



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

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## **Terms of Reference**

### **Request for Proposals for a Costing 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 5<sup>th</sup> 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 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 which would then propel the country towards the achievement of the agenda 2030 goals.

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

SANAC seeks the services of a Costing Consultant for the development of the NSP for HIV, TB and STIs 2023 – 2028. The consultant will work in collaboration with the



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SANAC Secretariat, based at Hatfield, Pretoria. The Costing Consultant is expected to 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 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 work in collaboration with Lead writer, other Expert consultants and Technical Working Groups (TWGs) to develop a well-costed NSP for HIV, TB and STIs 2023 - 2028.

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

The SANAC Secretariat seeks to engage a consultant to work closely with the Support Writers, 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 costing component through bringing programme design processes and previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders and donors. The Costing consultant will lead the consultations on the following technical areas of the new NSP.

#### **Coordination**

- Actively support the costing focal points and costing focal points in the programmatic working groups including: provide orientation, timelines, guidance and tools and feedback on inputs of the working group; ensure that



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all draft products are reviewed and validated by this group; maintain close contacts with other resource person on costing as needed.

- Work closely and coordinate with the team of consultants appointed for other technical areas of the NSP development process.
- Write a short inception report and contributions to the NSP roadmap.

### **Analysis and development of draft budget and related documents**

- Develop templates for the summary and detailed budget.
- Develop guidance and tools to orient working groups on costing at all stages of the process.
- Conduct a comprehensive search for unit costs estimates applicable, assess data quality and decide what source data to use; document cost data sources, data quality assessment, and data gaps, and report any adjustment/adaptation in calculations including assumptions made during the costing process.
- Conduct training sessions on costing with the working groups / costing focal points as necessary.
- Conduct budget and allocative efficiency analysis.
- Provide detailed feedback to working groups on draft budgets.
- Develop a draft summary budget aligned with the NSP programmatic areas.
- Develop a financing landscape table, based on data and inputs sought from working groups and other relevant stakeholders.
- Develop inputs for sections of the NSP related to efficiencies, sustainability issues, linkages with health financing.

### **Finalization of budget and related documents**

- Develop a final compiled summary budget aligned with development of the new NSP programmatic areas, incorporating feedback received.



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- Compile detailed annexes with documented assumptions and methodologies, including a set of Excel files with unit cost data and analysis, quantifications and targets.
- Develop a brief final report from the consultancy
- Develop a brief report on NSP costing process - best practices and challenges.

The summary and detailed budget should provide realistic estimated resource needs to reach the targets and efficiently implement the development of the new NSP and key and risk factors that affect long-term sustainability per thematic component to inform follow up national efforts to address the sustainability of the national response to HIV and AIDS.

#### **4) Deliverables**

The Costing 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. He / She will coordinate the Costing component to achieve the deliverables in finalizing the NSP for HIV, TB and STIs 2023 – 2028, including but not limited to:

- Short inception report and contributions to the roadmap
- Templates for the summary and detailed budget
- Guidance and tools to orient working groups on costing at all stages of the process
- Training sessions on costing with the working groups, as necessary
- Detailed feedback to TWGs draft budgets
- Draft compiled summary budget aligned with the NSP programmatic areas



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- Draft compiled detailed budget aligned with the NSP programmatic areas
- Financing landscape table
- Final compiled summary budget aligned with the NSP programmatic areas, incorporating feedback received
- Final compiled detailed budget aligned with the NSP programmatic areas, incorporating feedback received
- Detailed annexes with documented data sources and assumptions and methodologies, including a set of Excel files with unit cost analysis, quantifications and targets
- Brief final report from the consultancy
- Brief report on new NSP costing process - best practices and challenges

## **5) 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.

## **6) Qualifications and Experience**

- Advanced degree in finance, economics, public health or other relevant field
- Minimum of 5 years of experience in budgeting for health programmes
- Experience demonstrated in the development of strategic plan budgets in the Health area
- Experience of working with HIV, STI and TB programmes will be an advantage
- Experience in working with Government, Civil Society, Non-Governmental Organizations and Development partners
- Experience of working in multidisciplinary and multicultural teams



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- Ability to develop an effective working relationship with government entities and other partners
- Excellent analytical skills (including financial gap analysis)

#### **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**

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) 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



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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 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.