



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 002  
Tel: +27 012 748 1000, Fax: +27 086 667 8894  
VAT No.: 496 026 5751

---

<b>BID/RFQ NUMBER:</b>	<b>RFQ0001695</b>
<b>CLOSING DATE:</b>	<b>04 FEBRUARY 2021</b>



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 002  
Tel: +27 012 748 1000, Fax: +27 086 667 8894  
VAT No.: 496 026 5751

<b>CLOSING TIME:</b>	<b>16:00 PM</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</b>
<b>DESCRIPTION OF BID:</b>	<b>APPOINTMENT OF SERVICES OF UN GRANTS CONSULTANT:  ADMINISTRATION AND LOGISTICS</b>
Please Indicate whether the bidder is a : Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: Email address: <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a>  Copied: <a href="mailto:Rentia@sanac.org.za">Rentia@sanac.org.za</a> Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a> Copied: <a href="mailto:Andries@sanac.org">Andries@sanac.org</a>	
Only Email submission will be accepted due to Covid-19 lockdown in South Africa	

## TERMS OF REFERENCE FOR UN GRANTS CONSULTANT:

### ADMINISTRATION AND LOGISTICS

#### Background

South African National AIDS Trust invites interested consultants to apply to oversee the implementation and finalisation of the UN Grants undertaken by the SANAC Civil Society Forum.

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. In May 2017,



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 002  
Tel: +27 012 748 1000, Fax: +27 086 667 8894  
VAT No.: 496 026 5751

---

SANAC released the fourth National Strategic Plan (NSP) for HIV, tuberculosis (TB) and sexually transmitted infections (STIs). This five-year plan (2017–2022), which aims to track the progress towards transitioning these epidemics to no longer being public health threats by the year 2030.

The SANAC Civil Society Forum (CSF) is a formal advisory body established in 2012 by the South African National AIDS Council to facilitate the participation of Civil Society Organisations and networks, including those representing People Living with HIV, in the HIV and AIDS and TB within the National HIV response and for the implementations thereof National Strategic Plan (NSP) 2012-2016 through Sectors.

Pledges to an amount of \$ 200 000, were made available by 5 UN Agencies for the strategy and operations plan to mitigate Covid-19 aligned with HIV and TB through a coordinated community-based measures on advocacy, communication & social mobilisation. As part of the CSF COVID-19 response, a COMMUNITY-BASED MEASURES system has been developed in responding to COVID-19 that are using technology through a web platform and an APP. The technology enables CS to identify and respond to issues at household level where they implement the following 5 areas that are at the centre of our Strategy:

- a. Advocacy
- b. Social mobilisation
- c. Communications & Public awareness

The SANAC CSF Secretariat will facilitate the training session for potential community mobilisers for each sector- 50 community mobilisers will be trained to administer at least 800 surveys in those communities that they have identified. Community Mobilisers will be remunerated per survey or as a stipend for the designated individuals.

The consultant for administration and logistics will work closely with both the SANAC and CSF Secretariats to facilitate the buying of data, stipends, follow-up with Sectors and the preparation of the final report to be submitted to the different UN Agencies. The consultant will submit the final reports to the SANAC Trust according to the guidelines provided by the various UN Agencies. The contract will be issued and managed by the SANAC Trust.

### **Objectives of the assignment**

The role of the consultant is to provide administrative and logistics support to the SANAC Trust and CSF Secretariats overseeing the implementation of the UN Grants. The consultant will be responsible for the buying of data, monitoring and record keeping of questionnaires undertaken, due diligence, preparing and ensuring that stipends are paid to those that completed the questionnaires as well as



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 002  
Tel: +27 012 748 1000, Fax: +27 086 667 8894  
VAT No.: 496 026 5751

---

planning of all logistical arrangements required for the successful completion of this grants, including the preparation of close-out reports to be submitted by the end of March 2021.

### **Consultancy Deliverables**

The scope of work from the consultant:

- Support Community mobilisers in the field through monitoring communications channels like WhatsApp
- With support from the CSF Coordinator provide training on the survey tool as needed to support implementation
- Support communications activities on social media to highlight work being done by sectors for Communities Matter
- Maintain and verify payment records, reviews invoices and record receipts for both the buying of data as well as stipends
- Ensure that all expenditure incurred are supported by proper documentation in order to make the grant expenditure effectively and efficiently
- Ensure that the grant expenditure complies with the SANAC Policies, specifically Travel and Subsistence
- Ensure that grant expenditure is aligned with project expenditure
- Monitor the progress of the funded project and whether the money is being utilized for the activities
- Prepare close-out reports for the UN Agencies on the funded project status according to their requirements
- Support to the SANAC Trust and CSF Secretariats as and when needed
- Attend to ad hoc administrative duties as may be required

### **Required knowledge and expertise**

- Degree in Social Sciences
- 2 years experience working in social science programmes
- Excellent knowledge of research and survey administration
- Knowledge of the SANAC CSF and its sectors
- Knowledge of monitoring and evaluation
- Skilled administrative professional to carry out varied grant mandated job responsibilities
- Ability to analyse budgetary line items for compliance with the contract agreement and as per the budget guidelines
- Strong communication skills, specifically writing and editing skills
- Proven experience of working with Civil Society
- Must have good interpersonal and negotiation skills
- Must be well organized and have detail oriented approach
- Proficient in the use of MS Office
- Readily answerable and accessible to grantees in order to update them on the status of the grant expenditure



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 002  
Tel: +27 012 748 1000, Fax: +27 086 667 8894  
VAT No.: 496 026 5751

---

### **Timeframe**

The level of effort expected is 30 consultancy days, between Early February 2021 – 31 March 2021.

### **Requirements**

#### **Curriculum Vitae**

Interested Consultants should submit a covering level detailing why they would be the best candidate for the position accompanied with their CV. The CV shall not exceed 4 pages.

#### **Price**

Please calculate your price bid based exactly on the aforementioned costing requirements for 30 days (breaking it into a daily rate)

Kindly send us the submission as follows and copied the people cc'd on the email when responding to this bid:

1. Proposal which include a project approach and work plan
2. Curriculum Vitae detailing previous related experience together with at least 3 references
3. BEE and Tax Compliant pin
4. Three Reference letters in a similar project
5. A brief Concept Note with a streamlined budget Costing/ price quotation
6. Resent CSD Summary report (with active company registration status/ Individual registration)

The successful bidder will be requested to complete a full bid document.

**Please respond by 04 February 2021 @ 16:00 p.m**