



## TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW, EDIT, DESIGN, AND LAYOUT OF NSP 2017-2022 MID-TERM REVIEW REPORT

### 1. INTRODUCTION:

The South African National AIDS Council (SANAC) Trust seeks to appoint a service provider for the review, editing, design and layout of the National Strategic Plan for HIV, TB, and STIs 2017 – 2022 Mid-Term Review Report.

### 2. BACKGROUND:

The South Africa's National Strategic Plan (NSP) for HIV, TB, and STIs 2017 – 2022 is the country's fourth comprehensive strategic plan that guides how the country's multi-sectoral response to prevention and management of HIV and AIDS, TB, and STIs over five years will be implemented.

The end of the 2019/2020 financial year marked the mid-term of the implementation of the NSP for HIV, TB, and STIs (2017 – 2022). SANAC embarked on the mid-term review (MTR) process, to conduct an in-depth analysis of NSP implementation to illustrate emerging issues and opportunities, lessons learnt, gaps and challenges encountered during the implementation of the first half of the NSP term.

### 3. SCOPE OF WORK:

This assignment seeks the services of a seasoned researcher/public health specialist or epidemiologist to;

- a) Review, Edit, Design, Layout and include appropriate infographics of print-ready NSP MTR
- b) Print 50 x copies (A4 size high quality Paper) of NSP MTR report

The detailed scope of work includes:

#### **a) Reviewing, organizing and editing**

- The service provider will be responsible for editing the NSP Mid-Term Review (in Word narrative format) with a view to ensure: clarity and continuity of the content; clarity of structure and core themes; internal consistency, both analytical and stylistic; general readability and accessibility to a broad readership of SANAC.

#### **b) Public Health Technical editing and copy-editing**

- In the following phase the service provider will do the public health / epidemiology technical editing and copy-editing of the NSP Mid-Term Review in close consultation with the SANAC Strategic Information Team.

<ul style="list-style-type: none"> <li>• Special attention will be paid to enhancing the use and role of boxes, graphics and tables, with the service provider also suggesting catchy and concise titles for those elements.</li> <li>• The technical editing and copy-editing will concentrate on enhancing the flow and clarity of the document; sequencing; consistency, especially between text and tables and figures and integration of text and boxes; removing content errors; improving style and punctuation, spelling and grammar</li> </ul>
<p><b>c) Produce infographics as well as insert relevant photographs</b></p> <ul style="list-style-type: none"> <li>• Creating graphics and <i>infographics</i> to accompany the NSP MTR Report</li> <li>• Ensure custom photo editing (restoration, noise reduction, tonal adjustment) for all photos accessed from the SANAC photo library or elsewhere.</li> </ul>
<p><b>d) Proofreading</b></p> <ul style="list-style-type: none"> <li>• Once the NSP MTR Report has been copy-edited and laid out, the service provider will perform one more round of proofreading, checking spelling, as well as acronyms and other abbreviations (making sure that they follow official SANAC terminology and conventions), style consistency, callouts, layout problems, references, etc.</li> </ul>
<p><b>e) Revise and finalise the NSP MTR Report</b></p> <ul style="list-style-type: none"> <li>• Consult with SANAC Secretariat Strategic Information and Communications Units on any proposed changes and incorporate those changes.</li> <li>• After the draft text is reviewed by the SANAC Secretariat, the service provider will incorporate revisions related to content, design and/or language and finalise the report</li> </ul>

The service provider is expected to provide copywriting, editing and proof reading services, while providing conceptualization and creative input for the layout and design process; for the development of reader-friendly formatted documents.

The design must be innovative, yet simple, using design elements to ensure that the content and official nature of the NSP MTR Report does not detract from the the look and feel of the NSP and the SANAC Trust Corporate Identity Guidelines for publications.

#### **4. EXPECTED DELIVERABLES:**

The following are the deliverables to be submitted by the consultant or consulting firm:

- a) Print-ready and Microsoft Word versions of the NSP MTR Report with appropriate tables, graphs, and infographics.
- b) 50 x printed copies of the NSP MTR Report

#### **5. REPORTING:**

The consultant will report to the Acting Executive Manager: Strategic Information, working in closely with the Strategic Information Technical Lead

## **6. EXPERIENCE AND QUALIFICATIONS:**

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

- Bachelor's degree in Public Health, Health or Social Sciences. A Master Degree in Public Health will be added advantage, with a minimum of 15 years' experience in Public Health, Epidemiology, Development Studies, Economics, Public Policy, Social Sciences, and/or a related technical field and Monitoring and Evaluation of HIV and TB programs.
- Strong knowledge and understanding of the South Africa HIV and TB epidemic and national response, the legislative, and policy environment including the National Strategic Plans on HIV, TB and STIs, as well as SANAC's mandate
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Excellent English language writing and editing.
- Solid editorial skills with demonstrated ability for logical and analytical writing.
- University degree in graphic design, data analytics, communications or a related field. Minimum of 5 years' proven track record in designing visually engaging infographics on HIV, TB and STIs
- Expert knowledge in graphic design and graphic design software, including but not limited to: Adobe Photoshop, Illustrator, InDesign, After effect, Final Cut Pro, Flash, Flex Builder, and the rest of the Adobe Creative Suite.

## **Competencies and special skills requirement:**

- Demonstrate strong written communication, research and analytical ability, and ability to rapidly integrate information from various sources.
- Familiar with the concept of development and evaluation, in particular, is an advantage.
- Knowledgeable of current SANAC activities including the NSP.
- Technical skills in production and editing and the ability to write quickly, clearly and concisely in English.
- Ability to deliver the requirements on time and be responsive to all communications from SANAC Trust.
- Ability to work under pressure.

## **7. TIMELINES:**

The level of effort expected is **20 consultancy days** from 01- 30 November 2020

## **8. CRITERIA FOR SELECTION:**

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 (30%).
- Demonstrated track record / knowledge in public health and HIV, TB and STIs response in South Africa (25%)
- Demonstrated track record in infographic design, data visualization and animation for high quality publications (25%)
- Financial proposal (20%)

#### **9. PAYMENT SCHEDULE FOR THE TASK:**

- The payment will be made as follows:
  - 1st payment – 60% (after delivering the 1<sup>st</sup> Draft of the NSP MTR Report); and
  - Final payment – 40% (after submission of final deliverables)

**Proposal and quotation for the work to be submitted to [Andries@sanac.org.za](mailto:Andries@sanac.org.za) by 23 October 2020 by 12h00.**