



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
VAT No.: 496 026 5751

Terms of Reference: Costing and Finance Development of the South African Global Fund Request for Funding (1 April 2022- 31 March 2025)

Consultancy: Costing and Finance

1) Background

The Global Fund Country Co-ordinating Mechanism (GF CCM) is a SANAC body set up to raise funds from the Global Fund to Fight AIDS, TB and Malaria (Global Fund). As part of its function it oversees the development and submission of a request for funding to the Global Fund according to the rules of the Global Fund and as per invitation by the Global Fund. The GF CCM oversees the grant negotiation to ensure that the most impactful, feasible and advantageous grant is approved by the Global Fund Board timeously.

The CCM intends to award a contract to an able Finance and Costing consultancy that will contribute to the writing team that will develop the next joint HIV/TB/Resilient and Sustainable Systems for Health (RSSH) Request for Funding (RFF) proposal that will be submitted by the GF CCM to the GF. The successful consultancy is expected to meet all the requirements as set out in this request for proposals (RFP). The duration of the contract is ten (10) months from the contract's commencement date, which is anticipated to be from November 2020 to August 2021.

South Africa has been invited to submit a request for funding to the value of 536,766,626 USD over three years (1 April 2022 to 31 March 2025). The RFF will undergo a full review that contains a comprehensive overall review of a program's approach and strategic priorities.

2) Role of the Costing and Finance consultancy

The role of the costing and finance consultancy is to work closely with the GF CCM RFF subcommittee, the CCM and the CCM Secretariat and SANAC Technical Support Unit (TSU), to participate in stakeholder consultations and technical working groups (TWGs) to review



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evidence, identify priorities and finalization of the details of programme content and implementation arrangements. This will enable the consultancy to develop the budgets that will form part of the main attachments for the RFF. The budgets are expected to be developed using the Global Fund budget template for each disease component and disaggregated by Principal Recipient to the relevant level of detail and format as required by the GF. In addition, the consultancy will develop the RFF section on the funding landscape and co-financing.

The Funding Landscape Table is an important attachment required for the RFF and, hence the consultancy will be expected to work closely with the Consultant that is developing the Sustainability Framework for the country. The consultancy will also work closely with the other members of the lead technical team (lead and support writers, monitoring and evaluation consultants, key populations, RSSH and Human Rights consultants) to ensure that the logical framework that forms the basis of the budget is fully aligned with the work of all lead technical team members. This will also require working in collaboration with the Principal Recipients (PRs) chosen by the CCM to develop the final details of the budgets.

3) Scope of work:

The main deliverable of the consultancy is a timeously completed high quality costed and budgeted GF RFF for HIV, TB and Resilient and Sustainable Systems for Health(RSSH) (1 April 2022 to 31 March 2025) that includes a suitable section on the financial landscape and co-financing, a Funding Landscape Table and budgets for the programmes described in the RFF. Costing and budgeting outputs should be underpinned by internationally acceptable methodologies and assumptions. All narrative sections have to be written in excellent English, with references as footnotes, all annexes formatted and labelled appropriately and must include an abbreviations list.



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The consultancy will work with other consultants to ensure that the Programmatic Gap Table(s), Funding Landscape Table(s), Performance Framework and Budget, Sustainability Plans are cohesive and aligned to the contents of the main document.

The work will involve working with many stakeholders, attending and preparing for consultations, assisting with the development of presentations and communication pieces on progress, ongoing development and refinement of the RFF document.

4) Tasks and deliverables:

- Review of all relevant documents that will be used to inform the RFF and the detail required for the section on the financial landscape and Co-financing, the Funding Landscape Table and budgets for the programmes described in the RFF. This will include (but not limited to):
 - The GF Allocation letter
 - GF policies and guidance documents for applicants
 - The National Strategic Plan for HIV, TB and STIs 2017-2022 and its resource needs estimates and financial gap analysis.
 - Working documentation for the draft costed National Strategic Plan for 2022-2027, which will be in progress.
 - Information on innovative financing models
 - Costed Provincial and District Multi-Sectoral Implementation Plans for 2017-2022
 - Investment case and any other financial analyses relating to HIV and TB in SA, including budgeting and expenditure analyses.
 - Current GF grant and all updates of progress (from various oversight and CCM documents)
 - Review and analysis of expenditure of the current GF grant.



