

Terms of reference (ToRs) for the procurement of services below the EU threshold

	Project number/
Development of South Africa’s Funding Request to the Global Fund:	cost centre:
Administration and Logistics Consultant	20.2155.8-003.01

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1. Context

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 concept note 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.

Against this background, SANAC secretariat intends to award a contract to a successful candidate that shows their ability and suitability to facilitate the work that will be done to develop the next joint HIV/TB/Resilient and Sustainable Systems for Health request for funding to be submitted by the GF CCM to the Global Fund. The successful candidate will need to meet all the requirements as set out in this 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 February 2021 to 15 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 GF CCM has set up a subcommittee to lead the process of the development of the Request for Funding (RFF). The consultant for administration and logistics will work closely with this committee, the CCM secretariat and CCM to facilitate the many meetings and consultations that will form part of the process of developing the RFF.

This consultancy is supported and financed by GIZ BACKUP Health. The consultant will submit their final report to both SANAC and BACKUP Health. The contract will be issued and managed by GIZ South Africa.

2. Tasks to be performed by the contractor

The role of the consultant is to provide administrative and logistics support to the writing team for the GF RFF. The consultant will be responsible for the planning of teams activities, arrangement and documentation of stakeholder consultations, record-keeping, planning of all logistical arrangements for all meetings that are required in the process of the development of the GF Request for Funding to be submitted by August 15 2021.

The main deliverable is optimising participation and outcomes of stakeholder and other meetings that form an essential part of the consultation and dialogue to inform the content of the GF Request for Funding. This deliverable will require working with many stakeholders, including the GF CCM Request for Funding subcommittee, the GF CCM secretariat, the SANAC secretariat, sector representatives from civil society, government and the private sector.

As stakeholder meetings, interviews and task team meetings will form an essential part of the development process, it is essential that we have the right people, in the right place, at the right time. This is to ensure active positive participation and contribution from all stakeholders. Without this we run the risk of not getting the right voices around the table and this will affect the quality of the RFF and hence the funding that SA gets from the Global Fund to assist with implementation of the National Strategic Plan for HIV, TB and STIs 2017-2022. It will also be important to try and get the best value for money without detrimentally affecting the quality of the service being provided to stakeholders, whilst also ensuring compliance with all the SANAC secretariat procurement rules and regulations. The scope of work will include the following:

- Planning and scheduling of meetings, minute taking, filing and archiving of information.
- Arranging conference venues
- Making travel arrangements
- Document key processes and documents for GF RFF for HIV, TB and Resilient and Sustainable Systems for Health (RSSH) (1 April 2022 to 31 March 2025) before, during and after all relevant consultations have taken place.
- Ensuring invitations to meetings are sent out timeously and to the correct people.
- Ensuring all invitees complete the transport forms correctly and that all their logistical arrangements are made timeously and to a high standard. This includes local transport, flights, accommodation and any other arrangements that are necessary.
- Ensuring that all logistical arrangements go according to plan at conference venues
- Liaising with conference venues, travel agents and other suppliers to ensure the best service at the best price.
- Provide assistance to travellers as needed
- Facilitate the journey for travellers where possible e.g. online check-in to prevent offloading where flights have been overbooked.
- Keep registers of who has been invited to which meeting and for whom travel arrangements have been made.
- Support to CCM Secretariat and TSU as and when needed
- Work closely with staff within other SANAC Units to ensure seamless internal arrangements and a multi-directional flow of information between the various SANAC structures.
- Attend to ad hoc administrative duties as may be required.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term and at particular locations:

Milestones/Deliverables	Deadline/place/person responsible
Ensure ultimate support is given to the writing team	15 August 2021/ administrative consultant
Ensure that all relevant consultations have thoroughly taken place, are adequately documented and inputs where applicable have been incorporated into the RFF	31. March 2021/ CCM Secretariat, technical consultants and administrative consultant
Ensure all logistics are arranged accordingly	Throughout the development of the funding request/ administrative consultant
Support the writing team to ensure timely submission of the RFF	15 August 2021/ administrative consultant

Period of assignment: From 1 February 2021 until 15 August 2021.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1).

The bidder is required to present the actors relevant for this assignment and describe the **cooperation** with them.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

- Consultant must be based in South Africa particularly resided in Gauteng
- Consultant must be available and willing to travel within South Africa

Reporting

The consultant will work primarily with the CCM secretariat, which will also coordinate their contributions with those of other consultants and stakeholders. The contract will be between the consultant and GIZ BACKUP Health and managed through GIZ South Africa. The consultant will therefore report to BACKUP Health on technical matters and to GIZ South Africa on contract matters and invoices.

In addition to the reports required by GIZ in accordance with GIZ's General Terms and Conditions of Contract (AVB) for supplying services and work 2018, the contractor submits the following reports/ deliverables:

- A report documenting the work conducted under this assignment, including documentation on best practices and learnings which the CCM can apply for future processes. This will be due in August 31st, 2021.

4. Personnel concept

- **Education/training (2.1.1):** Advanced Diploma in Office Administration, Public Administration, Business Administration, or equivalent qualification.
- **Language (2.1.2):** Excellent business language skills in written and spoken English. Knowledge of local languages desirable.
- **General professional experience (2.1.3):** 7 years of professional experience in the administration and/ or even management.
- **Specific professional experience (2.1.4):** 5 years in organising multi-stakeholder meetings
- **Regional experience (2.1.6):** 3 years of experience working in South Africa
- **Other (2.1.8):**
 - 2 years of excellent analytical, written and oral communication skills.
 - 2 years of experience in maintaining document archives
 - 2 years of experience working in a deadline-oriented environment and managing multiple tasks efficiently
 - 2 years of experience in communicating and interacting with high-level officials from government agencies, NGOs, international development organizations, and the private sector
 - Ability to work independently with minimal supervision as well as ability to work as part of the team
 - Proficiency in working with Microsoft Office

Soft skills

In addition to their specialist qualifications, the following qualifications are required:

- Flexibility to work beyond regular core business hours as needed
- Team skills

- Ability to take initiative
- Sociocultural competence
- Efficient, partner- and client-focused working method
Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Assignment in Pretoria for 35 expert days with 10 travel days mostly to the CCM and to a few provinces as and when needed to support the writing team lead writer. 15 expert days of desk-based work. In total the assignment is for 60 working days.

Travel

The bidder is required to calculate travel costs based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Inputs of SANAC or other actors

SANAC and/or other actors are expected to make the following available:

- Boardroom/ workstations in the SANAC office
- Guidance on the approach of the RFF process

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (i.e. excluding criteria weighted zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CV in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

8. Annexes

- Assessment grid for technical evaluation of offers

9. Bid Submission

Your submission pack in response to this ToR is due on **Monday 11 January 2021 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