



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>RFQ0001032022</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>Lead Writer 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 Lead Writer 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, NSP 2023 – 2028 (New NSP). 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 new NSP needs to respond to prevalent issues, be agile, radical, and should align with the 4<sup>th</sup> industrial revolution implications. The NSP 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 consultant to serve as a Lead Writer of the new NSP. The consultant will work in collaboration with the SANAC Secretariat, based at Hatfield, Pretoria.



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The Lead writer should 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. A technical team of in-country experts convened in February 2022 has identified several themes that need to form the backbone of the new NSP 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 Lead Writer will work in collaboration with support writers, 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
- ✓ Leadership and Governance
- ✓ Key Populations for HIV, TB and STI's
- ✓ Vulnerable Populations for HIV, TB and STI's
- ✓ Human Rights
- ✓ Social and Structural Drivers

### **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



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– 2028. The Consultant will lead the development and finalisation of the new NSP through bringing programme design processes and previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders and donors. He / She will coordinate and manage the team to achieve their deliverables in finalizing the new NSP, including:

- ✓ Provide technical and non-technical related expertise to the new NSP writing processes to support the development of content
- ✓ Facilitate information sharing and dialogues within government and communities
- ✓ Facilitate meetings with key stakeholders related NSP
- ✓ Leverage on key and recent evidence and documents and using them as guidance in the development of the new NSP
- ✓ Support the SANAC Secretariat in creating strategic partnerships with Government Departments, SANAC Technical Task Teams and Working Groups, Development Partners, and Civil Society Organizations (CSOs) in developing the new NSP
- ✓ Coordinate and incorporate inputs from relevant advisors and consultants, and proper preparation of the new NSP
- ✓ Conduct a problem analysis and validation workshops with partners and other relevant stakeholders
- ✓ Gather feedback on the draft NSP from all relevant stakeholders to ensure it is aligned to all comments received
- ✓ Perform other duties that may be assigned in relation to the preparation of the new NSP, including but not limited to:
- ✓ Participate in calls or meetings with the NSP reference group and SANAC Secretariat in the beginning of the assignment to clarify requirements and expectations and in the end of the assignment to check whether these are met
- ✓ Follow-up and provide an update on the implementation of the recommendations and inputs received on the new NSP, and based on the review, liaise effectively with technical partners to seek advice as/if necessary, and leading the preparation of presentations and communication briefs to various stakeholders.



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#### **4) Deliverables**

The Lead writer will facilitate the effective and efficient NSP development process, maintenance of partnerships, and effective utilisation of resources to ensure the development and alignment of the narrative of the main document of the new NSP with the attachments and appendices from the expert consultants. He / She will work closely with the SANAC Secretariat, NSP reference group, SANAC Technical Task Teams (TTTs), and other stakeholders to participate in HIV, TB and Key Populations stakeholder consultations participating in the development and implementation of the new NSP. Additionally, the Lead writer will ensure an inclusive, consultative process for developing the NSP, including the consultations with Government sectors relevant to HIV work (such as education, finance, justice, women and youth affairs and local government), Communities of key and vulnerable populations, Civil society organizations and community leaders (such as traditional leaders), Major development partners and donors, Research institutes and think-tanks, and Private sector partners. During the consultations, the Lead writer is expected to fully understand the direction and intention of consultations where evidence will be reviewed; priorities identified and aligned, and details of key focus areas underpinned by the critical enablers of the NSP. The following are the expected deliverables based on agreed timelines, and will be submitted with the contribution of the Support Writers, the Expert Consultants, NSP Reference Group and SANAC Secretariat

- a) Draft NSP for HIV, TB and STIs 2023 – 2028, including all supporting documents by 30 September 2022
- b) Revised Final NSP for HIV, TB and STIs 2023 – 2028, by 30 January 2023

#### **5) Critical components of the expected NSP document**

It is expected that the NSP should be based on the most current and evidence-informed epidemiological, context and response analysis, and include, but not limited to:

- a) **Epidemiological analysis** that has been conducted with the demographic data and trends, latest HIV estimates, Incidence pattern modelling, Integrated Biological and Behavioural Surveillance surveys and household surveys; Identification of population groups at the highest risk of HIV infection or affected by HIV; Prevalence in key and



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vulnerable populations and population size estimation; and Gaps identified in population and location as informed by epidemiological data

