



<b>BID/RFQ NUMBER:</b>	<b>RFQ SANAC 04/004/2021</b>
<b>CLOSING DATE:</b>	<b>26 April 2021</b>
<b>CLOSING TIME:</b>	<b>16:00 AM</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</b>
<b>DESCRIPTION OF BID:</b>	<b><u>The Provision of technical advisory on content and designing of monitoring tools for Global Fund Quarterly Operational Performance and Efficiency Coordination (OPEC) meetings</u></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:mashudu@sanac.org.za">_mashudu@sanac.org.za</a>	
Copied: <a href="mailto:Andries@sanac.org.za">Andries@sanac.org.za</a>	
Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a>	
Both Email and Hardcopy Submission are Accepted for this request	

## **Terms of Reference**

### **Provision of technical advisory on content and designing of monitoring tools for Global Fund Quarterly Operational Performance and Efficiency Coordination (OPEC) meetings**

#### **Background**

Monitoring and evaluation of any programme or intervention is vital to determine whether it works, to help refine programme delivery, and to provide evidence for continuing support of the programme. SANAC Technical Support Unit (TSU) provides leadership and guidance in the design, implementation and evaluation of technically sound, cost-effective and practical approaches to the implementation of HIV/TB/STI prevention programs in Key Populations (KP) and Vulnerable Populations (VP).

SANAC TSU is responsible for convening quarterly OPEC meetings with the PR's and other stakeholders in the area of KPs to track performance and expenditure patterns of the GF PRs, where participants interrogate data and performance of the implementers and assist in accordance with the shortcomings identified and to proactively identify areas for improved effectiveness and collaboration. The OPEC meetings are also intended to improve coordination and collaboration across sectors, geographic areas, and partners through the engagement and participation of other stakeholders. These may include PEPFAR, national and provincial government representatives, civil society representatives or other parties, as relevant to the program. The unit also provide support in the compilation of reports for the SANAC CCM and its Oversight Committee.

A need has arisen for the TSU to revise the performance monitoring arrangements that are held on a quarterly basis with the Global Fund Principal Recipients (PRs). The revision of OPEC meetings is aimed at improving the standardization of OPEC outcomes, conciseness of information presented, ensuring the attendance by stakeholders that can improve the implementations, and improve the guidance given to the implementers during OPECs. The TSU seeks to engage the services of a suitably qualified consultancy to provide technical assistance (TA) on the revision and implementation of the revised OPEC strategy.

#### **Objectives and scope of the TA:**

- To improve the consistency and effectiveness of OPEC meetings by reviewing and improving structure, content, roles and responsibilities, participants, tracking of action items, and administrative support

- To review and map different management information systems already in use (such as KVAP) to optimize and automate regular reporting from those platforms for OPEC and CCM Oversight Committee Meetings.
- To find synergies between OPEC and CCM Oversight Committee (OC) meetings and aligning the information flow between the two meetings.

**Activities and deliverables:**

<b>Activities</b>	<b>Deliverables</b>
Provide guidance to the PRs on conducting data reviews prior to the OPEC and identification of themes that require attention (Guidance for OPEC data preparation)	Training plan for the PRs Conduct training of the PRS
Develop standard agenda templates per programme for OPEC meetings with key and relevant items appropriately aligned with realistic time slots.	Standard agenda templates for all GF OPECs
Design a prescribed, concise and focused presentation template for OPEC and CCM OC meetings.	OPEC and CCM OC presentation templates.
Conduct KP stakeholder analysis and define the role of each invitee/ member of the OPEC	Clearly defined roles for each invitee/ member of the OPEC
Build PR capacity on planning, presenting, chairing/facilitating large meetings to ensure the objectives are clearly outlined and met.	Training plan and report. Attend OPEC and other meetings and provide TA support for the PR's to run the meetings smoothly. Assist PR's in developing soft skills in chairing of meetings so that they can use OPECS as management meetings from their end
Develop tool for tracking tasks, responsible persons, and the time frame that tasks need to be completed	Online action item tracker with narrative and dashboard indicating the status of the activities.
Develop the inventory of different tools and management information systems already in use.	Mapping of all the tools and management information systems. Support the PR's with reviewing of the current tools based on needs
Conduct detailed analysis of current management information systems	Detailed specifications for each system to clearly understand how they can be aligned into one web-based system with dashboards

## **Qualifications and Experience for a successful service provider:**

- Individual with sufficient experience (15+ years) in 'management' of health/development kind of projects/grants, and experience in HIV and TB fields
- Must have ability to train diverse staff (ideally using remote technologies)
- Strong written communication skills, including experience developing guidance, templates, and tools
- Experience developing and customizing shared tracking or project management tools
- Experience in conducting data analysis and translating findings into effective, concise reports
- Chairing/facilitating large meetings with various inputs.
- Strategic leadership skills
- Not working on any other initiatives funded by the Global Fund in SA

## **TIMELINES:**

The level of effort expected is 60 consultancy days from 1 May2021 to 30 June 2021.

## **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 (30%).
- Demonstrated track record / knowledge of designing similar systems (25%)
- Demonstrated track record in designing reporting packs using existing information systems and tracking of activities (25%)
- Financial proposal (20%)

## **Supervision**

The service provider will be supervised by the Lead: Technical Support Unit at SANAC.

## **Payment schedule for the task**

Payment will be effected per milestone delivered as per expected deliverables.

**The payment will be made as follows:**

Milestone 1 after delivering the inception meeting Report – 15%

Milestone 2 after delivering standard agenda templates, task tracking tools, training plans and presentation templates for OPEC meetings and OC meetings – 20%

Milestone 3 after submission of report on mapping and definition of invitees/ members of the OPEC meetings, inventory of different tools and management information systems already in use, and analysis of current management information system – 25%.

Milestone 3 after successful training of the PRs and TSU on planning, presentation, and chairing / facilitation of the revised meetings (OPECS and OC) (using the newly designed tools and templates) – 20%

Milestone 4 after handing the project completion report to TSU– 20%

All costs for travel and other expenses should be included in the price. The Consultant will mainly work in Gauteng with TSU and NDOH activities, but also with PRs in the Eastern Cape, Western Cape and KwaZulu-Natal.

**Mode of Application**

Interested applicants must submit the following.

- a. A succinct concept note with a justified budget
- b. Curriculum Vitae detailing previous related experience together with at least 3 references.

**Evaluation Criteria**

Bidders are required to obtain a minimum point score of 70% to be evaluated further  
On Price and BEE

<b>Description</b>	<b>Points Score</b>
Technical proposal demonstrating clear process for delivering high quality product as per the TOR	40

Demonstrated track system, Knowledge of designing similar system (include three references, qualifications and CV's	30
Demonstrated track record in designing reporting packs using existing information systems and tracking of activities	30
Total points	100

**Closing Date for the submission of proposals**

The closing date for the submission of proposals will be the 26<sup>th</sup> April 2021 at 16:00. All proposals are to be electronically submitted to [beullah@sanac.co.za](mailto:beullah@sanac.co.za) and copy Mashudu, Mbali and Andries. No physical documents will be accepted due to Covid restrictions.