

TERMS OF REFERENCE

The Development of Web-based (Online) Automated AIDS Councils Functionality Assessment System.

The SANAC Trust seeks to appoint a service provider to develop a Web-based AIDS Councils Functionality Assessments System.

1. Background

SANAC was established in January 2002 through a decision of Cabinet as the highest body to advise government on all matters relating to HIV, TB and STI. SANAC is doing this through the development of 5-year term National Strategic Plans on HIV, TB and STIs and the country is now on the 4th generation of the strategic plans (NSP 2017-2022). The first (2000-2005) strategic plan proposed that AIDS Councils be established at provincial and district levels to guide the implementation of the strategic plan. The Strategic Plan recognised the importance of provinces, districts and local government in the implementation of the NSP and called for the establishment of AIDS Council structures similar to SANAC at these levels. To date, Provincial Councils on AIDS (PCA), District and Local AIDS Councils have been established to coordinate, implement, monitor and evaluate progress on implementation of the subnational plans (PIP, MDIPs and local plans); and to advise the Provincial Executive Council and the Mayoral Councils. At least all the PCAs have been established though they are at various levels of functionality. Only 60% of the District AIDS Councils (DACs) are established and at varying functionality whilst the Local AIDS Councils remain a point of concern.

2. National Strategic Plan on HIV, TB and STI (NSP) 2017-2022

The NSP is a guiding document for the national response for HIV, STI and TB response in the country. The NSP informs national, provincial, district and community level stakeholders on strategic direction to be taken for the HIV, STI and TB response. It is also used by the AIDS Council structures to monitor implementation at provincial, district and local levels through the development of sub-national multisectoral implementation plans Provincial Implementation Plans (PIPs), Multi-sectoral District Implementation Plans (MDIPs) and Multi-sectoral Local Implementation Plans(MLIPs)). The AIDS councils are key in ensuring

coordination and monitoring implementation of the response. Success in the implementation of this mandate requires well-functioning AIDS Councils at all levels.

3. Strengthening of the AIDS Councils

The NSP recommends building the capacity of Provincial, District and Local AIDS Councils as they are SANAC structures that enable the implementation at the local levels of the NSP through PIPs and MDIPs. The District AIDS Councils in particular are well placed to ensure that system strengthening efforts, including multi-sectoral quality improvement and human resources strengthening, are occurring at facility and sub-district level as mandated by the NSP. These are supported by the SANAC Secretariat to perform this function effectively. SANAC has a responsibility for developing tools that will capacitate and strengthen the functionality of the Provincial, District and Local AIDS Councils. This role includes establishing and maintaining National PCA Secretariat Forum (PCA HoS) and a Provincial AIDS Councils Forum (Provincial Secretariats) to facilitate this process.

4. Overview of the AIDS Councils Functionality Assessments.

Since the NSP 2011-2016, SANAC Secretariat has been conducting functionality assessments of the AIDS Councils. This entails assessing the functionality of the Provincial Councils on AIDS and their cascades (District and Local AIDS Councils). The methodology used for the assessments entails conducting face to face interviews with heads of secretariats, civil society heads and representatives from other relevant stakeholders as well as the review of supporting documents where necessary to ascertain the extent to which the information provided could be a true reflection of the status of the respective councils. Findings from the assessments are consolidated into a functionality dashboard. This process of assessing AIDS Councils is manual and cumbersome, with lots of inconsistencies and is not sustainable.

SANAC Trust therefore aims to build a solid and reliable online and automated functionality assessment system that can produce regular (quarterly) functionality dashboards. We are seeking the services of a provider to develop an online Automated AIDS Councils Functionality Assessment System able to generate consolidated quarterly AIDS Councils functionality Dashboards.

5. SCOPE OF WORK

The service provider will be expected to develop a Web Based (Online) Automated Functionality Assessment System which will cover the following scope of work:

- Review all existing functionality assessment tools and dashboards,
- Develop a thoroughly consulted and comprehensive functionality criteria for the AIDS Councils starting with SANAC, PCAs, DACs and LACs.
- Planning and development of the web-based (online) automated functionality assessment tool and dashboard for AIDS Councils at all levels (National, Provincial, District/Metro and Local) and ensure that the dashboard is fully opensource.
- Linking the development of the web-based (online) automated functionality assessment system to the National Framework for AIDS Councils Strengthening,
- Ensure that the system includes a feature to upload supporting documents for verification,
- Ensure that the system is linked to the NSP Accountability Scorecard to supplement functionality with Programme Performance,
- Develop operational guide for the system
- Conduct orientation training for the AIDS Councils on the system

6. Deliverables

6.1 Inception report for the project,

6.2 Comprehensive report on the review of the existing functionality tools and dashboards,

6.3 Develop a comprehensive functionality assessment criterion for all the AIDS Councils,

6.4 Design, develop and deploy a web-based AIDS Councils functionality assessment tool/system taking into consideration the following:

6.4.1 Consolidated AIDS Council Functionality dashboard to be based on the assessment tool developed,

- 6.4.2 Based on a self-assessment principle the system to be enabled for uploading verification documents for the assessment,
 - 6.4.3 The functionality assessment Tool and dashboard to be web based and fully opensource,
 - 6.4.4 The system to be able to generate recommendations for improvement activities,
 - 6.4.5 On an annual basis the system to generate accountability progress reports in line with the NSP Accountability Framework and Scorecard.
- 6.5 Approved operational Guide for the system targeted at the end-users,
 - 6.6 Comprehensive Training Manual for the End-user,
 - 6.7 System orientation training plans and reports,
 - 6.8 Closeout report for the projects including recommendations for maintenance of the system.

