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| BID/RFQ NUMBER: | RFQ SANAC 06/001/2021 |
| CLOSING DATE: | 21 June 2021 |
| CLOSING TIME: | 16:00 AM |
| BID VALIDITY PERIOD: | 90 DAYS (COMMENCING FROM THE BID CLOSING DATE) |
| DESCRIPTION OF BID: | THE APPOINTMENT OF A CONSULTANT TO REVIEW AGYW RISK ASSESSMENT TOOL AND CORE PACKAGE USING A HUMAN-CENTRED DESIGN APPROACH |
| 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: Hilary@sanac.org.za | |
| Copied: Andries@sanac.org.za | |
| Copied: Mbali@sanac.org.za | |
| Both Email and Hardcopy Submission are Accepted for this request | |



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TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO REVIEW AGYW RISK ASSESSMENT TOOL AND CORE PACKAGE USING A HUMAN-CENTRED DESIGN APPROACH

1. Introduction

The South African National AIDS Council (SANAC) Trust seeks to appoint a consultant to review the current adolescent girl and young women (AGYW) risk assessment tool and core package, using a human-centred design (HCD) approach.

2. Background

Prevention of HIV infection in adolescent girls and young women (AGYW) aged 15-24 remains an important challenge. While new HIV infections have fallen in South Africa by 18% since 2016, with an estimated 66,000 new HIV infections in 2019, the situation of HIV infections in AGYW still remains bleak. HIV risk among AGYW is explained through a confluence of factors, including their elevated biological susceptibility, coupled with multiple complex vulnerabilities including relationships, social isolation, economic insecurity, lack of access to services, and sexual and gender-based violence.

Unfortunately, data characterizing unmet HIV prevention and sexual and reproductive health (SRH) needs and risk vulnerabilities among AGYW, especially out-of-school AGYW, are lacking given the challenges in reaching and retaining this population in the Global Fund (GF) program in South Africa. Program data suggest that AGYW find relationships as an important aspect in their journey, compared to HIV prevention. The focus on delivering biomedical interventions is not aligned to the AGYW journey, thus the need to create relevant and pragmatic approaches.

Given the lessons learnt from the current risk assessment tool, which includes the length of and invasive nature of questions at first engagement, including the administration thereof requires a revitalised tool and approach.

As SANAC, for the remainder of the current GF grant implementation, focus will be on a holistic approach to rethink the overall experience from the AGYW perspective to assist in enhanced targeting, accurate segmentation, increased retention and matching AGYW to appropriate services for maximum impact.

3. Scope of Work



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SANAC seeks to engage a consultant to undertake the following pieces of work, grounded in human rights, using participatory and HCD approaches:

- a) Review the current risk assessment tool and design a revitalized and shorter tool
- b) Review and reword the conversation guide to enhance market-readiness
- c) Review current core package experience and lead the co-creation consultations
- d) Create concepts that inspire new ideas to address specific barriers for AGYW related to the core package
- e) Develop an approach that target AGYW segments by stage in their journey
- f) Provide recommendations for improving referrals to other services
- g) Identify changes to the Monitoring and Evaluation (M&E) Framework for tracking progress and more meaningful difference in AGYW behaviour

4. Expected Deliverables

1. Final **revitalised and shorter risk assessment tool** which includes, but not limited to:
 - a. Diagrammatic and text descriptions
 - b. Format determination
 - c. Guidelines for deployment
 - d. Questions for tool classification
 - e. Algorithm for analyzing answers
2. Final **core package service**, which includes but not limited to:
 - a. Text descriptions of concepts and all parts of experience
 - b. Key experimental requirements
3. Final approach to effectively target AGYW segments
4. Final recommendations to improve referrals to other services
5. Final changes to M&E framework

5. Qualifications and experience

SANAC Trust intends to contract a service provider or consultant with extensive experience that includes:

- Master's degree in Public Health, Social Sciences or Communications. A PhD will be added advantage.
- Knowledge of HIV, STI and TB response in South Africa.
- Knowledge and experience in HCD approaches. South African perspective will be an added advantage
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Minimum of 5 years' proven track record in designing visually engaging infographics on HIV, TB and STIs
- Knowledge and / or understanding of the SANAC and its stakeholders



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- Excellent English language writing and editing.

Competencies and special skills requirement:

- Demonstrate strong written communication, analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of current SANAC activities including the NSP.
- Ability to deliver the requirements on time and be responsive to all communications from SANAC.
- Ability to work under pressure.

6. TIMELINES:

The level of effort expected is **150 consultancy days**

7. 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 and BBBEE, 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 in HCD approaches, public health and HIV, TB and STIs response in South Africa, and supported by at least 3 references of doing similar work (25%)
- Demonstrated track record in infographic design, data visualization and animation for high quality publications (25%)
- Financial proposal (20%)

8. Supervision

The service provider will be supervised by the AGYW and Prevention Technical Leads at SANAC Trust and report to the Youth and Prevention Technical Working Group.

9. Payment schedule for the task

- This will be 150 days maximum (Between June– September 2021).
- The payment will be made as follows:
 - 1st instalment – 25% (after delivering the Inception Meeting Report);
 - 2nd instalment – 50% (after delivering the 1st Draft of the 3 x Deliverables); and
 - Final instalment – 25% (after submission of Final Deliverables)

For enquiries please contact beullah@sanac.org.za Closing date for the application is 17 June 2021.



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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.