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Terms of Reference Development of the South African Global Fund Request for Funding

Consultancy: Support Writer

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 and oversees the grant negotiation to ensure that the most advantageous grant is approved by the Global Fund Board timeously.

The CCM intends to award a contract to a suitable Support Writer consultant that shows the ability to contribute to the writing team that will develop the next joint HIV/TB/Resilient and Sustainable Systems for Health request for funding to be submitted by the GF CCM to the GF. The successful consultancy will be expected to meet all the requirements as set out in this Request for Proposals (RFP). The duration of the contract will be for a period of ten (10) months from the contract's commencement date, which is anticipated to be from 1 November 2020 to August 2021.

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 request for funding will undergo a full review on its programmes approach and strategic priorities.

The Funding Request Application Form includes five main sections:

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

In this section, the country will prioritize the interventions and programs to be included in the Global Fund grant(s) and referenced in the 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

What is the current funding landscape, and what is 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

All 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.

2) Role of the Support writer

The CCM would like to build the capacity of the consultants in the country who are able to assist with the development of the GF requests for Funding, so are seeking to find a suitable support writer who will work closely with the lead writer. The lead and support writers have the ultimate responsibility to develop the best possible GF Request for Funding within the given timeline. The consultant will work closely with the lead writer, participating in all consultations and meetings with the lead writer, and assisting the lead writer to ensure all their deliverables as set out below, are met.

The role of the support writer is to work closely with the GF CCM request for funding subcommittee, the CCM and the CCM Secretariat. The lead and support writer must participate in consultations and to participate in technical working groups to fully 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. This will enable the lead writer to write the SA GF Request for Funding based on the input from the CCM, consultations and the range of stakeholders that will be tasked with providing input. The lead and support writers will work closely with a lead technical team of consultants including: costing and finance team, monitoring and evaluation, sustainability, TB specialist and logistics support. The consultant will support the lead writer in working closely with the lead technical team to ensure alignment of the narrative of the main document of the RFF with the attachments and appendices.

3) Deliverables:

The main deliverable is a timeously completed high quality GF Request for Funding for HIV, TB and Resilient and Sustainable Systems for Health (1 April 2022 to 31 March 2025) after all relevant consultations have taken place. The Request for Funding has to be written in excellent English, with references as footnotes, all annexes and attachments are formatted and labelled appropriately, must include an abbreviations list and all the relevant chapters as described above. This will include working with other consultants to ensure that the

(Programmatic Gap Table(s), Funding Landscape Table(s), Performance Framework and Budget, Sustainability Plan) are cohesive and aligned to what is in the main document.

This will include 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 Request for Funding (RFF) document.

4) Scope of work and more detailed deliverables:

- Review of all relevant documents that will be used to inform the Request for Funding and the detail required for all the chapters. This will include:
 - The GF invitation letter
 - GF policies and guidance documents for applicants
 - The National Strategic Plan for HIV, TB and STIs 2017-2022
 - Recent Mid-Term Review
 - 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 etc
 - Current GF grant and all updates of progress (from various oversight and CCM documents)
- Use information from these documents to assist the lead writer to prepare an initial programmatic gap analysis for review by the CCM in December 2020 and any other extra-ordinary CCM meetings.
- After CCM input, work with the lead technical team, under guidance of the lead writer, to prepare a combined gap analysis to be used for consultation in February 2021 or as per the work plan.
- Participate in consultations, dialogues and technical task teams to facilitate discussions and capture input from stakeholders, as per work plan.
- Work under supervision of the lead writer, learning and incorporating lessons learnt to show improved contributions throughout the process.

- Work with the CCM, CCM Request for Funding subcommittee and CCM Secretariat to understand and assist with the development and ongoing adjustment as necessary of the work plan for the development of the GF Request for Funding.
- Participate in CCM meetings, GF Request for Funding subcommittee meetings, dialogues/consultations and technical working group meetings to be able to accurately capture the comprehensive overall picture being built up as well as the details in the Request for Funding document.
- Work under supervision of the lead writer to develop drafts of the RFF and present these to the CCM, CCM Request for Funding subcommittee and other key stakeholders for review and comment, according to the work plan driven by the CCM RFF Subcommittee.
- Work under supervision of the lead writer to develop the final full version of the GF Request for Funding to be sent to the GF by the latest August 2020. The main attachments will be developed by other consultants but they have to be developed in line with what is in the main document and have to be formatted and aligned with what is in the main document, and this is the responsibility of the lead writer with support from the support writer.
- Prepare presentations and communication pieces to various stakeholders.

5) Qualifications and Experience

- Post graduate degree in public health, development studies, social sciences or other relevant field.
- Extensive knowledge of the HIV and TB epidemics and RSSH in South Africa
- Extensive knowledge and experience of the funding landscape for HIV, TB and RSSH in SA, including knowledge of the contribution of various government departments and other funders including PEPFAR and the Global Fund.
- Strong understanding of HIV and TB programming, including the need to focus on Gender issues, Key Populations and Human Rights to meet GF requirements.
- A minimum of 8 years of demonstrated experience in successfully managing technical supports in health and preferably in HIV or TB; detailed knowledge of program support by The Global Fund requirements are desirable.

6) Core Competencies:

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization
- Experience in working with Government, Non-Governmental Organizations and development aid
- Sound knowledge and proven record working experience with international donor & development community in project implementation
- High degree of integrity, and highly organized and good analytical skills
- Excellent networking, oral and written communication, presentation, and reporting skills in English
- Fluency in written and spoken English is an absolute necessity
- Experience in in the usage of computers and office software packages (MS Word, Excel, etc.) and database familiarity

7) Functional Competencies:

- Support the preparation of information for advocacy
- Contributing to results through provision of information
- Generates new ideas and proposes new, more effective ways of doing things
- Ability to work under pressure and adhere to deadlines.

8) 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.

9) 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:

- 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

10) 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%)