



BID/RFQ NUMBER:	RFQ0001982
CLOSING DATE:	07 January 2022 @ 14:00
RE-ADVERT DATE:	28 JANUARY 2022 @ 11:00
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	APPOINTMENT OF A CONSULTANT TO CONDUCT RAPID ASSESSMENT ON THE UTILISATION AND FUNCTIONALITY OF MOBILE DEVICES BY GLOBAL FUND SUB-RECIPIENTS
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: Mashudu@sanac.org.za	
Copied: Mbali@sanac.org.za	
Both Email and Hardcopy Submission are Accepted for this request	

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO CONDUCT A RAPID ASSESSMENT ON THE UTILISATION AND FUNCTIONALITY OF MOBILE DEVICES BY GLOBAL FUND SUB-RECIPIENTS

Background

The AGYW Programme (2019-2022) offers an age-tailored combination prevention programme for AGYW aged 15-24. The programme targets AGYW, in and out of school, and does not decline service provision to other populations who are engaged by the programme (i.e. ABYM in-school, members of the broader community).

Services are delivered in three tailored and targeted settings namely schools, TVETs and dedicated safe spaces in communities. A fourth “setting” or entry point is the mobile clinic that delivers clinical HIV and SRH related services at different points in the community within or nearby schools, TVETs and safe spaces. To effectively monitor the multi-dimensional AGYW programme, a biometric system was recommended.

Through a transparent tender process, a service provider was selected and contracted to develop a comprehensive biometric-based information management system (IMS) for the monitoring and evaluation of the AGYW Programme in collaboration with the PRs. The system is designed to allow for programmatic and performance management at SR and PR level through a cloud and mobile based IMS, built on Microsoft and Android Technology, and the use of Bio Rugged BF30 biometric devices.

The PRs are supposed to use the biometric IMS to enrol, provide the core package of services and monitor individual AGYW across the intervention areas (biomedical, structural, and behavioural). The IMS also enable the PRs and SRs to easily track services that beneficiaries were referred for and/or received in each period, enhance efficiency in accessing data for reporting by allowing PRs and SRs to view data for verification purposes both at programme implementation and management level and to report to the Funder and other stakeholders.

Ultimately the system would automatically integrate to an analytics platform developed by a third party that will conduct detailed and varied data analytics and reporting.

Paper-based tools were to be used at initial stages of implementation of the programme while the biometrics-based IMS is being developed, and in instances where the devices break or malfunction and/or the biometric system is down or undergoing a system upgrade. Paper-based forms were also necessary where there is a need to capture a large amount/additional beneficiary data that is not feasible to do at the point of service delivery. The Interventionists (Peer trainers, nurses, and social workers) at SR level collect the data from the facilitated risk assessment registers and other data sources.

The implementation of the IMS project is overseen by a steering committee. The steering committee has identified the need to assess the functionality of mobile devices collecting data to manage the programme effectively, and to establish the reasons for the reported poor use of the mobile devices by the interventionists; hence the need for an external service provider to carry out the above-mentioned independent assessment.

Objectives and scope of the TA:

1. To establish the extent of the use or non-use of the mobile devices, understand the challenges faced by mobile device users.
2. To investigate the level of eagerness/willingness and capacity of the users towards the implementation of the device and its user friendliness.
3. To explore the reported device bugs and non-functional features/options (such as Fingerprint, offline syncing, and the non-availability of reporting capabilities such as internal transfers of recipients within sub-districts, status updates for some indicators such as the Reach status, GLO lite, data extracts, PR user role and SR verification module.
4. To investigate the level of support provided to the users of the mobile devices by the PRs, SRs and the Service Provider / Developer.
5. To suggest/propose recommendations to improve the utilisation of mobile devices and any other shortcomings identified on the use of the IMS.

Activities and deliverables

Activity	Deliverable
Assess the challenges faced by mobile device users	Detailed list of device and user-related challenges and the consequences observed
Investigate the level of support provided to the users of the mobile devices by the PRs, SRs and the Service Provider / Developer.	Report on the effect/impact of support provided by PRs, SRs and the Service Provider / Developer
Provide recommendations to improve the utilisation of mobile devices and any other shortcomings identified on the use of the IMS	List of recommendations for PRs, SRs and the Service Provider / Developer
Report with detailed findings, conclusions, and recommendations	Close-out report

QUALIFICATIONS AND EXPERIENCE

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

- a) At least a master’s degree, preferably in the field of computer science or software development or related public health.
- b) Strong IT/system development background.
- c) Previous experience on working with different operating systems, hardware configurations, programming languages, software, and hardware platforms.
- d) Knowledge of biometric data capture modalities and devices.
- e) Good domain and understanding of the context of health issues AGYW programme and data management.
- f) At least 3-5 years of experience in conducting research and data analysis, particularly on AGYW services in South Africa.
- g) Strong track record of technically writing and editing high-level documents in English on AGYW HIV prevention related strategies.
- h) Knowledge and / or understanding of the SANAC and its stakeholders, with strong stakeholder management skills and experience working at different levels of the South African Government Structure

1. TIMELINES:

The consultancy is expected to be completed in **25 consulting days between 14 January 2022 and 15 February 2022**. Direct costs for travel and workshops / meetings should be included in the budget with justifications thereof.

2. CRITERIA FOR SELECTION:

Functionality:	
Minimum Functionality Score	70
Total must equal:	100%

Functionality criteria:	Weighting factor:
Assess the challenges faced by mobile device users.	20
Investigate the level of support provided to the users of the mobile devices by the PRs, SRs and the Service Provider / Developer.	20
Provide recommendations to improve the utilisation of mobile devices and any other shortcomings identified on the use of the IMS.	20

Developed a detailed report outlining the introduction/background, methodology, results, conclusions, and recommendations.	20
CVs of the proposed team members highlighting relevant qualifications.	10
Experience of undertaking of similar, related projects and services conducted in the last two years with traceable references reflecting names and contact details of organizations for which similar work has been.	10
Total	100 Points

3. ASSIGNMENT MANAGEMENT ARRANGEMENTS

The consultant will work under the overall guidance of the TSU Technical Lead and NSP Executive Manager, with technical and coordination support from the AGYW Technical Advisor.

4. The Bid submission should be accompanied by

1. Proposal which include a project approach and work plan
2. Project Leader and Staff CV
3. BEE and Tax Compliant pin
4. Three Reference letters in a similar project
5. Costing/ price quotation
6. Resent CSD Summary report (with active company registration status and Tax Compliant Status)
7. Successful bidder will be required to complete (SBD4, 8, 9 6.1 and General Condition of Contract)

Closing date and time: **28 January 2022, 11:00 PM**

Contact person: Beullah Mthombeni, Beullah@sanac.org.za