsible for reviewing the CCM Governance Manual and the Oversight Committee Plan through its Governance Manual Sub-Committee. This is an ad-hoc committee responsible to ensure that the CCM Governance Manual and the Oversight Committee Plan are reviewed in accordance with the framework provided by the overall mandate of the CCM, the SANAC Governance Manual, the Global Fund CCM Policy and guidance. The sub-committee is selected from the CCM members represented through constituencies.



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The CCM Governance Manual and Oversight Committee Plan reviews are submitted to the full CCM and endorsed by a two thirds majority where a quorum is met to approve the amendments.

3) PURPOSE OF THE ASSIGNMENT

This assignment seeks the services of a consultant to review and update the CCM Governance Manual and Oversight Committee Plan

4) SCOPE OF WORK

SANAC seeks to engage a service provider to work closely with the GF CCM Secretariat to;

- a) Conduct the desk-top review of the CCM Governance Manual and Oversight Committee Plan.
- b) Conduct an initial teleconference/call/meeting with the CCM Secretariat, the CCM Co-chairs and a representative of the CCM Governance Manual Sub-Committee to agree on the sequence of activities, schedule consultation calls and request additional documentation required.
- c) Facilitate consultations with the CCM Co-chairs, CCM Secretariat & Constituencies and Members and get their feedback on their inputs and comments to the current CCM Governance Manual and Oversight Committee Plan
- d) The consultant seeks good practice from other CCMs, via connections through and consultation with CCM Hub.
- e) Align the CCM Governance Manual with the SANAC Governance Manual, the Civil Society Terms of Reference on Governance and Accountability, and the provisions of the Global Fund CCM Policy, CCM Evolution Recommendations and the Code of Ethical Conduct for CCM Members.



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- f) Align the Oversight Committee Plan with the Oversight Committee Terms of Reference. As oversight is a core function of CCMs, the review of the Oversight Committee Plan should also consider the following:
- a. The elements of CCM eligibility requirement 3, as specified in the CCM Policy available [here](#).
 - b. The need for frequent interactions/communication and information exchange between Principal Recipients and the Oversight Committee.
 - c. The need to collect information from various sources (national programs, grants, key populations and people living with diseases providing feedback at local levels, available GF reports).
 - d. Analysis of the available information (using available tools), identifying risks or implementation gaps and providing recommendations to the CCM for evidence-based decision making.
 - e. The need to follow up on actions agreed by the CCM to close identified implementation gaps.
- g) Identifying the main CCM Governance Manual and Oversight Committee Plan gaps and addressing them in the first draft of the new CCM manual and Oversight Committee Plan and share the soft copy to the relevant entities to prepare their final comments.
- h) Present the new CCM Governance Manual and Oversight Committee Plan update on a debrief meeting to the CCM Co-chairs, CCM secretariat, and CCM Governance Manual Sub-Committee to get their final comments and approval on the 2nd draft of the CCM Governance Manual and Oversight Committee Plan.
- i) Present the 2nd Draft of the CCM Governance Manual and Oversight Committee Plan to the CCM Members (full members and alternates) to get their comments and approval on the 3rd Draft to come up with the final documents.



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- j) After all members have had the opportunity to comment and after these have been incorporated, the final version of the Governance Manual and Oversight Committee Plan should be endorsed at a CCM General Assembly Meeting (probably virtual) so that the decision on officially approving the docs is adequately recorded in meeting minutes.
 - k) Submission and sharing of the final approved documents for editing & printing.
 - l) Submission of Final print-ready CCM Governance Manual and Oversight Committee Plan.

The Consultant shall;

- Have access to various key documents to ensure alignment with these documents is optimized.
- Ensure that there is sufficient rationale on changing contents of the CCM governance documents.
- Ensure that any sections in the CCM Governance Manual and Oversight Committee Plan that were ambiguous should be adequately unpacked and clarified.
- Ensure that the CCM governance documents are adequately reviewed and any changes thereof are properly documented and presented to the CCM for endorsement.
- Ensure that by the end of the review process, that the governance manual and oversight plan are well edited and formatted and the end products are professional documents.
- Note that the CCM will discuss the changes noted by the governance manual committee and may agree or disagree with any changes, or suggest any other alternatives; the consultant will document and incorporate the recommendations.



