

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

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	Project number/ cost centre:
<u>Development of South Africa's Funding Request to the Global Fund:</u>	
<u>RSSH Consultant</u>	20.2155.8-003.01

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## 1. Context

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-years.

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 country-income level. South Africa is classified as an upper-middle-income country.

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.

Since its inception, the GF has clearly acknowledged that investments in RSSH lay the foundation for an effective, efficient, and sustainable response to HIV, TB and malaria. This is important as common systems constraints impede the delivery of health services and threaten continued progress in the fight against the three diseases. The GF Strategy 2017-2022: Investing to End Epidemics explicitly commits to support RSSH, providing a critical path on how the GF will work with partners to support a global and country level response that is inclusive, impactful and sustainable. It supports the Sustainable Development Goals (SDGs) and the achievement of Universal Health Coverage (UHC), including supporting UHC roadmaps and

other initiatives that include HIV, TB and malaria services as part of a country's essential package of care. The guiding principles for investing in RSSH are:

- Focus on results for individuals, communities, and improvement of health outcomes in the short term and support systems development in the long-term; with robust monitoring and evaluation being a key component.
- Improvement of health equity. As HIV, TB, and malaria disproportionately affect the poorest households, investments need to be designed to reach all people.
- Innovation and evaluation. Bold innovations must be tested and rigorously evaluated. Innovations need to be practical and efficiently use limited resources.
- Adoption of a “do no harm” approach. Alignment with ongoing country-level efforts and harmonisation with partner initiatives. Proactive assessment of unintended negative consequences of GF investments on national health systems are needed and appropriate measures taken to avoid or mitigate the risks.
- Addressing barriers to health services. This includes human rights and gender-related barriers and inequities that result in key populations being left behind.
- Improvement of efficiencies and effectiveness to contribute to improved delivery of high-quality HIV, TB and malaria services.
- Promotion of integrated approaches across disease control programs at all levels of the health system, including governance, health financing, health systems management and service delivery.
- Sustainability. Investment in activities that improve sustainability, and use a differentiated approach reflecting country context.
- Increased utilisation of domestic resources. Stimulation of domestic investments in health, as this is an essential component for sustainable health programs.
- Leverage digital health technologies through use of emerging digital health technologies to improve countries' health information systems and other health systems functions.

The key areas for RSSH investment opportunities can be found in the Global Fund's Modular Framework Handbook.

In conjunction with the SA GF CCM, and the SANAC Secretariat team, the consultant will serve as the RSSH and Sustainability consultant of the next joint HIV, TB & Resilient and Sustainable Systems for Health (RSHH) Request for Funding (RFF) 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 RSSH and Sustainability consultant will work in collaboration with support writers, other expert consultants and technical working groups (TWGs) to develop the RFF.

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

The RFF Application Form comprises five main sections; namely:

*a) 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.

*b) 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.

*c) 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.

*d) 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.

*e) 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 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) is to be a full review that contains a comprehensive overall review of a program's approach and strategic priorities.

## **2. Tasks to be performed by the contractor**

### **Sustainability of funding and programmes**

As part of its Sustainability, Transition, and Co-Financing (STC) Policy, the Global Fund encourages all applicants to include sustainability as part of their funding requests. As an upper middle-income country, SA needs to strengthen transition preparedness, incorporate sustainability considerations into grant and program design. The overall objective of the sustainability plan should be to ensure that national HIV and TB programs are financially and programmatically able continue to scale service coverage in line with national strategic goals and targets, even in the event of declining external financing. This requires engaging with a broad range of stakeholders and development partners to coordinate donor approaches and through engagement with government.

The RSSH consultant will work closely with the RFF subcommittee, the CCM, CCM Secretariat, TSU and Lead writer, to participate in consultations and technical working groups (TWGs) where programmatic inputs and evidence for the RFF will be reviewed, priorities identified and implementation arrangements finalised. He/she will also participate in a Sustainability TWG that will work closely with national treasury and other stakeholders to develop a detailed sustainability plan that will form an appendix to the RFF. The consultancy will further contribute

to the development of the section in the RFF on funding landscape, co-financing and sustainability.

