



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>	RFQ0002067
<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>M&amp;E Consultant 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	



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

---

## **Terms of Reference**

### **Request for Proposals for M&E 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. The UNAIDS 95-95-95 will propel the country towards the achievement of the agenda 2030 goals.

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



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

SANAC seeks the services of a monitoring and evaluation (M&E) 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 M&E 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 of the new NSP:

- ✓ Updated epidemic profile, dynamics and progress towards the indicator, disaggregation by age and sex, and age/sex (especially on PLHIV, new HIV infections, AIDS-related deaths), populations and geographic areas, including identifying gaps and populations not reached with services along the implementation cascade at subnational and population level.
- ✓ Updated impact and programmatic targets, including for the five prevention pillars, the treatment cascade, eliminating stigma and inequities and sustainable financing to implement high impact and effective scenario: and multisectoral action and coordination
- ✓ Identify efficiencies of allocation and implementation at national and population



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

---

level, and resource shifts required to maximise impact of investments.

- ✓ Robust rationale for strategic and programmatic prioritization
- ✓ Plans and costed strategies that scale up HIV prevention (five pillars) and treatment cascade programmatic components addressing challenges identified, including policy changes, strategies, and service delivery modalities to scale up coverage and innovations, and closing the gaps towards the targets.
- ✓ A strong communication component
- ✓ A description of governance structures and multi-sectorial collaboration
- ✓ Opportunities and linkages with health sector strategy, health financing strategy, and country strategy towards the Universal Health Coverage.
- ✓ An updated M&E plan including performance framework
- ✓ A programmatic gap tables
- ✓ A template for operational plans for departments, provinces, and districts
- ✓ An operational communication plan and target setting consultation plan with all stakeholders

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

The SANAC Secretariat seeks to engage an M&E consultant to work closely with the Lead writer, Support writers, and Expert consultants to ensure the production of a clear logical NSP for HIV, TB and STIs 2023 – 2028. The M&E Consultant will lead the development and finalisation of the M&E component 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 the M&E component to achieve the deliverables in finalizing the NSP for HIV, TB and STIs 2023 – 2028, including:

- ✓ **Coordination:**



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

---

- Actively support the NSP Strategic Information Working Group and M&E focal points in the technical working groups including providing orientation, timelines, guidance and tools and feedback on inputs of the TWGs; ensuring that all draft products are reviewed and validated by the NSP Strategic Information working group.
  - Develop ToRs (including group work methodology if applicable), agendas, contributions to participant lists for national and provincial consultations
  - Facilitate national and provincial consultations
  - Write the national consultation report.
  - Propose and support implementation of stakeholder engagement strategies and regular communication strategy on M&E to ensure continues involvement of different stakeholders, particularly community-based organizations, PLHIV networks and other key populations.
  - Actively support the working groups: provide orientation, timelines, guidance, tools and feedback on inputs of the working group; ensure that all draft products are reviewed and validated by the working groups
  - Ensure that all draft products are reviewed and validated by SANAC structures.
  - Write a short inception report and contributions to the roadmap.
- ✓ **Analysis and strategic guidance including:**
- Developing a literature review and analyses of data on the HIV/ AIDS, STI and TB epidemics in South Africa.
  - Working with the Strategic Information Working Group to review, triangulate and produce an updated synthesis of the HIV epidemic dynamic profile, including strategic information to map location and populations.
  - Facilitating data-driven prioritization, including:



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

- 
- Supporting data use for prioritization, and the utilization of provincial estimates to drive geographic prioritization (different provincial targets and programme packages).
  - Reviewing, synthesizing and sharing the strategic priorities, thematic analysis, and strategies from the different working groups.
  - Building on analysis with the GOALS model, facilitate discussions of impact estimates, new NSP resource needs (cost), likely budget scenarios, allocative efficiency, and prioritization to finalize priorities, new NSP targets, optimal programme package, indicators, and efficiencies (in conjunction with costing consultant).
- ✓ **Analysis and development of the draft costed M&E plan and programmatic gap table:**
- Review of the multi-sectoral information management system, key data sources, data bases, as well as reporting framework.
  - Development of a matrix for the programmatic gap table.
  - Development of the programmatic gap table, based on inputs from the working groups.
  - Development of a template for the costed M&E plan including performance framework.
  - Draft the costed M&E plan including Performance Framework, aligned to the new NSP, based on revised inputs from the working groups.
  - Write the M&E chapter of the new NSP
- ✓ **Finalization of the draft costed M&E plan and programmatic gap table**



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

---

- Develop the final M&E plan including Performance Framework, incorporating the comments received, aligned to the new NSP, based on revised inputs from the technical working groups.
- Write a brief final report from the consultancy.
- Manage communication flows.

#### **4) Approach and methodology for implementing the assignment**

The consultants' team will conduct a review and analysis of documentation and lessons learned. This will entail:

- Analyse the documentation of evidence on the epidemic in South Africa and the degree of response to the challenges it poses, the elements to be considered in the coming years for improving the quality of the response with a view to reducing new infections, reducing the mortality rate associated with HIV and TB, as well as ensuring better living standards for PLHIV and better services for communities.
- Review the global guidance documents on the outlines, strategies and global approaches recommended by the United Nations AIDS Organization (UNAIDS), the World Health Organization (WHO) and other organizations at the international level.
- Identify from the mid-term and end-term evaluation of the current NSP the assumptions and recommendations as building blocks for the design of the new NSP and suggest the elements to be considered for improving the quality of the response to reduce new infections as well as ensuring survival and quality of life for PLHIV.

#### **5) Deliverables**

The M&E consultant will present the methodology and working arrangements to the SANAC Secretariat and NSP reference group within two weeks of appointment. The



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

---

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.

## **7) Qualifications and Experience**

- Advanced degree in public health, epidemiology or other relevant field.
- Proven experience in developing M&E plans including performance frameworks in the context of a national strategic plan.
- Proven experience in M&E system development in the areas of HIV, STIs and TB.
- Proven experience in the design and implementation of development indicators for data collection and analysis in developing countries.
- Proven experience in implementing community-based M&E activities and in health facilities.
- Experience of working with key and vulnerable populations/persons living with or affected by disease(s) will be an advantage.
- Sound knowledge and proven record working experience with international donor & development community in project implementation.
- Ability to develop an effective working relationship with government entities and other partners.
- Excellent organizational and interpersonal communication skills.
- Fluency in oral and written English language.





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

---

### **8) Core Competencies:**

- Demonstrated skills in the areas of Strategic Planning, Development of M&E frameworks and related documents , Epidemiology, 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.

### **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.



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

#### 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 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

:



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

---

## **11) 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 a compliant status**