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- Note that the CCM Co-chairs will sign off on the final CCM Governance Manual and Oversight Committee Plan once the CCM has endorsed the documents.

5) DELIVERABLES

- i. A well written, well edited and well formatted CCM Governance Manual
- ii. A well written, well edited and well formatted Oversight Committee Plan
- iii. A presentation to the CCM Governance Manual Sub-Committee, the Oversight Committee and the CCM on the documented changes to the CCM Governance Manual and Oversight Plan
- iv. The consultant is recommended produce two versions of documents: one clean version, and one document with tracked changes.

6) QUALIFICATION AND EXPERIENCE

SANAC Trust intends to contract a service provider or consultant(s) with extensive experience that includes:

- Bachelor's degree in Public Health, Social Sciences or Public Administration or Communication. A Master Degree will be added advantage.
- Proven experience in supporting CCM governance processes will be an added advantage. Contact details of two contactable references to illustrate the proven track record
- Demonstrated familiarity with the Global Fund principles and structures and the core functions of CCMs.
- Proven expertise and experience in the area of governance and organisational development. Strong understanding of governance and the need to ensure compliance with principles of good governance.
- The person should have at least 7 years of post-qualification experience of which at least 3 years should have been in governance and/or organisational design.



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- Excellent English language writing and editing.
 - Solid editorial skills with demonstrated ability for logical and analytical writing.
 - Excellent analytical and conceptual thinking
 - Proven track record of delivering similar projects timeously to a high standard under tight deadlines.

Competencies and special skills requirement:

- Demonstrate strong written communication, research and analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of current SANAC activities including the NSP.
- Ability to work under pressure.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN Agencies and the private sector.
- Strong writing, presentation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team.

7) TIMELINES AND COMMITMENT:

- The CCM governance documents will be reviewed over a period from 01 September – 30 November 2020
- The level of effort expected is to be a maximum of 30 days.
- Note that work will be remunerated based on actual time worked substantiated by high quality documents as proof of work done by the consultant, meeting attendance and participation, as approved by SANAC Trust procurement procedures.

8) SUPERVISION AND COORDINATION



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- The consultant will be supervised by the CCM Secretariat at SANAC, who will work closely with the consultant to discuss the work and the review drafts and the final product.
 - The consultant will coordinate closely and communicate frequently with the CCM Governance Manual Sub-Committee.
 - The consultant should keep the secretariat, the CCM leadership and the sub-committee in copy of all relevant communications.
 - The final approval/ acceptance of the documents is by the CCM. Therefore the last 10% of the payments should be withheld until such time as the CCM has adopted and formally endorsed the documents.

9) PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on **Friday 11 September 2020 by 12h00pm** containing all the information required to evaluate the bid against the requirements stipulated in this terms of reference document. Please send your proposals to andries@sanac.org.za. The following should be attached to the proposal as annexures:

- i) Annexure A: Summary of past experience. The proposal should contain CVs of proposed team members which show the range of similar assignments they have undertaken and the size of these assignments, letters of reference or other means of verifying past experience
- ii) Annexure B: Summary details of proposed team
- iii) Annexure C: Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference

10) CRITERIA FOR SELECTION



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The selection of the best offer will be based on the combined scoring method: (the qualifications and methodology will be weighted 80%, combined with the price offer, which will be weighted 20%).

- Technical proposal demonstrates clear process and methodology for delivering high quality products in line with the ToR (40%). track record of delivering similar projects
- Demonstrated track record / knowledge in the area of governance and organisational development (20%)
- Demonstrated track record in delivering similar projects (20%)
- Financial proposal (20%)

All proposals must be submitted to Mr Andries Mokgele at SANAC Office - Hatfield Gardens, Second Floor 333 Grosvenor St, Hatfield, Pretoria, 0083: or via email to Andries@sanac.org.za before 11:00 on 11/09/2020@ 12h00 2020