



## TERMS OF REFERENCE

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### STIGMA INDEX SURVEY, 2021

**REFERENCE: GLO02REQ02572**

PLEASE NOTE: Changes made to this RFP and all relevant documents will be posted on AFSA website: [www.aids.org.za](http://www.aids.org.za) (and may be updated regularly until closing date).

## 1. BACKGROUND

The National Strategic Plan (NSP) guides South Africa's response to Human Immunodeficiency Virus (HIV), Tuberculosis (TB) and Sexually Transmitted Infections (STIs). The fourth NSP, for the period 2017 to 2022, seeks to address the multiple factors that contribute to the persistent high rates of HIV, TB and STI infection, illness and related deaths. The NSP recognises that, in spite of global recognition of South Africa for its positioning and response to Human Rights (HR), there are still important gaps to close with respect to the full implementation of the human rights agenda, particularly those of people living with HIV and TB, including key and vulnerable populations (KVPs).

In order to achieve the goals set out in the NSP, the Human Rights (HR) barriers that prevent people from accessing services must be removed, in particular for women, youth, sex workers, people who use drugs, inmates, Lesbian, Gay, Bi-sexual, Transgender and Intersex (LGBTQIA+) and people with disabilities. Goals 3 and 5 of the NSP outline seven key programmatic areas to reduce stigma and discrimination, including gender discrimination for national responses to HIV, TB and STIs. Detailed descriptions of these programmes are in the national Human Rights plan (HR Plan) which builds on the fourth NSP. The plan is further informed by the Global Fund 2018 baseline assessment of human rights and gender-related barriers to HIV and TB in South Africa, as well as findings from the People Living with HIV Stigma Index study of 2014.

## 2. ABOUT THE STIGMA INDEX

The Stigma Index is a research process that uses a standardized questionnaire to gather evidence on stigma and discrimination experienced by people living with HIV. In this initiative, the process is just as important as the product. The Greater Involvement of People living with HIV and AIDS (GIPA) principle forms the foundation of the research methodology used by the Stigma Index.

People living with HIV are at the centre of the process as both interviewers and interviewees and drive how the information is collected, analysed and used - empowering all those involved and strengthening networks of people living with HIV. The Stigma Index addresses HIV-related stigma and discrimination, while also advocating on the key barriers and issues perpetuating stigma - a key obstacle to HIV treatment, prevention, care and support. Ultimately, it is hoped that the index will be a powerful advocacy tool that acts to support the collective goal of governments, CBOs, activists and PLHIV alike to reduce the stigma and discrimination linked to HIV and TB.

This call for proposals seeks to recruit a service provider to conduct a Stigma Index Survey for people living with HIV on behalf of the AIDS Foundation of South Africa (AFSA) and the South African National AIDS Council (SANAC).

### 3. AIM OF THE SURVEY

The survey seeks to measure the levels of stigma and discrimination experienced by PLHIV, within the KVP community, in 2021. Where applicable, these measures will be compared to the findings of the Stigma Index 2014.

#### Objectives of the survey

- a) To measure the levels of stigma and discrimination experienced by PLHIV from KVPs in 12 districts across the provinces of Gauteng, the Western Cape, Northern Cape, Eastern Cape, North West Province and Limpopo,
- b) To inform the development and implementation of national policies that protect the rights of PLHIV and,
- c) To inform programmatic interventions on HIV-related stigma and discrimination,
- d) To assess the extent to which PLHIV experience COVID-19 social stigma,
- e) To inform programmatic interventions tailored for PLHIV during and beyond the COVID-19 pandemic.

### 4. EXPECTED DELIVERABLES AND RESULTS

- An inception report, demonstrating understanding of the assignment, scope of work, and proposed approach (including sampling methodology) and timelines for deliverables.
- Data collection tools (for qualitative research that complements the Stigma Index) and Stigma Index questionnaire in local language(s)
- Research protocols including all relevant annexes (such as cover letter, CVs of lead personnel, participant consent forms, participant information sheets, data collection tools, confidentiality agreements for team leaders and data collectors, results dissemination plan, among others).
- Ethics clearance process or approval from the South Africa Ethics and Scientific Review Committee or – in an exceptional case – through a waiver from the relevant body/bodies of the Ministry of Health and/or other authorized provincial and districts bodies.
- To design and facilitate a training of the local researchers who will be engaged to collect the data and produce a training report.
- Cleaned raw data, including quantitative datasets in Excel or other relevant data format (Note: GNP+ provides a data entry tool that may avoid the need for SPSS; also avoids extra software costs), as well as qualitative data such as records and/or transcripts of case study interviews and participatory group discussions
- A first draft of the Stigma Index Report, including a slide deck summarizing the background, methods, findings, conclusions and recommendations of the stigma index report.



