



BID/RFQ NUMBER:	RFQ SANAC 04/003/2021
CLOSING DATE:	26 April 2021
CLOSING TIME:	11:00 AM
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	Appointment of a service provider to Development of web-based Key Population Master Tool
Please Indicate whether the bidder is a : Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
Email address: Beullah@sanac.org.za	
Copied: mashudu@sanac.org.za	
Copied: Andries@sanac.org.za	
Copied: Mbali@sanac.org.za	
Both Email and Hardcopy Submission are Accepted for this request	

Terms of Reference for the Development of web-based Key Population Master Tool

1. INTRODUCTION

The South African National Strategic Plan (NSP) for HIV, STIs and TB (2017- 2022) is the country's fourth comprehensive strategic plan that outlines how the country's multi sectoral response on prevention and management of HIV, STIs and TB over the next five years will be implemented.

Among others, the 2017-2022 NSP seeks to guide implementation of key activities critical for the prevention and management of HIV, STIs and TB, and improve the achievements of the 2012-2016 NSP, which massively scaled up anti-retroviral therapy (ART) and sought to significantly reduce the number of new HIV infections.

Throughout the implementation of the previous and current NSPs to this end, the country has not been able to comprehensively report on a national Key Populations data as per goal 3 of the NSP for HIV, STIs and TB (2017-2022).

Among other reasons for the inability to report on comprehensive national Key Populations data has been the lack of a national tool to collect and report on such data.

MS excel-based KP Master Tool was developed to respond to this gap and assist the country to comprehensively report on national KP data for enhancing overall reporting on the NSP for HIV, STIs and TB (2017-2022) and the subsequent NSPs. However, it would be more beneficial to upgrade the excel tool into a web-based system which is accessible to different stakeholders.

2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

It is against this background that SANAC is seeking the services of an experienced service provider to develop web based KP Master Tool which is aligned to the implementation of the National Strategic Plan (2017-2022).

- To create a web-based Master Tool for collating and analysing HIV, TB, and STIs data for both biomedical and non-biomedical indicators tracked by all key population implementers in the 9 Provinces of South Africa;
- To create a KP Master Tool based on the indicators from the six core packages of care.

3. SCOPE OF WORK

SANAC seeks to engage a Consultant/Service Provider to work closely with the SANAC Technical Support Unit and Strategic Information to;

- The consultant will be responsible for defining the requirements of the desired web-based tool in consultation with all key stakeholders. Develop a data collection/collation/integration module and database configuration of the tool including a detailed requirement analysis.
- The web-based system
 - should be able to integrate data for with all available/relevant indicators from variety of structured and unstructured datasets (i.e. e.g. SQL server, Excel, etc) coming from different implementers of key populations programmes in the country.
 - The web based KP Master Tool should be accessible to different stakeholders, with varying levels of access and authority.
 - The web based KP Master Tool should be able to track down the achievement of performance indicators and targets.
 - The web based KP Master Tool should allow necessary data entry or importing of data from other information systems and data sources.
 - The web based KP Master Tool should work both offline and online.
 - Develop web-based tool with built in quality assurance/improvement checks.
 - The system should allow approved users at different levels to upload, edit and share dashboards and reports.
 - Create functionality for super user/s to be allowed to add/remove information.
 - It should allow integration of existing shared databases and platforms.
 - Cleaning and converting the historical data for Key populations in the database.
 - Create dashboards and cascades for KP data.

Sustainability is an important aspect of the assignment and it is important that relevant **stakeholders are fully trained and engaged with the development of the tool**. The consultant will be expected to hold

multiple planning and review meetings with SANAC to ensure that the tool is both relevant and useful to all KP role players and that a sustainability plan is in place.

- Steps for accessing the systems must be documented and communicated clearly.
- Development of training handbook/manual
- Conduct specific training to relevant staff and partners on each area of the assignment.
- Ensure relevant staff can manage all components of the system upon inception and modify them as needs arise.

4. EXPECTED DELIVERABLES

Tasks	End product / deliverables	Time frame	Payment instalment
Requirement's analysis.	Detailed report and work plan with timelines on requirements	05 days	20%
Development of the dashboard for HIV, TB, and STIs for both biomedical and non-biomedical indicators for key populations (set of indicators to be defined at beginning of consultancy) and Tested	Dashboards with agreed indicators for HIV, TB, and STIs for both biomedical and non-biomedical indicators	40 days	50%

Training on how to use the database and develop different dashboards.	Manual on the use of the database and dashboard	14 days	30%
Conclusion and mutually agreeable terms	Consultancy report with recommendations on the way forward submitted	1 day	-
		60 days	100%

5. SKILLS AND EXPERIENCE

- A minimum of 5 years of proven experience with database/dashboard development
- Additional experience in data visualization using products such as click view, tableau, MS Power Business Intelligence (BI), Excel or equivalent.
- Strong knowledge of capabilities, functionality, and behaviours of BI reporting tools in excel.
- Strong analytical skills; ability to analyze raw data, draw conclusions, and understand how best to visualize
- Demonstrated experience in Map presentation, SQL scripting, data cubes.
- Excellent enterprise and application-level data profiling, architecture, modelling, and analysis skills.
- Knowledge of importing data from multiple sources, collating the data, analysing the data to depict visuals and create reports to illustrate performance versus targets, including trends.
- Excellent analytical and problem-solving skills.
- Demonstrated commitment to providing client focused BI and visualization services.
- Experience working in a fast-paced environment managing and meeting multiple deadlines and priorities.

6. ASSIGNMENT MANAGEMENT ARRANGEMENTS

- The service provider will work under the overall guidance of the TSU Technical Lead, with technical and coordination led by the M&E Technical Advisor with the support from SI Unit.

7. LEVEL OF EFFORT

- The consultancy is expected to be completed in 90 consulting days between 1 May – 30 June 2021. Direct costs for travel and workshops should be included in the budget for provincial consultations.

8. QUALIFICATIONS

- The consultant will have at least a Bachelor's Degree, but a Master's is preferred in the field of study: Computer Science, Information Technology, Software Engineering or other related areas.
- At least 5 years of relevant work experience in data management.
- Desirable: Understanding/experience of the consultant in Strategic Information, Monitoring and Evaluation, data management and processing related data (for both HIV, TB, and STIs for both biomedical and non-biomedical indicators for key populations).

9. APPLICATIONS

Interested candidates are invited to submit **expressions of interest, including Company or personal Profile; examples of similar work; and past references**, with the following supporting documents:

- Company or trading entity registration certificate (in the case of a sole proprietor copy of Identity Document)
- VAT registration certificate (if registered for VAT)
- A valid tax clearance certificate issued by the South African Revenue Service (SARS).
- B-BBEE status level verification certificate (unless trading below the prescribed threshold)
- A declaration confirming the absence of any conflict of interest; or alternatively a declaration stating any existing relationship /acquaintance with NAPWA employees or Directors.
- Client references which relate to relevant work previously conducted or example of successful projects.

10. Evaluation Criteria

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

Description	Points Score
Detailed report and work plan with timelines on requirements	20
Online functional dashboards with agreed indicators for HIV, TB, and STIs for both biomedical and non-biomedical indicators	50
Manual on the use of the database and dashboard	15
Consultancy report with recommendations on the way forward submitted	15
Total points	100

11. Closing Date for the submission of proposals

The closing date for the submission of proposals will be the 26th April 2021 at 11:00. All proposals are to be electronically submitted to beullah@sanac.co.za and copy Mashudu, Mbali and Andries. No physical documents will be accepted due to Covid restrictions.