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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP TREATMENT LITERACY AND MATERIAL FOR THE UNDETECTABLE = UNTRANSMITTABLE (U=U) NATIONAL CAMPAIGN

1. Introduction

SANAC Trust seeks to appoint a service provider to print HIV treatment literacy IEC materials (print ready) which is related to; Undetectable = Untransmittable (U=U) messaging, promoting HIV treatment adherence and viral load suppression. It has been proven that HIV treatment prolongs the lives of people with HIV and prevent opportunistic infections. Recent studies revealed that Antiretrovirals (ARV's) also eliminates HIV transmissions (NIAID. 2019). This data led to a launch of a global Undetectable=Untransmittable campaign; a global campaign aimed at raising awareness about treatment as prevention and to dismantle HIV stigma as a barrier to effective global efforts in HIV treatment and prevention (PAC. 2020).

2. Background

The South African HIV treatment cascade is at 93-72-89 for the total population towards achieving the 90-90-90* UNAIDS goals, which reflects sub optimal performance on both the second and third 90 goals (UNAIDS 2020). Taking daily antiretroviral therapy (ART) eliminates the virus so that HIV cannot be detected through viral load (VL) testing within few months. Viral load performance rates are low compared to VL suppression rates in South Africa. Although the rate of virologic suppression is close to 90% for individuals having a VL test, the National Health Laboratory Service reported that only 35 to 60% of patients, depending upon the facility, had a VL test obtained within six months of ART initiation. Thus, the possibility that a large proportion of individuals missing a VL test result are virologically failing or entirely out of care is very high.

Routine VL monitoring has been shown to result in early detection of treatment failure or treatment adherence issues, timely regimen switches, promotion of adherence to treatment and improved survival. VL monitoring is one of the most critical components for decanting stable patients to less intense models of care and decongesting facilities and improving retention of patients in care. Additionally, VL monitoring is of critical national importance in the effort to halt HIV transmission, combat the emergence of HIV drug resistance, and decrease morbidity and mortality among people infected with HIV. Recent

studies have demonstrated that HIV positive individuals with an undetectable viral load cannot transmit HIV to sexual partners or through giving birth, commonly referred to as U=U (Undetectable = Untransmittable).

The promotion of treatment literacy including U=U messaging captures two important aspects of HIV care: knowing your status enhances peace of mind; initiating and remaining on treatment improves your health and alleviates the concern of transmitting HIV to sexual partners. A comprehensive approach to integrating U=U into patient care is required for all age groups and genders to improve both viral load coverage and suppression. While health care providers remain the backbone of HIV comprehensive care and treatment program, people living with HIV (PLHIV) and society at large should be central for raising awareness toward enhanced HIV treatment and care.

3. Purpose of the assignment

To print approved, appropriate HIV treatment literacy communication package of information, education, and communication (IEC) material for implementation at provincial, district, and sub- district levels.

4. The package of communication material should

- a. Strengthen HIV treatment literacy among PLHIV, with a focus on hard-to-reach communities and high burden areas.
- b. Reaffirm PLHIV human rights in terms of sexual and reproductive health.
- c. Minimise HIV transmission through education on treatment adherence and viral suppression including the importance of VL monitoring
- d. Build peoples self-esteem, knowledge, attitude, and skills to voluntarily assume positive practices and sustainable positive behaviour outcomes to reduce the transmission of HIV

5. Scope of Work

SANAC seek to engage a service provider to print IEC material to enhance HIV treatment literacy. It is expected that the printing of this material will engage Provincial Department of Health, Provincial Aids Council Secretariat, Civil Society, PLWHIV Provincial sector leaders, Implementing partners and the provincial Treatment Literacy/U=U steering committee. The service provider is expected to:

- a. Print IEC material to promote treatment uptake, adherence, and viral suppression
- b. Suggest platforms to reach the targeted groups/settings
- c. Ensure the material reach the targeted setting/s

6. Methodology and approach

The service provider is expected to use high quality equipment to print the material and approved transportation method to ensure the material reach the province in question.

