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VAT No.: 496 026 5751

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

Consultant: Monitoring and Evaluation

1) Background

The South African National AIDS Council (SANAC) brings together government, civil society and the private sector to create a collective response to HIV, TB and STIs in South Africa. SANAC released the fourth National Strategic Plan (NSP) for HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in 2017. This five-year plan (2017–2022), guides the multi-sectoral implementation of strategies to mitigate the impact of HIV, TB and STIs.

International donors such as Global Fund (GF) support the implementation of TB and HIV programmes in SA, amongst others. The GF grant is coordinated through the Global Fund Country Co-ordinating Mechanism (GF CCM), which is a SANAC-hosted 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 proposal to the Global Fund (GF) every three year cycle.

Based on the Global Fund Board's decision in November 2019 on the funding available for the period 2022-2025 .South Africa has been allocated US\$536,766,626 for HIV, tuberculosis and building resilient and sustainable systems for health (RSSH). The allocation amounts for all countries have been determined according to a methodology approved by the Global Fund Board, primarily based on disease burden and income level. South Africa is classified as an upper-middle-income country.



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A technical team comprising of in-country and external TB and HIV experts is being identified to assist in the development of the funding request. Additional technical assistance for the HIV Funding Request Steering Group is required to ensure that all elements of the HIV components are consistent and sound.

2) Purpose of the Monitoring and Evaluation Consultant

In conjunction with the SA GF CCM, and the SANAC Secretariat team, the consultant will serve as a Lead Writer of the next joint HIV, TB & Resilient and Sustainable Systems for Health (RSHH) Request for Funding to be submitted to the Global Fund. The funding request/proposal should be in accordance with the GF Allocation Letter, which stipulates that South Africa has been invited to submit a request for funding for 536,766,626 USD over three years (1 April 2022 to 31 March 2025).

The lead writer will work in collaboration with the support writers, the expert consultants and technical working groups (TWGs) to develop the RFF. The RFF Application Form comprises five main sections; namely:

1. Country Context

Applicants provide information on the current epidemiological situation and outline the constraints and barriers. They also provide an assessment of the country's current response to the disease.

2. Funding Request



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In this section, the country will prioritize the interventions and programs to be included in the Global Fund grant(s) and referenced in the attached Programmatic Gap Table(s), Funding Landscape Table(s), Performance Framework and Budget.

3. Operationalization and Risk Mitigation

After defining and costing the interventions to be funded, countries detail how these interventions will be implemented, and by whom. They also cover risk mitigation measures that will be put into place.

4. Funding Landscape, Co-financing and Sustainability

Articulation of the current funding landscape and the anticipated future funding. This allows reviewers to understand the total commitments to the disease, both from the country and from other donors. In this section, countries also outline their commitments to co-financing and sustainability.

5. Prioritized Above Allocation Request

Applicants are encouraged to include a prioritized request for additional funding beyond the allocation with their application. The total amount should represent at least 30 to 50 percent of the funding request. The prioritized above allocation request will be reviewed by the Technical Review Panel and technically strong interventions will be registered as unfunded quality demand.

The M&E consultant will work closely with the GF CCM request for funding (RFF) subcommittee, the CCM, the CCM Secretariat and the SANAC Technical Support Unit (TSU), to participate in stakeholder consultations and to participate in technical working groups (TWGs) that will be involved in the RFF writing process. The aim of the consultations will be



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to understand the direction and intention of consultations where evidence will be reviewed, priorities identified within what the evidence shows and the details of programme content and implementation arrangements finalised.

The consultant will lead the M&E technical task team and will be ultimately responsible for the development of the Programmatic Gap Table and the Performance Framework with all the necessary detail for all Principal Recipients (PRs), which form key appendices to the main RFF document. The consultant will be expected to work closely with the other members of the lead technical team (lead and support writer, sustainability, TB, logistics support, costing and finance team). They will work to ensure the alignment of work across the narrative document and all attachments, as well as with all the Principal Recipients for the content of the Programmatic Gap Table, Performance Framework and supporting M&E Plan.

The consultant will bring to the M&E design, programme design process previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for institutional donors. It is desirable that the consultant also brings a good understanding of issues relating to M&E; key populations and RSSH.

Regular briefing of the CCM and its RFF Subcommittee will be an integral component of the RFF development process. The successful candidate will need to meet all the requirements as set out in this RFP. Prospective bidders must be able to provide adequate information proving that he/she will be able to satisfy the CCM's set requirements. The request for funding (RFF) has to be a full review that contains a comprehensive overall review of M&E; program's approach and strategic priorities.



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3) Deliverables:

The main deliverable is a timeously completed high quality GF RFF for HIV, TB and Resilient and Sustainable Systems for Health (RSSH) (1 April 2022 to 31 March 2025) that includes all the necessary attachments completed fully and to the highest quality in support of the main RFF document.

