

## **TERMS OF REFERENCE FOR THE CONSULTANCY TO REVIEW AND UPDATE THE GLOBAL FUND SUB-RECIPIENT (SR) SELECTION MANUAL FOR SOUTH AFRICA**

### **1) BACKGROUND:**

The Global Fund Country Coordinating Mechanism (GF CCM) is housed at SANAC to raise funds from the Global Fund to Fight AIDS, TB and Malaria (Global Fund). Principle Recipients (both government and non-government) are nominated by the CCM and are accountable to the CCM to achieve programme objectives. PRs are programme managers and implement programmes through sub-recipients (SRs). SRs receive grants from PRs to implement pre-determined packages of services, as determined by the CCM, through developing the request for funding. SRs report to PRs and their performance is critical to program success, with the PR taking ultimate responsibility for the work and performance of the SRs.

The CCM already opted for continuation of implementation of the next grant ( 1 April 2022- 31 March 2025) through its current PRs namely National Department of Health; AIDS Foundation of South Africa; NACOSA and Beyond Zero. An SR Selection Manual was developed in 2018, which assisted in guiding the selection process of SRs by the PRs. The CCM also wants to promote the principles of transformation and upliftment of Community Based organizations, and to optimize community ownership of activities. Along the way, the CCM has gathered many lessons learnt for incorporation into the SR selection manual. The SR selection manuals will have to be reviewed in order to reflect these intentions of the CCM whilst dealing with the requirements of the Global Fund for limiting financial and programmatic risk.

### **2) OVERALL OBJECTIVE:**

The overall objective of this consultancy is to review the SR selection manual (with accompanying tools- assessment, call for proposals, application forms, evaluation tools) to guide the selection of SRs. The manual should:

- Update the processes by which the PRs select suitable SRs– following the principles of transparency, competitiveness, equity and fairness.

- This will be done through engagement of the CCM to determine the agreed principles to guide the SR selection process.
- Review the previous processes followed and evaluate the link between actual performance and assumptions about the selection criteria. Use the lessons from this review to update the SR selection manual.
- Review the selection tools to achieve the selection process outlined in line with GF requirements and guidelines.
- Review the selection criterion for the prospective SRs – this should use objective criteria with measurement variables to be used to evaluate all areas of functioning of the SRs (financial management, programme management, programme performance etc.)
- This should also include a methodology of verifying information being provided as well as the development of a risk matrix to evaluate the results of the various areas.
- Outline and update the processes and procedures to be followed in assessing the capacity development needs of SRs. The tools to achieve this should also be developed.
- The SR selection manual must include an appeals process with all the relevant documentation and forms to support this included.
- Include guidelines and selection criteria and standards for Civil Society Organization (CSOs), Implementing Partner Organizations (IPOs) and Sub-Sub Recipients (SSRs)
- Align this document to the governance manual and other key documents.

### **3) SCOPE OF WORK**

- Conduct a desktop review of all the available documents referring to this topic (CCM governance manual; Existing GF PR and SR selection processes and guidelines; Grant agreements, GF Country Team Management and Performance letters, Oversight Committee reports, GF Requirements of a CCM, various relevant capacity assessment tools etc.)

- Interview different stakeholders (Global Fund CCM, Oversight Committee, previous selection committee, PR, SR, LFA) about the selection process and how it can be improved.
- Development of a presentation and shortened document that summarizes the manual in an easy-to-read format and present this to the CCM meetings till approved.
- Adjust the manual in response to input from the CCM before finalization of the documents and all its tools.

## **TIMEFRAME**

<b>Deliverable</b>	<b>Timeframe</b>
Conduct desktop review of documents	3 days
Interview stakeholders and review the manual- noting amended areas	2 days
Review the document incorporating inputs and guidance and ensure alignment with current governance documents	10 days
Present first review of the SR selection Manual to Ethics sub-committee and to CCM and gather inputs	2 days
Circulate the final draft of SR selection manual to Ethics sub-committee and to CCM for final endorsement by 29 July in preparation of 06 August CCM Meeting	2 days
Workshop PRs (16 August 2021)	1 day

## **NOTE:**

- The level of effort expected is to be a maximum of 20 days. This will spread over two months between July and the final version be circulated to the CCM by 29 July 2021 and discussed and endorsed on 06 August 2021 and workshopped to PRs by 16 August 2021.

- Once-off payment will be made to service provider after quality reviews of the SR selection Manual and after it is endorsed by two-thirds majority CCM and after PRs are successfully workshopped on the manual.

#### **4) DELIVERABLES:**

- 5) The main deliverable of this work is completed high quality SR selection manual (with relevant tools and annexes) which can be used by PR in selecting the SRs, IPOs and CBOs.
- 6) Consultant must work closely with CCM Management Committee and Ethics Sub-Committee
- 7) The SR selection manual must be presented to the CCM and endorsed by 75% majority

#### **5) QUALIFICATIONS AND EXPERIENCE**

- At least a Master's level university degree in Public health and Social Sciences or other relevant disciplines;
- Minimum 10 years progressively responsible professional work experience at national and international levels, including the development of strategies and manuals/evaluations with supporting tools.
- Extensive knowledge of the Global Fund processes including requirements of PRs and SRs
- Good understanding of Global Fund in-country structural arrangements
- An added advantage would be previous experience in developing similar manuals
- Proven track record of delivering similar projects timeously to a high standard under tight deadlines.
- Highly proficient in Microsoft word, PowerPoint and Excel with excellent attention to details.
- Excellent organizational, communication and facilitation skills

- Excellent fluency in spoken and written English
- Ability to work under pressure

**6) PROJECT DURATION** : 09 July 2021-16 August 2021

8) **REPORTING TO:** CCM Secretariat; Management Committee and Ethics Committee

**7) EVALUATION / SELECTION CRITERIA:**

**i) Submissions should include:**

- Bid document.
- Project Plan and budget

**ii) Criterion A– Compulsory Requirements/ Administrative Responsive Compliance**

Bidders will first be evaluated on terms of the minimum requirements / gatekeepers. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified. Those who fulfil all the minimum requirements or have submitted the required documents will be further evaluated on criterion B which is the functionality.

**iii) Criterion B – Functionality**

This form will be used to evaluate the most suitable Service Provider using the below Evaluation criteria. Bidders must obtain the Minimum point of 60 out of 100 to be evaluated on Price & BEE (refer to SBD 6.1 for Adjudication process on Price & BEE)

Description for Evaluation Functionality		Weight Score
Evaluation Criteria to be used for selection		
1)	Requisite qualification as per ToR	40
2)	Requisite experience as per ToR	40
3)	Additional qualities and experience as per ToR	20