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VAT No.: 496 026 5751

Terms of Reference

Request for Proposals for Administrative and Logistics Support 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. 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 an Administrative and Logistics Support 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. Several themes have been identified as necessary 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 support with the SANAC Secretariat, Lead writer, other Expert consultants, including Technical Working Groups (TWGs) with administrative and logistical function towards the development of the NSP for HIV, TB and STIs 2023 - 2028.

3) Scope of Work

SANAC seeks to engage an administrative and logistics consultant to lead the planning, implementation, and record-keeping of all administrative and logistical arrangements for all meetings and consultations that are required throughout the process

This will include:

- Assistance with the planning and scheduling of meetings.
- Arranging conference and meeting venues.
- Ensuring invitations to meetings are sent out timeously and to the correct stakeholders.
- Ensure stakeholder databases are up to date



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- Ensuring all invitees complete the transport forms correctly and that all their logistical arrangements are made timeously and to a high standard. This includes ground transport, flights, accommodation, and any other arrangements that are necessary.
- Ensuring that all logistical arrangements go according to plan at conference venues.
- Liaising with conference venues, travel agents and other suppliers to ensure the best service at the best price.
- Provide assistance to travellers as needed.
- Facilitate the journey for travellers where possible e.g., online check-in to prevent offloading where flights have been overbooked.
- Keep registers of who has been invited to which meeting and for whom travel arrangements have been made.
- Ensure technical teams meet and calendar invitations are sent to members timeously
- Minute taking, reports, high level notes and high quality record keeping including all costs.
- Develop and maintain an efficient filing system.
- Create spreadsheets and presentations.
- Provide statistical and budget reports.
- Develop, implement and improve office policies and procedures.

4) Deliverables

The administrative and logistics support consultant will present the methodology and working arrangements to the SANAC Secretariat and within two weeks of appointment. The work will be remunerated based on actual time worked



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substantiated by high quality documents as proof of work done by the consultant. S/he will coordinate the administrative and logistics component to achieve the deliverables in developing and finalizing the NSP for HIV, TB and STIs 2023 – 2028, including but not limited to:

- Optimising participation and outcomes of stakeholder and other meetings that form an essential part of the consultation and dialogue to inform the content of the new development of the NSP. This deliverable will require working with many stakeholders, including, sector representatives from civil society, government, and the private sector.
- As stakeholder meetings, interviews and task team meetings will form an essential part of the NSP development process it is essential that appropriate people attend relevant meetings, in the right place, at the right time. This is to ensure active positive participation and contribution from all stakeholders. There is a risk of not getting the right voices around the table and this will affect the quality of the with implementation of the NSP for HIV, TB and STIs 2023-2028. It will also be important to try and get the best value for money without detrimentally affecting the quality of the service being provided to stakeholders, whilst also ensuring compliance with all the SANAC secretariat procurement rules and regulations.

5) Timeframe

The level of effort expected is to be a maximum of 160 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



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- A Bachelor's degree or an Advanced Diploma in Office Administration, Public Administration, Business Administration, or equivalent qualification. Any post-graduate qualification is an added advantage
- At least 5 years' experience as an organiser of multi-stakeholder meetings
- Able to plan and implement large and small multi-stakeholder meetings timeously and to the participants' satisfaction
- Proven ability to complete similar tasks timeously and to a high quality.
- Ability to communicate with people at different levels
- Ability to work independently as well as part of a team
- Ability to communicate effectively, both orally and in writing
- Ability to multitask
- Computer literate
- Time management skills

7) Core Competencies:

- Computer skills (e.g., Microsoft Word, Excel, Access).
- 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. Fluency in other indigenous language(s) is an advantage.

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.



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9) Supervision

The consultant will be supervised by the Executive manager: NSP Implementation Unit

10) Proposal Format

A detailed proposal in response to this ToR is due on **Friday 01 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 the following should be attached to the proposal as annexures:

- i) Annexure A: Brief 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 CV 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 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.