The M&E consultant will contribute to this but be mainly responsible for the Programmatic Gap Table, the Performance Framework and supporting M&E Plan whilst ensuring alignment with the main RFF document. All documents must be written in excellent English, with references as footnotes and be formatted and labelled appropriately.

The consultant will work 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) Scope of Work:

1. Review of all relevant documents that will be used to inform the Programmatic Gap Table and the Performance Framework and other chapters of the RFF as appropriate.

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 with its monitoring and evaluation plan
- Mid- Term Reviews of the NSP



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- Provincial and Multi-sectoral District Implementation Plans for 2017-2022
 - More recent research findings and updates to work done in the NSP e.g. UNAIDS prevention coalition
 - Current GF grant proposal and all updates of progress (from various oversight and CCM documents)
 - GF grant evaluations
 - Performance framework of current GF grant, understanding all the challenges and changes that have been made during implementation
 - Review national datasets that relate to work being done in the current GF grant to update a programmatic gap table of existing work
2. Use information from the above documents and work with the lead writer to prepare an initial programmatic gap analysis with an up to date programmatic gap table for review by the CCM in November 2020 and any other extra-ordinary CCM meetings.
 3. After CCM input, work with the lead technical team, to prepare a combined gap analysis to be used for national consultations
 4. Participate in consultations, dialogues and technical task teams to facilitate discussions and capture input from stakeholders, as per work plan.
 5. Work with the CCM, RFF subcommittee, CCM Secretariat and TSU to understand and assist with the development and ongoing adjustment as necessary of the work plan for the development of the GF RFF.
 6. Participate in CCM meetings, GF RFF subcommittee meetings, dialogues/consultations and TWG meetings to accurately capture the comprehensive overall picture being built up as well as the details in the Programmatic Gap Table and the Performance Framework.



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7. Lead the M&E task team that work with all technical teams to identify the initial list of indicators and targets for the chosen programme focus areas and develop the first draft of the Programmatic gap table, the Performance framework and the M&E plan.
 8. Develop the logical framework, together with input from the lead technical team, which will guide the costing and budgeting process.
 9. Work with the GF country team, all the Principal recipients and other stakeholders at national, provincial and district level to develop a full draft of the Programmatic Gap Table, Performance Framework and M&E Plan based on agreed implementation arrangements and district specific data.
 10. Develop drafts of the Programmatic Gap Table, Performance Framework and M&E Plan and present these to the CCM, CCM RFF subcommittee and other key stakeholders for review and comment.
 11. Develop final full version of the Programmatic Gap Table, the Performance Framework and the M&E Plan that will form part of the GF RFF to be submitted by August 2021. The main RFF document and main attachments will be developed by a variety of consultants, so the M&E consultant will have to work closely with them all to ensure that their allocated section is of the highest standard but that it is also aligned to all the other work.
 12. Prepare presentations and communication pieces to various stakeholders.

5) Qualifications and experience

- Post graduate degree in public health, development studies, public policy, social sciences or other relevant field.
- Extensive knowledge of the HIV and TB epidemics and RSSH in SA
- Strong understanding of M&E on of HIV and TB programming, including the need to



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focus on gender issues, key populations and human rights to meet GF requirements.

- At least five years' experience with the participatory strategic planning processes.
- Experience in leading or being a major contributor to the development of M&E evaluation frameworks and plans for HIV and TB programmes at a national level in SA.
- A minimum of 15 years' experience in the development of M&E plans for HIV and TB programmes, M&E of HIV and TB programs, design of M&E programme indicators, programme design (mainly log frame and results framework) or similar frameworks for M&E or in technical project implementation.
- Previous experience in the contribution to the development of GF requests for funding, especially in the new format, will be an added advantage.
- Proven track record of delivering similar projects timeously to a high standard under tight deadlines.

Other competencies

- Strong analytical and strategic programming skills
- Outstanding communication and facilitation skills
- Highly proficient in Microsoft word and Excel with excellent attention to details.
- Proficiency in oral and written English.
- Ability to work under pressure
- Ability to travel in

6) Supervision

The consultant will be supervised by 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.



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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 a maximum of 90 days, which will be spread over the 12 months with some initial work in preparation for the GF CCM meeting in early September, then preparation for consultations starting in October and then more intense work over April, May and June.
- 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 secretariat procurement procedures.
- It must be noted that a significant amount of travelling within SA will be expected from the successful bidders.

8) Proposal Format

A detailed proposal in response to this ToR is due on Friday **23 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 andries@sanac.org.za .The following should be attached to the proposal as annexures:

- 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 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, three letters of reference or other means of verifying past experience



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- 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 track record / knowledge in the area of HIV and TB programming, including the need to focus on Gender issues, Key Populations and Human Rights (20%)
- Demonstrated track record in delivering similar projects (20%)
- Financial proposal (20%)