



P.O. Box 13912, HATFIELD, 0028 | 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028, Tel: +27 012 748 1000,
Fax: +27 086 667 8894

VAT No.: 496 026 5751

BID/RFQ NUMBER:	RFQ0002068
CLOSING DATE:	18 March 2022
CLOSING TIME:	14:00 P.M
BID VALIDITY PERIOD:	90 DAYS (COMMENCING FROM THE BID CLOSING DATE)
DESCRIPTION OF BID:	Human Rights Consultant for the Development of the South African National Strategic Plan for HIV, TB and STI's 2023 - 2028
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: Nomfundo@sanac.org.za	
Copied: Mbali@sanac.org.za	
Only Email submission is Accepted for this request due to COVID-19 Lockdown restrictions	



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Terms of Reference

Request for Proposals for Human Rights Consultant for the Development of the South African National Strategic Plan for HIV, TB and STI's 2023 - 2028

1) Background

The South African National AIDS Council (SANAC) brings together government, civil society, and the private sector to create a collective response to HIV, TB and STIs in South Africa (SA). SANAC released the fourth National Strategic Plan (NSP) for Human Immunodeficiency Virus (HIV), Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in 2017. The five-year plan (2017–2022), guides the multi-sectoral implementation of strategies to address the impact of HIV, TB and STIs. The NSP also contributes to the efforts of reaching the health-related and other relevant targets of the Sustainable Development Goals (SDGs), including universal health coverage.

The country is embarking on the 5th generation of the NSP for HIV, TB and STIs 2023 – 2028. The NSP is regarded as one of the main documents for the country's response to HIV, TB and STIs since it will take the country towards the target of ending AIDS as a public health threat by 2030. The NSP for HIV, TB and STIs 2023 – 2028 needs to respond to prevalent issues, be agile, radical, and should align with the 4th industrial revolution implications. The NSP for HIV, TB and STIs 2023 – 2028 should provide a sense of renewed hope to people infected and affected by HIV, reflect highly effective and high-impact interventions backed by evidence-informed analysis, to enable the achievement of the UNAIDS 95-95-95 targets which would then propel the country towards the achievement of the agenda 2030 goals.



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2) Purpose of the Consultancy

SANAC seeks the services of the Human Rights consultant for the development of the NSP for HIV, TB and STIs 2023 – 2028. The consultant will work in collaboration with the SANAC Secretariat, based at Hatfield, Pretoria. The Human Rights consultant should ensure that the NSP document contains all the critical components of the response to the three epidemics, that must be consistent, sound and backed by cutting edge scientific evidence. Several themes have been identified that need to form the backbone of the NSP for HIV, TB and STIs 2023 – 2028 including emphasis on its governance, interphase with regional and local level planning, the placement of communities at the centre of the response, the sustainability of efforts, applying the inequality lens in addressing social and structural determinants of the epidemics, increased focus on TB elimination efforts, and incorporation of lessons learnt and leveraging on efforts made during the response to the COVID-19 pandemic.

The general objective of the consultancy is to work in collaboration with lead writer, the expert consultants and technical working groups (TWGs) to develop the NSP for HIV, TB and STIs 2023 - 2028. The expert consultants will each lead the consultations and writing of the following technical areas components of the new NSP:

- ✓ HIV prevention
- ✓ HIV treatment and care
- ✓ TB
- ✓ STI's
- ✓ Costing and Finance
- ✓ Monitoring and Evaluation
- ✓ Governance and Leadership
- ✓ Key and Vulnerable Populations for HIV, TB and STI's
- ✓ Vulnerable Populations for HIV, TB and STI's



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- ✓ Human Rights
- ✓ Social and Structural Drivers

The human rights consultant is to work closely with the lead writer, other writing team members of the NSP unit and SANAC Secretariat, and other stakeholders to participate in HIV/TB and Key Populations stakeholder consultations participating in the development of the NSP development process. During the consultations, the human rights consultant is expected to fully understand the direction and intention of consultations where evidence will be reviewed; priorities identified and aligned with the NSP priorities; and details of programme content and implementation arrangements finalised.

The consultant will write the human rights piece and bring to the programme design process previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for institutional donors. It is desirable that the consultant also brings a good understanding of issues relating to human rights. Particularly bringing in context new approaches and intervention backed up by relevant human rights statistics; assessments; surveys and other literature.

The role of the human rights consultancy is to work closely with the NSP lead writer; and the SANAC Secretariat, to participate in consultations and in technical working groups (TWGs) in order to review evidence, identify priorities and the details of the human rights programme content and implementation arrangements to be included in the NSP. The consultant will also receive guidance from special TWG that will work closely with many stakeholders in developing the content of the NSP that focuses on human rights TB/HIV integration.

3. Scope of Work

The consultancy will support the lead writer to develop a set of human rights programmes for the NSP. It will also provide an opportunity to review the findings of



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the baseline assessment to inform their development and inform further plans for the development of a five-year plan for the country. The consultancy is expected to work with many stakeholders, attending and preparing for consultations, assisting with the development of presentations and communication pieces on progress, ongoing development and refinement of the NSP document.

