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BID/RFQ NUMBER:	RFQ0002027
CLOSING DATE:	04 March 2022
CLOSING TIME:	11:00 AM
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	Appointment of Consultant for Completing the National Commitments and Policy Instrument (NCPI) tool for both the Government of South Africa and the Civil Society Sector
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: Billia@sanac.org.za	
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Only Email submission is Accepted for this request due to COVID-19 Lockdown restrictions	

TERMS OF REFERENCE FOR A CONSULTANT

Completing the National Commitments and Policy Instrument (NCPI) tool for both the Government of South Africa and the Civil Society Sector

I – Background

The 2021 Political Declaration and the 2021-2026 UNAIDS strategy include some new indicators and policy questions to help in tracking issues on societal enablers and providing better information on the inequities around HIV. The 2021 Political Declaration was built on four previous Political Declarations, namely: The 2016 United Nations Political Declaration on HIV and AIDS: on the fast-track to accelerate the fight against HIV and to end the AIDS epidemic by 2030 adopted the United Nations General Assembly High-Level meeting on AIDS in June 2016; the 2011 Declaration of Commitment on HIV/AIDS; the 2006 Political Declaration on HIV/AIDS and the 2001 Political Declaration on HIV and AIDS. Member States unanimously adopted the 2001 Declaration at the United Nations General Assembly Special Session (UNGASS) on HIV/AIDS in 2001. The 2001 Declaration reflected global consensus on a comprehensive framework to achieve Millennium Development Goal 6: Halting and beginning to reverse the HIV epidemic by 2015. It recognised the need for multi-sectoral action on a range of fronts and addresses global, regional and country-level responses to prevent people from becoming newly infected with HIV, expand health-care access and mitigate the impact of the epidemic. The 2006 Political Declaration recognised the urgent need to achieve universal access to HIV treatment; care and support. The 2011 Political Declaration established 10 targets to intensify the efforts to eliminate HIV and AIDS.

The 2016 Political and Sustainable Development Goals focus on the next 15 years, with a renewed focus on integrating the global HIV response into the broader development agenda. Although governments have adopted the declarations, the vision extends far beyond the government sector to private industry and labour groups, faith based organisations, Non-Governmental Organisations (NGOs and other civil society entities, including those representing people living with HIV.

Policy monitoring has been a component of global AIDS reporting since 2003, and it has been implemented every two years, most recently in 2021 through the full NCPI and in 2020 through the interim NCPI. The time frame of submitting the NCPI every two years, reflects that changes to laws, policies and regulations are expected to occur slowly, and the need for more frequent

monitoring may be limited. The NCPI is an integral component of the Global AIDS Monitoring (GAM) that aims to measure progress in developing and implementing policies, strategies and laws related to the HIV response by doing the following:

- Promoting consultation and dialogue between key stakeholders at the national level, especially government and civil society, to capture their perspectives on the AIDS response.
- Supporting countries in assessing the status of their HIV epidemic and response and identifying barriers, gaps and facilitators to strengthen the response.
- Collecting data on the policy and legal environment related to the AIDS response.

Based on extensive consultations, the NCPI questionnaire has been restructured and the questions revisited to reflect the global commitments in the 2021 United Nations (UN) Political Declaration on HIV and AIDS: Ending Inequalities and Getting on Track to End AIDS by 2030. The wording of some of the questions has been further refined based on experiences in previous reporting rounds and to reflect developments in policy recommendations and available technologies.

NCPI Structure

The NCPI has two parts. Part A is to be completed by national authorities/government and Part B is to be completed by Civil Society and other Non-Governmental Partners involved in the national AIDS response. The questions in both Parts A and B are structured around the commitments in the 2021 Political Declaration.

II – Scope of work

The measurement tool for the Indicator on Government HIV and AIDS Policies shall be the NCPI questionnaires completed.