The consultant will bring to the writing team programme design process, previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for large donors in the realm of GF and PEPFAR.

The contractor is responsible for providing the following services:

- The principal delivery of this consultancy will be a timeously completed high quality RSSH and Sustainability contribution that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025)
- Ensure that all relevant consultations have thoroughly taken place and documented adequately.
- To this end, the consultant should demonstrate clear understanding of the new GF approach to RSSH and how this can be expressed in the funding request, including the application of the RISE principles to the seven RSSH sub-objectives, and apply “RSSH checklist” and other relevant principles to enhance quality of the funding request.
- Ensure optimal synergy of the overall RFF with RSSH and Sustainability parts by ensuring that these components are thoroughly unpacked for each module.

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

Milestone	Deadline/place/person responsible
Completed high quality RSSH/ Sustainability contribution that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025)	15 August 2021/ RSSH & sustainability consultant
Ensure that all relevant consultations have thoroughly taken place and documented adequately.	31 <sup>st</sup> March 2021/ RSSH and Sustainability consultant in consultation with CCM Secretariat and TSU with support of admin consultant

<p>Ensure optimal synergy of the overall RFF with RSSH and Sustainability components so that they are thoroughly integrated across all the modules in the RFF prior to submission.</p>	<p>15 August 2021/RSSH &amp; Sustainability consultant</p>
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Period of assignment: From 1 February 2021 until 15 August 2021.

### 3. Concept

#### 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). Following this, the bidder presents and justifies the strategy with which they intend to provide the services for which it is responsible (see Chapter 2).

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 they are 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 their contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Please refer to the assessment grid attached to the ToR

#### Other specific requirements

- Consultant must be based in South Africa
- 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 completed high quality RSSH/ Sustainability contribution that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025) by 15 August 2021
- A report documenting the work conducted under this assignment, including documentation on best practices and learnings which the CCM and GIZ can apply for future processes. This will be due in August 31 2021.

The bidder is required to draw up an **assignment plan** with explanatory notes that includes information on assignment dates (duration and expert days) and complete with the allocation of work steps as set out in the schedule.

## 4. Personnel concept

- **Education/training (2.1.1):** graduate degree in public health, development studies, social sciences or other relevant fields
- **Language (2.1.2):** Excellent business language skills in written and spoken English
- **General professional experience (2.1.3):** 7 years of professional experience in public health
- **Specific professional experience (2.1.4):** 5 years in participatory strategic planning processes
- **Regional experience (2.1.6):** 5 years of experience in projects in Southern Africa, of which at least 2 years should be in projects in South Africa
- **Development Cooperation (DC) experience (2.1.7):** 5 years of experience in DC projects
- **Other (2.1.8):** 5 years of experience in management or participation in health system strengthening projects.

- Extensive knowledge of the HIV and TB epidemics and RSSH systems, as well as the funding landscape in South Africa, including community responses
- Strong understanding of HIV and TB programming, including the need to focus on gender issues, key populations and human rights
- Previous experience in contributing to the development of Global Fund requests for funding focusing on Sustainability Plans or Transition plans.
- Experience in leading or being a major contributor to the writing of HIV and TB strategic documents used by the SA government for planning

### Soft skills

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

- Team management skills
- Ability to take initiative and build ideas
- Sociocultural competence
- Efficient, partner- and client-focused working method
- Interdisciplinary thinking
- Ability to work under pressure.
- Proficiency in Microsoft Office packages.

## 5. Costing requirements

### Assignment of personnel

Assignment in Pretoria for 65 expert days (including an overall 28 days of travel), with approximately 3 working days for each of the 9 South African provinces and an additional day

for the writing team retreat. 15 expert days of desk-based work to make a total of 80 days for the overall assignment.

## **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 0 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](mailto:andries@sanac.org.za)