



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> 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

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## **2 Terms of Reference**

### **Request for Proposals for Lead writer for the development of the South African Global Fund Request for Funding (1 April 2022-31 March 2025)**

#### **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 consultancy**

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*

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*



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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 Lead Writer will work in collaboration with support writers, the expert consultants and technical working groups (TWGs) to develop the RFF. The expert consultants will include; costing and Finance, Monitoring and Evaluation, RSSH, Key Populations; Human Rights and TB, leading each technical area of the proposal. The Lead writer will be required to ensure alignment of the narrative of the main document of the RFF with the attachments and appendices from the expert consultants.

The Lead Writer is to work closely with the GF CCM RFF subcommittee, the CCM ;CCM Secretariat, Technical Support Unit ( TSU) and SANAC Secretariat; and other stakeholders to participate in HIV, TB and Key Populations stakeholder consultations participating in the



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implementation of the National Strategic Plan for HIV, TB and STIs (NSP). During the consultations, the Lead writer is expected to fully understand the direction and intention of consultations where evidence will be reviewed; priorities identified and aligned with the NSP priorities; and details of programme content and implementation arrangements finalised.

The consultant will bring to the 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 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 a program's approach and strategic priorities.

### **3) Scope of Work**

The CCM seeks to engage a consultant to work closely with the Support Writer; TSU and CCM Secretariat to:

- 3i) Manage the funding request development team;
  - a) Coordinate the funding request team, and manage the team to achieve their deliverables in finalizing funding request proposal
  - b) Provide technical and non-technical related to the funding request proposal writing to support the development of content for Technical, Management and Past Performance volumes



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- c) Facilitate information sharing and dialogue within government and communities
- d) Facilitate meetings with counterpart partners related to funding request development and grant making process
- e) Leverage on key and recent documents and using that as guidance in the proposal development

3ii) Support the GF CCM; CCM Secretariat and the SANAC Technical Support Unit in creating strategic partnerships with Government Departments, SANAC Technical Task Teams and Working Groups, Development Partners, and Civil Society Organizations (CSOs) in developing the proposal

- a) Provide policy advice and technical support to the proposal design of the GF RFF through consultation with the Global Fund, Government, development partners, and CSOs
- b) Support the formulation exercise by facilitating engagement with stakeholders, inputs from relevant advisors and consultants, and proper preparation of the GF RFF documents in line with the Global Fund's procedures
- c) Conduct a problem analysis and validation workshop with partners and other relevant stakeholders

3iii) Ensure a clear logical framework and quality of proposal for joint HIV and TB Intervention program particularly for collaboration and coordination tasks among HIV and TB program implementer's parties, program targets, budgeting, and sustainability plan

- a) Develop comprehensive logical framework for joint HIV and TB Intervention program
- b) Ensure the quality of proposal



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- c) Able to interpret collaboration and coordination tasks among HIV and TB program implementer's parties, program targets, budgeting, and sustainability plan which can be understood and reasonable into the proposal

3iv) In line with the agreed areas of work, conduct strategic prioritization of innovative, sustainable and cost-effective interventions, in collaboration with the CCM

- a) Identify the concrete activities to be included in the funding request to the Global Fund and provide the rationale for proposed prioritization;
- b) Provide explanation on the sustainability of these activities after the end of the Global Fund grant.

3v) Together with the GF CCM RFF subcommittee, the CCM and the SANAC Technical Support Unit, draft the RFF based on GF guidance documents and complete the following templates and documents through a consultative process:

- a) Funding request form template for Tailored for focused portfolios based on GF instructions
- b) Funding landscape table
- c) Government Co-Financing commitment to Global Fund supported programs template.
- d) Performance Framework template
- e) Detailed and Summary Budget
- f) Sustainability Plan

3vi) Coordinate with the CCM Secretariat for the timely completion of the following documents:



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- a) CCM members endorsement of funding request form
- b) CCM statement of compliance template

3vii) Gather feedback on draft package of documents from GF RFF Sub-Committee, CCM, The Global Fund, and other relevant stakeholders; and together with the CCM Sec and SANAC Technical Support Unit,

- a) Ensure that these are addressed in the documents to be submitted.
- b) Address the comments provided by the Technical Review Panel and revise the proposal accordingly, within the given timeline

3viii) Perform other duties that may be assigned in relation to the preparation of the funding request. This can include but not limited to:

- a) Participate in teleconference calls with the Global Fund Country Team in the beginning of the assignment to clarify requirements and expectations and in the end of the assignment to check whether these are met;
- b) Follow-up and provide an update on the implementation of the recommendations of the Technical Review Panel (TRP) based on the review of the documents submitted;
- c) Liaise effectively with technical partners to seek advice as/if necessary.
- d) Lead the preparation of presentations and communication briefs to various stakeholders.

#### **4) Deliverables**

The consultant will have a major impact on the quality of the GF RFF development and will contribute to the effective and efficient process for the proposal development,



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maintenance of partnerships, and effective mobilization of resources to demonstrate its value add to the government and other major stakeholders.

The following are the expected deliverables based on agreed timelines, and will be submitted with the contribution of the Support Writers, the Expert Consultants, GF CCM RFF Sub-committee, CCM and the SANAC Technical Support Unit,

- a) Draft full proposal and budget, including all required documents
- b) Full proposal for submission, integrating comments and inputs from all relevant stakeholders
- c) Revised Final proposal by 06 August 2021

#### **5) Institutional Arrangement**

- a) Consultant will present the methodology and working arrangement to the GF RFF Sub-Committee, CCM, HIV, Key Populations and TB TWGs, relevant Government, development partners, and CSOs
- b) Consultant will have meeting with GF RFF Sub-Committee, CCM, HIV, Key Populations and TB TWGs, relevant Government, development partners, and CSOs
- c) CCM Secretariat and SANAC Technical Support Unit will facilitate to arrange the meetings with related partners
- d) Consultant will present the initial strategy after the meeting with relevant stakeholders to CCM Secretariat and SANAC Technical Support Unit
- e) Consultant will submit the draft and final document as deliverables
- f) The level of effort expected is to be a maximum of 120 days. This will spread over the eleven (11) months.



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g) The 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.

#### **6) Timeframe**

The duration of the contract will be for a period of eleven (11) months (maximum 120 days) from the contract's commencement date, which is anticipated to be from October 2020.

#### **7) 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.

#### **8) Core Competencies:**

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation



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- 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 the usage of computers and office software packages (MS Word, Excel, etc.) and database familiarity

#### **9) 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.

#### **10) 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.

#### **11) Proposal Format**



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A detailed proposal in response to this ToR is due on **Friday 24 October 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](mailto:andries@sanac.org.za) the following should be attached to the proposal as annexures:

- i) Annexure A: 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
- 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

## 12) 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%)



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- Financial proposal (20%)