The main deliverable is a timeously completed high quality human rights piece that forms part of the NSP for HIV, TB and STI (1 April 2022 to 31 February 2023) after all relevant consultations have taken place. The main aspects of this assignment will include:

- Key stakeholder consultations, specifically regarding human rights challenges to an effective HIV response and possible initiatives to address those challenges, building upon the findings of the baseline assessment report; human rights mid-term assessment report these consultations will be undertaken as part of the broader consultation process.
- Supporting and working with the HIV writing team in country to develop a robust set of human rights programs for the HIV.
- Participating in any meeting with the communities to report on the development of the NSP.

4) Approach and methodology for implementing the assignment

- Analysis of the baseline assessment report; mid-term human rights assessment report and other relevant documentation to support development of the new NSP.
- Assessment of the current human rights and develop an optimized approach and support effort to scale up investments into implementation, monitoring and evaluation of programmes to address human rights-related barriers;



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- Analyse and understand the core programs to address barriers amongst local partners;
- Review of all relevant documents that will be used to inform the Human Rights part and the relevant section in the main NSP document including.
- With the assistance of the SANAC Secretariat team and the lead writing team, work under the guidance of the NSP Unit that is responsible for ensuring adequate dialogue and processes to be followed.
- Use the information in the human rights evaluation, baseline assessment and NSP- Goal 5 to develop a concise section on human rights in the main NSP document.
- Work with the other technical working groups to ensure alignment between the human rights approach and the programme content, as per NSP policy direction.
- Prepare presentations and communication pieces to various stakeholders.

5) Deliverables

The Human Rights consultant will present the methodology and working arrangements to the SANAC Secretariat and NSP reference group within two weeks of appointment. The work will be remunerated based on actual time worked substantiated by high quality documents as proof of work done by the consultant, meeting attendance and participation, as approved by SANAC Secretariat procurement procedures.

6) Timeframe

The level of effort expected is to be a maximum of 120 days. This will spread over the ten (10) months from the contract's commencement date, which is anticipated to be from 1 April 2022.



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7) Qualifications and Experience

- Post graduate degree in public health, development studies, social sciences or other relevant field.
- Demonstrable knowledge of the HIV and TB epidemics, particularly focussing on human rights aspects including community responses.
- Extensive knowledge and experience of HIV, TB and STI in SA, including knowledge of the contribution of various government departments.
- Strong understanding of HIV and TB programming, including the need to focus on gender issues, key populations and human rights.
- At least five years' experience with the participatory strategic planning processes.
- Demonstrable experience in leading or being a major contributor to the writing of human rights strategic documents.
- Previous experience in contributing to the development focusing on removing barriers to human rights.
- Proven record of accomplishment of delivering similar projects timeously to a high standard under tight deadlines.

Other Competencies

- Strong analytical programming skills
- Strong communication and facilitation skills
- High proficiency in Microsoft Office Packages
- Proficiency in oral and written English
- Ability to work under pressure



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- Knowledge of the HIV and TB stakeholders in the country and be well acquainted with influential role players in those sectors.
- Knowledge of HIV and TB and the social determinants of disease including gender and human rights related issues.
- Excellent organizational and interpersonal communication skills.

8) Core Competencies:

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation.
- Compulsory computer skills (e.g., Microsoft Word, Excel, Access).
- Excellent knowledge of applicable computer software packages including, but not limited to Statistical analysis / Software.

9) Functional Competencies:

- Support the preparation of information for advocacy
- Contributing to results through provision of information
- Generates new ideas and proposes new, more effective ways of doing things
- Ability to work under pressure and adhere to deadlines.



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10) Supervision

The consultant will be supervised by the Lead Writer and Executive Manager: NSP Implementation Unit, who will work closely with the consultant to discuss the work and the review drafts and the final product.

11) Selection / Evaluations Criteria

Bidders must obtain the Minimum point of 70 out of 100 to be evaluated on

Price & BEE (refer to SBD 6.1 for Adjudication process on Price & BEE).

Proposals will be evaluated on in accordance with the allocated criteria below. The rating will be as follows:

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

Written Proposal Evaluation:	Weight
Sound Technical proposal detailing their interpretation of the TOR, proposed methodology and work schedule submitted.	40
Demonstrated record of accomplishment / knowledge as per TOR	20
Demonstrated record of accomplishment / knowledge as per TOR	20
Demonstrated track record in delivering similar projects – Attach references	20
Sound Financial Proposal with Justifications Aligned with the deliverables and time frame	20
Total Points Scored	100

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12) Proposal Format

A detailed proposal in response to this ToR is due on **Friday 18 March 2022 by 14h00pm** containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Please send your proposals to Beullah@sanac.org.za the following should be attached to the proposal as annexures:

- i) Annexure A: Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) Annexure B: Summary of experience. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience
- iii) Annexure C: Summary details of proposed team
- iv) Annexure D: Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference. **The consultant should also include budget notes to justify the cost items.**
- v) **Annexure E: CSD Summary report with a complaint status**