- Analysis of underlying factors such as the Macroeconomic situation, Key risk and vulnerability factors for transmitting and acquiring HIV by population (behavioural, biological, and structural factors), Technical capacity and financial and human resources, etc.
  - The response analysis showing the level of attainment of the targets set in the previous NSP, gaps in the response, strengths and weaknesses of the current HIV response, identification of strategies that deliver high impact and need to be amplified, the funding landscape and changes in the response because of the COVID-19 pandemic.
- b) **Goals, objectives, and targets** that are informed by global targets, are aligned, and linked with the National Development Plan, National health strategic priorities, Universal health coverage road map, and other relevant national strategic plans or strategies specific to diseases and health areas, such as TB, sexual and reproductive health and rights, STIs, maternal, new-born and child health, hepatitis, cervical cancer, noncommunicable diseases and mental health. The goals, objectives and targets must correspond to the epidemic situation and the needs of the response, and are needs-based, ambitious and realistic, with a baseline over the period covered by the new NSP.
- c) **A theory of change and results chain** with clear expected results. For each key and vulnerable population groups identified, the NSP must detail specific planned prevention, treatment, and other interventions, including the geography, expected coverage and concrete results against the respective baseline.
- d) The **priority-setting** process considering highly effective and high-impact interventions backed by evidence-informed analysis, high allocative efficiency: the right mix of priority interventions to maximize impact with the available resources and capacity, improving operational efficiency by optimizing working processes.
- e) Emphasis on **community engagement, human rights and gender equity principles** and the promotion of a comprehensive, multisectoral response to address the social



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determinants of health, especially critical enablers relevant to the HIV response, including the meaningful engagement of communities at all levels and government sectors, and includes sound approaches for community-led monitoring to improve HIV service outcome

- f) The NSP includes **costing** and implementation arrangements based on up-to-date assumptions and prices. It should also include details of the entire funding landscape for HIV programmes (including that for multisectoral responses), sustainability considerations, including specific plans to strengthen the sustainability of the national HIV response
- g) **Implementational approaches, leads, and partners**, timeline and targets clearly defined including the analysis of the most effective and efficient approaches to operational planning available
- h) **Specific programmatic content**, such as the identification of the underlying barriers to:
  - HIV prevention, testing and treatment access among key populations and structural barriers for HIV prevention overall, Programmes for key populations and harm-reduction services, Programmes for adolescent girls, young women, and their male partners (boys and young men), Male and female condoms and lubricants, Voluntary medical male circumcision for men and other programmes
  - Access to treatment and care
  - Address issues relating to comorbidity, coinfection, and integration
  - Strategy for social protection interventions
  - Interventions for strengthening health system building blocks
  - interventions to protect human rights and sexual and reproductive health and rights and remove stigma, discrimination and violence against people living with HIV and affected groups in key settings such as communities, workplaces, the justice sector, education, healthcare, and emergency settings
  - Efficiency and financial sustainability
  - Governance, management, and accountability



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## 6) Institutional Arrangements

The Lead writer will work collaboratively and under leadership of the Executive Manager: NSP Implementation at SANAC to ensure efficient communication and coordination of the necessary processes and logistics of the new NSP development. The distribution of work between the Lead Writer and SANAC Secretariat will be as follows:

<b>Lead writer</b>	<b>SANAC secretariat</b>
Prepare presentations for key meetings in collaboration with SANAC Secretariat	Facilitation / arrangement of meetings with relevant partners and stakeholders
Conduct / Facilitate stakeholder consultations	Convene the meetings of technical working groups
Submit the draft and final NSP documents	Facilitate the tabling of documents at relevant forums and meetings

The Lead Writer 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.

## 7) Timeframe

The level of effort expected is to be a maximum of 200 days. This will spread over the ten (10) months from the contract's commencement date, which is anticipated to be from 1 April 2022.

## 8) Qualifications and Experience

- Post graduate degree in public health, development studies, social sciences or other relevant field.
- Extensive knowledge of the HIV, TB and STI epidemics in South Africa
- Extensive knowledge and experience of the funding landscape for HIV, TB and STI in South Africa, including knowledge of the contribution of various government departments and other funders including.





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- Strong understanding of HIV, TB and STI programming, including the need to focus on Gender issues, Key and Vulnerable Populations and Human Rights.
- A minimum of 10 years of demonstrated experience in successfully managing technical support or projects in HIV, TB and STI; detailed knowledge and similar previous
- Previous experience in developing key strategic documents or large donor proposals and leading multi-disciplinary writing teams
- Evidence of peer reviewed publications on HIV, TB and STIs in accredited journals will be an advantage
- Applicants must be South Africans or Permanent SA residents

**9) Core Competencies:**

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization
- Experience in working with Government, Civil Society, Non-Governmental Organizations and Development aid
- Sound knowledge and proven record working experience with international donor & development community in project implementation
- 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
- Sound knowledge of computer software packages (MS Word, Excel, etc.)
- Knowledge of Statistical analysis / Software would be additional advantage

**10) Functional Competencies:**

- Support the preparation of information for advocacy
- Contributing to results through provision of information



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- Generates new ideas and proposes new, more effective ways of doing things
- Ability to work under pressure and adhere to deadlines.

### 11) Supervision

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

### 4) 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
<b>Total Points Scored</b>	<b>100</b>



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## 12) Proposal Format

A detailed proposal in response to this ToR is due on **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](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.
- v) **Annexure E: CSD Summary Report – with compliant status**