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## **Request for Quotations**

### **Terms of Reference:**

## **Appointment of Consultant for the Writing of the Global Fund Principal Recipients Procurement Plans for the Personal Protective Equipment**

### **1. Introduction**

The SANAC Trust seeks to appoint a service provider to compile the procurement plans for the procurement and distribution of the personal protective equipment (PPE) by the four Global Fund (GF) Principal Recipients (PRs). The Global Fund (GF) has awarded the four PRs funding to procure PPE and other materials and commodities to support the SA government in its effort to combat the COVID outbreak in the country through its Covid-19 response Mechanism (C19RM). The four GF PRs comprise the AIDS Foundation of South Africa (AFSA), Beyond Zero (BZ), Networking HIV and AIDS Community of South Africa (NACOSA), and the National Department of Health (NDoH). SANAC Trust, through its CCM manages the implementation of the GF grant activities in South Africa. The GF grant, amongst other objectives, provides support to the implementation of the National Strategic Plan for HIV and TB (NSP 2019-2022).

### **2. Background – C19RM Award**

In response to the current Covid-19 pandemic, the GF made funding and flexibilities available to support implementing countries as they continue to deliver programs to mitigate the impact of

Terms of Reference: GF PR Procurement Plans

HIV, TB and Malaria while responding to the COVID-19 pandemic, through the newly established COVID-19 Response Mechanism (C19RM). The C19RM aims to mitigate the impact on programs to fight HIV, TB and malaria, and initiate urgent improvements in health and community systems. The eligible programming supported by the C19 RM are:

- Interventions to mitigate the impact of COVID-19 on HIV, TB and malaria disease programmes
- Actions to reinforce the response to COVID-19
- Initiatives to make urgent improvements in health and community systems, including laboratory networks, supply chains and engagement with vulnerable communities

SA is one of the countries that received the GF C19RM funds to mitigate the impact of the pandemic on the three diseases and support health and community systems. The funded activities are being implemented by the existing GF PRs mentioned earlier. Part of the funded activities include the procurement and distribution of PPE materials and other supplies to support the government and civil society efforts in combating the Covid-19 pandemic. SANAC Trust seeks to contract a service provider to work with the PRs and assist them to develop detailed procurement plans for the approved PPE.

### **3. Scope of work**

SANAC Trust seeks to engage a consultant/service provider with procurement and supply chain management experience / expertise and excellent writing skills to compile and produce a comprehensive PPE procurement and distribution plans. The consultant is expected to work with individual PRs to develop detailed individual procurement plans that should reflect, amongst others distribution assumptions, distribution arrangements satisfactory to the GF with respect to the PPE to be procured with the C19RM approved funding. Such plan should also outline the quantities allocated, foreseen training, communication and monitoring activities to mitigate the risk of diversion, misuse and mismanagement of waste as part of infection control.

### **4. Major tasks and responsibilities**

- Review background documents and materials relating to C19RM proposal and award.
- Consultations with individual PRs (All four PRs) to unpack the details of PPE to be procured / already procured.
- Develop a detailed individual plans outlining the entire process up to the distribution to beneficiaries/ end users of the PPE
- Develop a joint PPE plan consolidating all individual PR plans.

## 6 Deliverables

Deliverables/Outputs	Description	Timeline
a) Methodology and timelines	The consultant will present a methodology and timelines for carrying out the assignment To be submitted 3 days after signing of contract	22 February 2021
b) Outline of report structure	Submit a proposed structure and format of the report To be submitted 3 days after signing of contract	23 February 2021
c) Consultations / development of plans with PRs	To commence by latest 2 days after approval of methodology and report structure	26 February 2021
c) Draft report	Draft report as a Word document	22 March 2021
e) Final report	Final report approved and signed off	26 March 2021

## 7 Qualifications and experience

The consultant must have the following appropriate experience and qualifications:

- Academic qualification in Finance / Procurement and Supply Chain Management/ Related qualifications
- Good understanding on issues related procurement of health commodities and Health Waste Management practices
- Demonstrable knowledge and work experience in professional report writing
- Experience of writing similar reports, and presenting issues in an accessible and engaging manner
- Ability to write concisely and present information clearly
- Ability to produce high-quality work to tight deadlines with minimum supervision.

## 8 Duration of the Assignment

The assignment is for 21 consultancy days including weekends and must be completed in January 2021.

## 9 Reporting

The Consultant will report to SANAC according to the timelines outlined in the deliverables throughout the duration of the assignment.

## 10 Evaluation Process

a) Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

1 = Very Poor

2 = Average

3 = Good

4 = Very Good

5 = Excellent

## Functionality Criteria

ELEMENT	Rating	Weighting	Total
1) Demonstrable experience of the prospective service provider. Submit examples of work undertaken as lead consultant. <ul style="list-style-type: none"> <li>• less than 1 year experience = 1 point,</li> <li>• 1-2 years' experience= 2 points,</li> <li>• 2 years' experience=3 points,</li> <li>• 3-4 years' experience= 4 points,</li> <li>• 4 years' experience= 5 points</li> </ul>		30	
2) References: Names and contact details of organizations for which similar work has been conducted in the last two years <ul style="list-style-type: none"> <li><input type="checkbox"/> 1= 1 References</li> <li><input type="checkbox"/> 2= 2 references</li> <li><input type="checkbox"/> 3= 3 references</li> <li><input type="checkbox"/> 4 = 4 references</li> <li><input type="checkbox"/> 5 = 5 references,</li> </ul>		30	

ELEMENT	Rating						Weighting	Total
3) Qualifications of consultant related to the assignment <ul style="list-style-type: none"> <li>• CV of consult/team members highlighting relevant experience in line with the assignment less than 1 year experience</li> <li>• 1= 1 point,</li> <li>• 1-2 years' experience= 2 points,</li> <li>• 2 years but 3 years' experience=3 points,</li> <li>• 3-4 years' experience= 4 points,</li> <li>• 4 years' experience= 5 point</li> </ul>							20	
4) Understanding of the scope of work and approach <ul style="list-style-type: none"> <li><input type="checkbox"/> Addressed poorly = 1 point</li> <li><input type="checkbox"/> Addressed but with limitations= 2 points</li> <li><input type="checkbox"/> Addressed adequately = 3 points</li> <li><input type="checkbox"/> Adequately addressed with advanced understanding in some areas = 4 points</li> <li><input type="checkbox"/> Extensively addressed = 5 points</li> </ul>							20	
<b>Functionality</b>							<b>100</b>	

For enquiries please contact [andries@sanac.org.za](mailto:andries@sanac.org.za) **Closing date for the application is 15 FEBRUARY 2021.**

**NB: Please indicate your ability, availability and daily rate to undertake the terms of reference above (including travel and daily subsistence allowance, if applicable). Applications submitted without a daily rate will not be considered.**