- To present the preliminary results of the Stigma Index Report at a national technical validation meeting, seeking feedback on the findings and discussing preliminary recommendations with key national stakeholders.
- Presentation to the various SANAC governance structures, including PRC and Plenary
- The final People Living with HIV Stigma Index 2.0 assessment report, including a full report and a summary report.
- An assignment close-out report, documenting successes, challenges and recommendations for future studies of a similar nature. This close-out report should also clearly demonstrate how the selected organization built the knowledge, skills, experience, credibility and sustainability of PLHIVs in the process of conducting the Stigma Index study.

## 5. WORK RELATIONSHIPS AND EXPECTATIONS

- The contracted service provider is responsible for overall coordination, implementation, technical and financial reporting and administration of the Study.
- The service provider will work in collaboration with a National Steering Committee for the South Africa People Living with HIV Stigma Index 2.0.
- The service provider will use PLHIV in all KVPs as data collectors and project managers where applicable.
- The GNP + will provide International TA for South Africa Stigma Index 2.0, as required. The team of three selected PLHIV will work under daily supervision of the selected service provider and the TSU of the SANAC Trust

## 6. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

### a) Mandatory technical minimum requirements:

- Team lead must have minimum Master's degree in a related field
- Team lead must have a minimum of 10 years of proven experience with similar /related research

### b) Additional requirements that will be assessed:

- Demonstrable experience in working on research project at scale
- Strong analytical skills; ability to analyze raw data, draw conclusions, and understand how best to visualize
- Excellent enterprise and application level data profiling, architecture, modelling, and analysis skills.
- Excellent analytical and problem solving skills.
- Experience working in a fast-paced environment managing and meeting multiple deadlines and priorities.



## 7. PROPOSAL SELECTION CRITERIA

Selection of the successful proposal 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%).

- Demonstrated track record in research, undertaking surveys of large populations
- Technical proposal demonstrates clear process and methodology for delivering a high quality survey in line with the ToR
- B-BBEE will be scored from 0-20 points, as shown in the table below, and added to the score above.

The evaluation of submissions will be managed by a Selection Panel (SP) which will prepare a shortlist of applicants that meet the threshold for appointment. The evaluation process will be conducted according to the following stages:

**Stage 1:** Administrative criteria: assessment of compliance with pre-qualification /mandatory criteria. Applications not compliant with mandatory requirements will be disqualified.

**Stage 2:** Assessment of compliance with minimum technical requirements. Applications that did not meet minimum technical requirements will not be evaluated further.

**Stage 3:** Assessment of technical competency (see table 2 below) focusing on the ability to fulfil the required scope of work. Applicants need to achieve a set minimum score (50%) on technical competency requirements in order to progress further. Applications that did not meet minimum technical score (50%) will not be evaluated further.

**Stage 4:** After successful completion of the stages above, proposals will be assessed for pricing. Lowest price does not automatically imply successful bid.

**Stage 5:** B-BBEE level will be scored and added to the total score.



## PROPOSAL SCORING PROCEDURE

Table 1: Proposal Assessment Criteria

| Evaluation Criteria  | Max. Points | Comment   |
|--|-------------|---|
| Comprehensive Proposal   | 15          | <ul style="list-style-type: none"> <li>• Overall professional impression of proposal</li> <li>• Good writing skills in English</li> <li>• Inclusion of all relevant sections in the proposal</li> <li>• Length of proposal</li> </ul>   |
| Evaluation design<br>Data collection strategy<br>Data verification process | 25          | <ul style="list-style-type: none"> <li>• Key survey questions</li> <li>• Proposed survey approach, design and strengths/limitations thereof in answering the survey objectives</li> <li>• Sampling strategy and strengths/limitations thereof</li> <li>• Plan for data acquisition, including necessary approval processes</li> <li>• Data analysis plan</li> <li>• Additional theoretical and methodological considerations</li> </ul>   |
| Past performance, experience and qualifications of firm                    | 15          | <p>Demonstrated evaluation experience as required by this TOR:</p> <ul style="list-style-type: none"> <li>▪ Demonstrates knowledge of and experience working with large surveys /evaluations with the South African health system;</li> <li>▪ Technical experience/knowledge of SA HIV landscape and including demonstrated experience working with/evaluating relevant national and sub-national structures and Key &amp; vulnerable populations.</li> <li>▪ Knowledge of /experience working with/evaluating donor-funded programs (required) or Global Fund programs (preferred).</li> </ul> |
| Team composition (range of skills and experience)                          | 15          | <ul style="list-style-type: none"> <li>• Evaluation Team (brief description of qualifications and experience; provide concise CVs in Appendix). The CV should include the names and contact numbers of the lead staff/consultants assigned to the project</li> <li>• Team members time commitment and availability over the evaluation period / a summary of the role and responsibility of each staff person/consultant</li> </ul>   |