7. Special Conditions

- 7.1 Upon completion of the Functionality Assessment System, SANAC to own all rights and titles to the system including source codes. The successful service provider to transfer all rights on the Functionality Assessment System and interest (including ownership of copyright) to SANAC Trust.
- 7.2 The Intellectual property for the Functionality Assessment system including system codes, all reports/documents (whether in hard or electronic formats) prepared by the consultants and or produced through the project is the sole intellectual property of the SANAC trust
- 7.3 All Reports, documentation and electronic information as may be developed or supplied remain the Sole property of the SNAC unless otherwise indicated.
- 7.4 No Materials (Including but not limited to the system, documents, drawings, report, budgets) may be transmitted or used for any other purpose other than the project at hand without the express written approval of the SANAC Trust.

8. Qualifications and experience

8.1 The Successful service provider will be required to offer support on the functionality Assessment System to SANAC Trust for a period of three (3) Months after deployment of the functionality Assessment system. Support to include promptly Correcting any errors or inaccuracies in the functionality Assessment system created by the successful service provider, at no additional cost or expense to SANAC Trust except to the extent that such errors or inaccuracies were created by the successful service provider working under the direction of SANAC Trust.

9. Competencies, special skills and documentation requirements:

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

- Bachelor's Degree, (preferably Masters) in Computer Science, Information Technology, Software Engineering.
- At least 5 years post-qualification experience of which at least 3 years should have been in systems development and Project Management in Public Health sector,
- Public Health Information Systems will be an added advantage (design, maintenance and implementation).
- Experience in Business Analysis and System Design and Development for multisector sector accountability in the HIV, TB and STI and Public Health environments.
- Knowledge and/or understanding of the AIDS Response in South Africa including NSP and the AIDS Councils (SANAC, PCAs, DACs, LACs) and their stakeholders
- Good understanding of local government processes including HIV, TB and STI response at the local government level,
- Proven experience in the area of Structural functionality assessments and Organisational Development.

10. Competencies, special skills and documentation requirements:

- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from government, NGOs, UN Agencies and private sector.
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Solid editorial skills with demonstrated ability for logical and analytical thinking and writing.
- Excellent writing, presentation and communication skills.
- Business registration certificate if applying as a business,
- Ability to work under pressure.
- Valid tax clearance certificate
- Proof of BBBE compliance

11. Project Duration

The proposed timeframe for the project is 90 days starting from the date of award.

12. Supervision and Coordination

The consultant will be supervised by the SMC and SI Units at SANAC, which will work closely with the consultant to discuss the work and review drafts and the final product.

13. Evaluation Criteria

- i. The award of the contract will be made to the service provider whose proposal has been evaluated and determined as:

EVALUATION PROCESS AND CRITERIA

- a) Below are the minimum technical specification criteria that bidders must satisfy for the provision of internal audit services to SANAC TRUST.
- b) Bidders are required to study the criteria carefully before responding to the RFP.
- c) Please note that the evaluation process will take place in two (2) stages – Prequalification and Technical Evaluations.
- d) In addition to the verification of information provided by the bidders, SANAC TRUST may conduct a due diligence on any bidder at its own time and cost. This due diligence may include visiting the offices of team member's/business offices, interviewing the customer who provided references and interviewing the bidder itself on the conduct of its business activities.

The Functional Criteria that will be used to test the capability of Bidders are as follows:

Evaluation Stage1:

In terms of National Treasury Instruction No.4A of 2016/2017 regarding the Central Supplier Database (CSD) all bidders must register on CSD to provide the following information to be verified through CSD:

- a) Business registration, including details of directorship and membership
- b) Bank Account holder information
- c) In the service of the state
- d) Tax Compliance Status
- e) Identity Number
- f) Tender Default and restriction status

Evaluations Stage 2: Technical Evaluation

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out on the functionality table.
- b) Bidders who obtained a minimum point of 70 out of 100 on functionality will be evaluated on Price & BEE (refer to SBD 6.1 for Adjudication process on Price & BEE)

Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5= Excellent

Functional evaluation criteria – Written proposal

ii. Criteria for Technical Evaluation will be evaluated as follows {100 points maximum}

- a) Required 5 years of experience of undertaking similar, related projects and services Broken down as follows
3-6years; 6 points= 6-9years, 12 Points= 9-12 years, 12-15points=12-15. {15points}
- b) Relevant qualifications and minimum of 5 years of relevant work experience of the project team {25 points}
- c) Sound technical proposal detailing their interpretation of the TOR, proposed methodology and work schedule submitted. {40 points}
- d) Minimum of 5 projects in the same project field with letters

of reference. (20 points, (3 letters =10 points; 4 letters=15 points and 5+ letters=20 points))

14. Submission of Proposals

Proposals must be POSTED & SUBMITTED to the mentioned SANAC physical address as stated above. Envelopes to be correctly and fully sealed and the correct BID reference as given on the BID.to the attention of: The Procurement Officer: Beullah Mthombeni: No late submissions will be considered. SANAC reserves the right to award to one or more service provider(s).

NB :THE CLOSING DATE : 08 February 2022 @ 11:00