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- Use information from the above-mentioned documents to prepare an initial financial gap analysis for the RFF and an analysis of expenditure of the current GF grant for review by the CCM in October 2020 and any other extra-ordinary CCM meetings.
- After CCM input, work with the lead and support writers and technical teams to prepare a combined programmatic and financial gap analysis to be used for consultation or as per the work plan.
- Participate in consultations, dialogues and technical task team meetings to facilitate discussions and capture input from stakeholders, as per work plan.
- Work with the CCM, CCM RFF subcommittee and CCM Secretariat / Technical Support Unit (TSU) to understand and assist with the development and ongoing adjustment as necessary of the work plan for the development of the GF RFF.
- Participate in relevant dialogues/consultations and technical working group (TWG) meetings to accurately capture the comprehensive overall picture being built up as well as the details that will be captured in the RFF including the section on the Finance landscape and co-financing, the Funding Landscape Table and budgets for the programmes described in the RFF.
- Design of templates and guidelines for PR work plans and budgets to enable consolidation into the CCM proposal
- Provide guidance in the structuring of the RFF logical framework for the consolidated RFF and facilitate and support the process to develop revised work plans and budgets.
- Develop a schedule of shared unit costs for the CCM that should be applied to all PR programme elements
- Co-ordinate analysis and documentation on the financial situation and financial performance of each PR, including analysis of expenditures against budget and potential under-expenditure of the current grant period.
- Prepare the work plan-budgets and supervise the preparation of work plan-budgets
- Prepare drafts of the consolidated work plan-budget for the CCM until finalized.



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- Develop drafts of the RFF section on the finance landscape and co-financing, the Funding Landscape Table and budgets for the programmes described in the RFF and present these to the CCM, CCM RFF subcommittee and other key stakeholders for review and comment.
- Develop the final RFF section on the finance landscape and co-financing, the Funding Landscape Table and budgets for the programmes described in the RFF as part of the full version of the GF Request for Funding to be sent to the GF by August 2021.
- Prepare presentations and communication pieces to various stakeholders.

5) Qualifications and experience

Consultancy must possess relevant postgraduate finance and costing qualifications

- Excellent knowledge and understanding of HIV and TB epidemics in SA
- Expertise in Financial Management, Costing and budgeting experience
- Previous experience in conducting finance and costing analysis and development of major financial and costing documents for HIV and TB in SA
- Previous experience in the development of GF RFF in the new format, including the development of the narrative sections on the finance landscape and co-financing, the development of the Funding Landscape Table and budgets for the programmes described in the RFF.
- Demonstrable experience in finance and costing assignments to government departments and major donors
- Experience in conducting costing exercises and financial gap analysis
- Ability to work with multiple stakeholders, including SA government Departments, NGOs, Business sector and Civil Society stakeholders.

Other competencies



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- Ability to work under pressure and still produce accurate high-quality documents
- English language proficiency and communication (written and verbal)

6) Supervision

The SANAC Technical Support Unit and the CCM Secretariat at SANAC, who will work closely with the consultant to discuss the work and the review drafts and the final product, will supervise the consultant.

7) Timelines and commitment:

- The GF Request for funding will be developed over a period from November 2020 to August 2021
- The level of effort expected is to be up to a maximum of 80 days spread over the 11 months. A more intense period of work is expected to be conducted over the period of April to June 2021.
- It is recommended that a team of two health economists/ health finance experts undertake this scope of work (1 senior expert and 1 mid-level expert), although this is not a prescription for applicants.
- Note that work will be remunerated based on actual time worked substantiated by detailed timesheets and high quality documents as proof of work done by the consultant, meeting attendance and participation.

8) Proposal Format

A detailed proposal in response to this ToR is due on **Friday 16 October 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 Mncedisimvelase mncedisim@genesis-analytics.com .The following should be attached to the proposal as annexures:



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- i) Annexure A: Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) Annexure B: Summary of 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, three letters of reference or other means of verifying past experience
- iii) Annexure C: Summary details of proposed team
- iv) Annexure D: 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

9) 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 (40%).
- Demonstrated record of accomplishment / knowledge in the area of HIV and TB programming, including the need to focus on Costing and Finance (20%)
- Demonstrated track record in delivering similar projects (20%)
- Financial proposal (20%)



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