- a. Engage SANAC trust to receive the print ready material
- b. Identify material recipients through SANAC Trust
- c. Print and share sample/s with Aids council/DoH/ CSF and PLWHIV sector for approval
- d. Print 250 posters (A1- matte/gloss finish)
- e. Ensure the material reach the identified recipients

7. Outputs/Deliverables

Based on the above scope of work and methodology, the prospective service provider must provide the following outputs:

- a) Print and share sample/s with Aids council/DoH/ CSF and PLWHIV for approval
- b) Print 250 posters (A1- matte/gloss finish)
- c) Ensure the material reach the identified recipients

8. Skills and knowledge required

Experience in:

- 1) Printing health related IEC material
- 2) Material production and editing
- 3) Communications and marketing

9. Submission of proposals

Prospective service providers must submit their technical and financial proposal. The proposal should include the following:

- Proof of business registration
- A response to the terms of reference.
- A project plan that states the methodology and approach for accomplishing the task, time- frames and outputs.

- Profile of the organization and description of similar work undertaken (attach similar work undertaken).
- Contact numbers, workers/officials assigned to the project, including their roles and responsibilities
- Financial breakdown of costs based on the proposed methodology and assignment

10. Successful Service Provider

All resources, equipment and technical skills will be the responsibility of the service provider; these may be sourced by the service provider at no cost to SANAC Trust and if not available outsourced to ensure successful execution of the project at a cost to the service provider.

11. Evaluation Process and Criteria

Only proposals of bidders who comply with the requirements of these Terms of Reference will be evaluated.

Proposals will be evaluated in two stages:

12. Evaluations Stage 1: Pre-qualification/ initial Screening process

In terms of National Treasury Instruction No.4A of 2016/2017 regarding the Central Supplier Database (CSD) all bidders must register on CSD to provide the following information to be verified through CSD:

- a) Business registration, including details of directorship and membership
- b) Bank Account holder information
- c) Declaration of interest: In the service of the state
- d) Tax Compliance Status
- e) Identity Documents of Directors
- f) Tender Default and restriction status.
- g) All sections of the application form must be fully and comprehensively completed

13. Evaluations Stage 2: Technical Evaluation: Functionality

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out on the functionality table.
- b) Functionality is out of 100 points: The proposal Evaluations threshold is 41/70 and the Presentations Threshold is 21/30
- c) Bidders who obtained a minimum threshold of 41 out of 70 on Functionality will further be shortlisted for presentations.
- d) Verbal presentation will form part of the second stage; it will be expected of all the qualifying bidders to give verbal presentations on their proposals.

Bidders who obtained an overall point total score of 70 out of 100 on both proposal and presentations (41/70 & 21/30) will be evaluated on price & BEE (refer to SBD 6.1 for Adjudication process on Price & BEE Proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 5 = Very Good
- 5 = Excellent

FUNCTIONALITY: PROPOSAL EVALUATIONS

ELEMENT	Rating	Weighting	Total
Project Understanding 0 points = No Project Plan proposed 10 points = Project plan proposed no clear deliverables or understanding of the product 20 points = Detailed Project Plan and an indication of understanding IEC material printing	<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> <div style="width: 15%;"></div> </div>	20	

<p>Project Approach</p> <p>10 points will be allocated per factor</p> <ul style="list-style-type: none"> a) Comprehensive work plan b) Convincing methodology and approach to the task c) Implementation plan that can be delivered on a realistic timeframe <p>10 points will be allocated per factor</p> <p>1 point = Addressed poorly</p> <p>2 points = Addressed but with limitations</p> <p>3 points = Addressed adequately</p> <p>4 points = Adequately addressed with advanced understanding in some areas</p> <p>5 points = Extensively addressed</p>						30	
<p>Ability to Perform/Staffing of Project</p> <p>Details of the team working material printing:</p> <p>Points will be allocated per factor</p> <p>0 Point = 0 - 1-year experience</p> <p>1 point = 2-3 years' experience</p> <p>2 points = 3-4 years' experience</p> <p>3 points = 4- 5 years' experience</p> <p>4 points = 5-7 years' experience</p>						20	

5 points = >8 years' experience								
Total points (minimum threshold is 41 out of 70)							70	

PRESENTATIONS' EVALUATION CRITERIA

Presentations will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows: 1 = Very Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent

ELEMENT	Rating	Weighting	Total
Discuss the knowledge of the SANAC Trust and the understanding IEC material development and printing		5	
Discuss the proposed approach for material printing		10	
Organizational previous experience in printing health related IEC material		10	
Bidders capacity to executive the contract, overall presentation		5	
Total (minimum threshold is 21 out of 30)		30	

Closing date for proposals

The closing date for the submission of proposals is 22 July 2022 before 16h00. Quotations must be submitted to beullah@sanac.org.za and cc to mandisa@sanac.org.za

Duration of project and closing date for proposals

The project will run over a period of 1 (1) month period