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<b>BID/RFQ NUMBER:</b>	<b>RFQ SANAC 08/001/2021</b>
<b>CLOSING DATE:</b>	<b>16 August 2021</b>
<b>CLOSING TIME:</b>	<b>11:00 AM</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</b>
<b>DESCRIPTION OF BID:</b>	<b>APPOINTMENT OF A CONSULTANT FOR CONTENT CURATION AND MANAGEMENT OF THE SA TB CAUCUS WEBSITE</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:Nelson@sanac.org.za">Nelson@sanac.org.za</a> <a href="mailto:Simangaliso@sanac.org.za">Copied: Simangaliso@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	



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## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT FOR CONTENT CURATION AND MANAGEMENT OF THE SA TB CAUCUS WEBSITE**

### **1. Background**

The South African TB Caucus (SATBC) was launched in 2018 ahead of United Nations High Level Meeting (UNHLM). The TB Caucus is a unique network of political representatives, caucus members play a crucial role in holding governments into account and ensuring that commitments are delivered with the purpose of ending the TB epidemic.

SANAC is seeking the services of a consultant to manage content for the TB caucus website and social media platforms. The South African TB Caucus website (hereafter referred to as “the website”) will serve as a repository for the work done by the TB caucus secretariats at global, national and provincial levels. The website needs to highlight key messages and raise awareness on TB whilst also being a platform for members of parliament (MPs), members of provincial legislatures (MPLs), civil society organisations, government to showcase their TB outreach activities. The website will also serve to share updates on South Africa’s progress towards national and global TB commitments.

### **2. Purpose of the Consultancy**

With guidance from SANAC as the national secretariat of the SA TB Caucus, the consultant will be expected to;

- Collate and curate content to populate the website.
- Perform regular web content updates.
- Share TB resource materials aligned with the work of the SATBC on the website.
- Curate content from the website to share on SATBC social pages.
- Develop editorial content for syndication across SATBC digital platforms and mainstream media

### **3. Scope of Work**

SANAC seeks to engage a consultant to work closely with the SA TB Caucus Secretariat to undertaking the following pieces of work:

- Participate in an inception meeting with the TB Caucus Secretariat to plan for project deliverables and expectations.
- Discuss content collation mechanisms to ensure that SATBC work by all its stakeholders is documented and made accessible.
- Collate all the SATBC caucus work previously conducted to update the website
- Prepare content for the SATBC website and social pages
- Curate content suitable for syndication across SATBC platforms and mainstream media



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#### **4. Expected Deliverables**

- Inception report – detailing the overall approach, detailed project plan for project deliverables and expectations.
- Workplan for SATBC website and social media calendar.
- Update website with all previous SATBC work done previously.
- Weekly update of website using Search Engine Optimisation (SEO) techniques until the end of the project.
- Daily updates of the SATBC social media pages until the end of the project.
- Develop editorial content; secure media placement and syndicate across SATBC platforms

#### **5. Timeframe**

The project will run from 01 September 2021 to 31 March 2022.

#### **6. Qualifications and experience**

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

- A three-year qualification from a recognised tertiary institution in either IT, media studies or similar.
- Knowledge of content management systems (CMS)
- Knowledge of Search Engine Optimisation (SEO) techniques
- At least 3 years' experience in consultancy work for web content management
- Knowledge and understanding of TB response in South Africa.
- Knowledge of the SATB Caucus work.
- Knowledge of SANAC's mandate.
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent command of written and spoken English
- Ability to deliver the requirements on time and be responsive to all communications from SANAC Trust.
- Ability to work under pressure.

#### **7. Supervision**

The service provider will be supervised by both the Executive Manager: NSP Implementation as well as the Communications Manager at SANAC.



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## 8. The selection criteria

<b>Selection Criteria</b>	<b>Percentage</b>
Qualifications and demonstrated track record in web content management <ul style="list-style-type: none"><li>- CV (5)</li><li>- Qualifications (20)</li><li>- Web content management experience (30)</li><li>- References, minimum of 3 (5)</li></ul>	<b>60%</b>
Technical proposal	<b>10%</b>
Adequate experience in web consultancy (minimum 3yrs, 10% for each year)	<b>30%</b>
Total	<b>100%</b>