



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> 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

<b>BID/RFQ NUMBER:</b>	<b>RFQ0002128</b>
<b>CLOSING DATE:</b>	<b>01 April 2022</b>
<b>CLOSING TIME:</b>	<b>14:00 P.M</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 DAYS (COMMENCING FROM THE BID CLOSING DATE)</b>
<b>DESCRIPTION OF BID:</b>	<b>Consultant to focus on Key and Vulnerable Populations for the Development of the South African National Strategic Plan for HIV, TB and STI's 2023 - 2028</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:celeste@sanac.org.za">celeste@sanac.org.za</a>	
Copied: <a href="mailto:Nosiphiwo@sanac.org.za">Nosiphiwo@sanac.org.za</a>	
Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a>	
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 a Consultant to focus on Key and Vulnerable Populations 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 development of a 5<sup>th</sup> generation of the NSP for HIV, TB and STIs 2023 – 2028. The NSP is the key document to 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 4<sup>th</sup> 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. The UNAIDS 95-95-95 will propel the country towards the achievement of the agenda 2030 goals.

#### **2) Purpose of the Consultancy**



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SANAC seeks the services of a consultant for the development of the NSP for HIV, TB and STIs 2023 – 2028 focusing on Key and Vulnerable Populations (KVP). The consultant will work in collaboration with the SANAC Secretariat, based at Hatfield, Pretoria. The KVP 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 components of the NSP:

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



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- ✓ Social and Structural Drivers

### **3) Scope of Work**

The SANAC Secretariat seeks to engage a consultant to work closely with the Lead Writer, Expert Consultants to ensure the production of a clear logical NSP for HIV, TB and STIs 2023 – 2028. The Consultant will lead the development and finalisation of the KVP components through bringing programme design processes and previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders and donors. The KVP consultant will:

- Conduct an analysis in the most current and evidence-informed epidemiological, and underlying factors that exacerbates key risks and vulnerabilities among these population groups
- Clearly articulate the KVP that require intensified efforts for the HIV, TB and STI's response
- Identify high allocative efficiency that will allow for the right mix of priority interventions to maximize impact with the available resources and capacity while improving operational efficiency.
- Ensure interventions identified can achieve sufficient coverage and scale to meet the targets and improve outcomes
- Identify health sector and non-conventional HIV prevention platforms for KVP, including integration with sexual and reproductive health services
- Define the approach for building trusted community access platforms for KVP, including peer-led outreach and relevant social media platforms (as applicable for the different groups)
- Review underlying barriers to HIV and TB prevention, testing and treatment access among KVP and structural barriers (such as legal barriers, norms,



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discrimination, and law enforcement practices) and define specific implementable actions to address it.

- Work closely with the technical team to ensure the KVP component is captured and expressed concisely and accurately in the relevant parts of the draft and final NSP e.g. Monitoring and Evaluation Plan.
- Work as a member of the lead technical team to develop formats for collection, collation, and analysis of data to ensure optimum contribution from all stakeholders and development of the NSP for HIV, TB and STIs 2023 – 2028 as a full document with the necessary attachments.
- Participate in NSP meetings, dialogues/consultations, and technical task team meetings to be able to accurately capture the comprehensive overall picture being built up as well as the details in the NSP document.
- Write up and fully capture the inputs by stakeholders into a comprehensive plan to address KVP that can be incorporated by the lead writer into different chapters of the NSP.
- Contribute to communication pieces and presentation to be used for various stakeholders throughout the development of the NSP.
- Adjust the report and presentation for peer review before making final inputs and sharing as part of consultation and dialogue.
- Complete all sections for different KVP throughout the NSP document.
- Assist the lead writer to maintain a complete and accurate reference list.
- Develop a presentation and shortened report that summarises above in an easy-to-read format and present this to the relevant stakeholders.

#### **4) Deliverables**



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The KVP 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.

### **5) Timeframe**

The level of effort expected is to be a maximum of 140 days. This will spread over the ten (10) months from the contract's commencement date, which is anticipated to be from 1 April 2022.

### **6) Qualifications and Experience**

- At least a Master's level university degree in Public Health, Social Sciences or other relevant disciplines;
- Extensive knowledge of the HIV and STI epidemics, including sexual and reproductive health in South Africa and the region.
- Extensive knowledge of the HIV and TB epidemics and KP including community responses
- Strong understanding of HIV, TB and STI 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 KP strategic documents
- Previous experience in contributing on key and vulnerable population programmes.
- Knowledge of and experience in strategic planning, and key populations.
- Past experience in working with KVP programme implementers as well as HIV and TB programmes.



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- Minimum 10 years progressively responsible professional work experience at in HIV and STI programming and policy development.
- Experience in leading or being a major contributor to the writing of HIV and STI programme documents.
- Strong track record of technical writing and editing high-level documents in English on HIV, TB and STIs prevention related strategies with a quality high standard under tight deadlines.
- Research and publication experience in the KVP field.
- 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, will be an advantage

#### **7) Core Competencies:**

- Computer skills (e.g. Microsoft Word, Excel, Access), and applicable financial systems / applications / statistical analysis / software
- High degree of integrity, and highly organized and good analytical skills
- Excellent networking, oral and written communication, presentation, and reporting skills
- Fluency in written and spoken English is an absolute necessity

#### **8) 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.

#### **9) Supervision**



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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.

### **10) 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



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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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### 11) Proposal Format

A detailed proposal in response to this ToR is due on **Friday 1 April 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](mailto: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



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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.
- v) **Annexure E: CSD Summary report with compliant status**