The methodology shall include desk review and key informant interviews. The National Commitment Policy Instrument questionnaire is divided in two parts which cover the following areas: Part A - to be administered to national authorities (government officials); and Part B - to be administered to representatives from civil society organisations and other NGOs involved in the national AIDS response. **This consultant will specifically solicit responses for questions in both Parts A & B and also contribute to the compilation of the integrated (Both Parts A and B) NCPI narrative report.**

The importance of the NCPI lies in the process of data collection and data reconciliation between different stakeholders, detailed analysis of the responses, and its use in strengthening the national HIV response. The NCPI process provides a unique opportunity for various stakeholders to take stock of progress and discuss what still needs to be done to support an effective and efficient HIV response. When completed in a truly collaborative manner, inviting appropriate representation and respecting different views, the NCPI process can play an important role in strengthening in-country collaboration and increasing shared ownership of the HIV response.

It is important to analyse the data for each of the NCPI sections and include a write-up in the narrative section of the Country Progress Report in terms of progress made in (a) policy, strategy and law development and (b) implementation of these in support of the country's HIV response. Comments on the agreements or discrepancies between overlapping questions in Parts A and B should also be included, as well as a trend analysis on the key NCPI data since 2003.

III - Consultancy Objectives and Expected Results

- **Overall Objective:**

Analyse the findings from the desk review of NCPI questionnaires administered (Part A - to government officials; Part B - to representatives from civil society organisations and other NGO partners involved in the national AIDS response) and from key informant interviews to determine the NCPI. **This consultant will specifically solicit responses for questions in both Parts A & B of the NCPI and also contribute to the compilation of the integrated (Both Parts A and B) NCPI narrative report.**

- **Specific Objectives:**

- ✓ Administer respective parts of the NCPI questionnaires to relevant Government Authorities, Stakeholders, NGO partners and the civil society.
- ✓ Analyse findings from the questionnaires and complement them with key informant interviews
- ✓ Participate in consultations based on the draft report
- ✓ Compile a brief narrative report outlining the findings of the NCPI responses and desk review

Deliverables

- Consolidate NCPI responses for both Parts A and B.
- Draft NCPI Narrative Report for components administered to the civil society, government departments and relevant Stakeholders and NGO partners.
- Present the draft report and responses to respondents of both Parts A and b of the NCPI questionnaire.
- Incorporate inputs from all respondents and submit the final NCPI narrative report and corresponding responses to SANAC Strategic Information Unit.

IV – Conditions for consultancy

Duration of work: 30 days during mid-February and mid-March 2022

Management of consultancy: the consultants will work in cooperation with the SANAC National Strategic Information (SI) Unit.

Close consultation and collaboration is expected with relevant stakeholder such as the Department of Health and Civil Society Leadership.

Profile of the consultant

- **Competencies:**
 - Monitoring and Evaluation of AIDS programmes
 - Background in and knowledge of the South African National HIV/AIDS response
 - Knowledge of the Political Declarations on the response to HIV and AIDS
 - Knowledge of HIV and AIDS policies and strategies in the South African context
- **Experience:**
 - National Consultants
 - Master's Degree or higher in Public Health or related field

- Minimum 5-10 years' experience and knowledge in the field of the National HIV, TB and STI response (Provide at least 3 contactable references of the most recent similar work done)
 - Good Analytical and report writing skills (Provide at least 2 similar narrative reports)
 - Ability to work in a team
 - Ability to conduct interviews and to probe appropriately to solicit the most appropriate responses
 - Experience of working without supervision, ability to work under pressure, prioritise work and use personal initiative;
 - Experience in using basic Microsoft Office packages (Word, Excel), using email and internet;
- **Languages:** Good English writing skills

Contact Person at SANAC for enquiries:

Closing date & time 04 March 2022 @ 11:00 A.M

Procurement Officer: Beullah Mthombeni: Email: Beullah@sanac.org.za

Technical issues: Billia@sanac.org.za