| Evaluation Criteria           | Max. Points | Comment  |
|-------------------------------|-------------|--|
|                               |             | <p>and estimated time to be spent by each staff person/consultant</p> <ul style="list-style-type: none"> <li>Team lead's experience with stigma and human rights and advocacy issues.</li> </ul>   |
| Proposed timeframe            | 10          | <ul style="list-style-type: none"> <li>Reasonable assumptions in terms of work time effort</li> <li>Evaluation work plan reflecting proposed time frames and outputs/deliverables (including Gantt chart)</li> </ul>   |
| Price                         | 20          | <ul style="list-style-type: none"> <li>Reasonable &amp; clear assumptions on how total price was calculated</li> <li>Budget - detailed budget including daily fees for each staff person/consultant and breakdown of all other costs to be charged to the contract. The prospective Service Provider must submit prices that exclude VAT, since VAT is not chargeable on this grant. Indicate whether VAT registered.</li> </ul> |
| <b>Total</b>                  | <b>100</b>  |  |
| B-BBEE Status                 | 20          |  |
| <b>Total including B-BBEE</b> | <b>120</b>  |  |

Table 2: Scoring B-BBEE status /level

| B-BBEE Level   | Score |
|----------------|-------|
| Level 1        | 20    |
| Level 2        | 18    |
| Level 3        | 16    |
| Level 4        | 12    |
| Level 5        | 8     |
| Level 6        | 6     |
| Level 7        | 4     |
| Level 8        | 2     |
| No certificate | 0     |



Table 3: Documents to be submitted with proposal as annexures –clearly mark them as shown on the table below.

| Doc or Annexure# | Document   |
|------------------|--|
| Doc-1            | Motivation letter, with key contact details for communication  |
| Doc-2            | Main proposal  |
| *Annex 1         | Registration as a legal entity (including document listing company directors/board)  |
| *Annex 2         | SARS Tax Clearance Certificate   |
| *Annex 3         | VAT registration certificate   |
| *Annex 4         | B-BBEE certificate /affidavit  |
| *Annex 5         | Declaration of lack of conflict form –completed and signed   |
| Annex 6          | Short CV or bio sketch & highest qualification of core team involved in the survey design, management, analysis and write-up |
| Annex 8          | Two samples of reports from previous similar work (less than 5 years)  |
| Annex 9          | Latest financial statement (less than 3 years)   |
| Annex 10         | Workplan   |
| Annex 11         | Budget, with assumptions   |

*\*Mandatory, administrative requirements. If these documents are not submitted, proposal will be disqualified, without technical evaluation.*

### **Announcing outcomes and lodging grievances**

Successful applicant will be notified in writing. If you do not receive written communication within 21 days of closing date, regard your application as unsuccessful. Unsuccessful bidders may also be notified –using email provided with the proposal.

Aggrieved applicants can lodge a written and emailed appeal with the AFSA CEO /Executive Director within 7 days of receiving emailed outcome or within 21 days of the closing date, clearly stating the grounds for appeal and providing the necessary evidence.

### **Awarding of Contract**

Additional information linked to awarding of the contract is listed below:

- The selection committee reserves the right to request the applicant to a meeting to clarify the proposal, this can be done through a presentation.
- The PR is not bound to accept the lowest or any proposal.
- The Committee may delay or cancel the award contract and/or modify timelines.
- This RFP does not commit the PR to award, nor does it commit the PR to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.



## 8. PROJECT TIMELINES

Table 4: Survey timelines

| Stage  | Date/ Period     |
|--|------------------|
| ToR advertisement  | 20 Jun 2021      |
| Deadline for submitting applications                             | 30 Jun 2021      |
| Selection, presentation by bidders, due diligence & contracting. | 1 – 15 Jul 2021  |
| Implementation planning & start.                                 | 16 – 31 Jul 2021 |
| Evaluation period.   | Aug – Nov 2021   |
| Analysis & results presentation                                  | Dec 2021         |
| Submit final report  | Jan 2022         |

## 9. CONTACT DETAILS AND SUBMISSION DETAILS

Table 5: key contact details and proposal submission details

| EMAIL ENQUIRIES TO (Subject line must be indicated with the reference number):  |   |
|---|---|
| <p>Aids Foundation of South Africa:</p> <p>Name: Dinah Tshabangu</p> <p>Email: <a href="mailto:DinahTshabangu@aims.org.za">DinahTshabangu@aims.org.za</a></p>   | <p>South African National AIDS Council:</p> <p>Name: Pholokgolo Ramothwala</p> <p>Mobile: 082 969 8691</p> <p>Email: <a href="mailto:pholo@sanac.org.za">pholo@sanac.org.za</a></p> |
| SUBMIT PROPOSAL AS FOLLOWS  |   |
| <p>a) Clearly mark application with reference “GLO02REQ02572”. Applications, and all correspondence, should use the same Reference in the email subject line.</p> <p>b) Each document submitted must be clearly identified /labelled.</p> <p>c) Email proposals, with all supporting documents by due date shown in the table above.</p> <p>d) Email proposals to: <a href="mailto:quotes@aims.org.za">quotes@aims.org.za</a></p> |   |