



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA,  
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<b>BID/RFQ NUMBER:</b>	<b>RFQ SANAC 08/002/2021</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 CONSULTANCY SERVICES TO FINALISE THE NATIONAL STRATEGIC PLAN (NSP) FOR HIV, TB &amp; STIs DOCUMENTATION REPORT , INCLUDING THE DEVELOPMENT OF CORRESPONDING</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:Elliot@sanac.org.za">Elliot@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:**  
**APPOINTMENT OF CONSULTANCY SERVICES TO FINALISE THE NATIONAL STRATEGIC PLAN (NSP) FOR HIV, TB & STIs DOCUMENTATION REPORT , INCLUDING THE DEVELOPMENT OF CORRESPONDING STANDARD OPERATING PROCEDURES (SOPs) TO INFORM THE DEVELOPMENT OF THE NEXT SERIES OF THE SOUTH AFRICA NSP FOR HIV, TB & STIS.**

## **1. Introduction**

The South African National AIDS Council (SANAC) Trust seeks to appoint consultancy services to finalise the NSP Process Documentation Report, including corresponding SOPs to inform decision making in the development of the next series of the NSP for HIV, TB and STIs.

## **2. Background**

In May 2017, SANAC released the fourth NSP for HIV, TB and STIs. This five-year plan (2017–2022), aims to track the progress towards transitioning these epidemics from public health threats to non-public health threats by the year 2030.

SANAC intends to finalise the NSP process documentation, including the development of corresponding SOPs to guide the process of developing the next NSP 2023-2027 for HIV, TB and STIs. The documentation process will consolidate key processes to follow and policy issues to guide the successful development and implementation of the next NSP. Additionally, the documentation process will delve in streamlining the success stories and lessons learnt on the implementation of the NSP for HIV, TB and STIs (2017-2022) for replication in the development of the next NSP.

Furthermore, the documentation will investigate the challenges in the development of the NSP for HIV, TB and STIs (2017-2022) to curb against similar challenges in the next NSP process. Lastly, the documentation will articulate bold recommendations to enlighten the development of the next NSP. SANAC will use the findings of the evaluation (NSP documentation report and SOPs) to inform all multi-sectoral stakeholder, inception meetings for the development of the next NSP.

The finalisation process excludes the following processes have already been completed:

- Document and literature reviews
- Key informant interviews and transcription



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- Draft report
- Draft Standard Operating Procedure (SOP)

### 3. Scope of Work

SANAC seeks to engage consultancy services to undertake the following pieces of work:

- Analyse perceptions from key informant interviews
- Finalise the draft report and strategically use the information to provide
  - 1) Streamlined dimensions of policy development: a) *context* (when and where?), b) *process* (how?), c) *actors* (who?) and d) *content* (what?)
  - 2) An outline of explicit *strengths* on the NSP Development
  - 3) An outline of explicit *weaknesses* on the NSP Development
  - 4) An outline of explicit *challenges* on the NSP Development
- Finalise the SOP

### 4. Expected Deliverables

- a) Print-ready NSP Development Process Documentation Report
- b) Standard Operating Procedure for the development of the next NSP for HIV, TB and STIs.

### 5. Qualifications and experience

The consultancy requires should meet the following criteria:

- Advanced qualification equivalent to master's degree in Public Health, Social Sciences, Communication or Community development.
- Strong knowledge of the South African HIV, TB and STI epidemic and national response; the legislative, and policy environment including the National Strategic Plan on HIV, STIs and TB (2017-2022) and SANAC's mandate.
- At least 5 years of experience, in developing strategic frameworks / .
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Knowledge and/or understanding of the SANAC and its stakeholders.
- Excellent English language writing and editing.

### 6. 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 HIV, TB and STIs.
- Ability to deliver the requirements on time and be responsive to all communications from SANAC.
- Ability to work under pressure.



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## 7. Timelines

The level of effort expected is from 15 August 2021 - 15 September 2021 of the assignment is from the **15 consulting days**.

## 8. 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, which will be weighted 20%).

- Methodology and approach to delivering the NSP process documentation report (40%)
- Internal capacity (capacity, resources, and capability) to meet the requirements of the report (30%)
- Experience of Lead Consultant that will be assigned to the contract (10%)
- Financial proposal (20%)

## 9. Supervision

The service provider will be supervised by the SANAC Executive Manager: NSP Implementation

## 10. Payment schedule for the task

- This will be between August 2021 – 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 Deliverables), and
  - Final instalment – 25% (after submission of Final Deliverables)