



P.O. Box 13912, HATFIELD, 0028 | 2nd 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

BID/RFQ NUMBER:	RFQ0002435
CLOSING DATE:	21 November 2022
CLOSING TIME	14h00PM
BID VALIDITY PERIOD:	60 Days
DESCRIPTION OF BID:	Terms of reference for the appointment of a consultant to review and develop national Human Rights Plan on HIV and AIDS, TB and STIs for key and vulnerable populations.
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
<ul style="list-style-type: none">- Email address: Beullah@sanac.org.za- Copied: Mbali@sanac.org.za- Copied: pholo@sanac.org.za	
Only Email submission is accepted for this request due to COVID-19 Lockdown restrictions	

1. BACKGROUND

South Africa remains the epicentre of the HIV epidemic, accounting for more than a quarter of new HIV infections in East and Southern African countries and an estimated 8 million people living with HIV (PLHIV) in 2018. The country has made significant progress in reducing new HIV infections and AIDS related deaths by 39% and 50% respectively since 2010 (UNAIDS, 2018). Access to HIV testing and effective antiretroviral therapy (ART) has also improved substantially with the implementation of the test and treat initiative, and increased availability of affordable drugs with fewer side effects. The country remains committed to the Joint United Nations Programme on HIV/AIDS (UNAIDS) 90–90–90 targets which aim to ensure 90% of PLHIV know their HIV status, 90% of people with diagnosed HIV receive sustained ART, and 90% of people on ART are virally suppressed by 2020, with these targets increasing to 95% by 2030 (UNAIDS, 2018).

The country is also committed to UNAIDS 10-10-10 targets for 2025, that calls for less than 10% of countries to have legal environments that deny access to justice and for less than 10% of people with HIV and key populations to experience stigma and discrimination. The final set of targets focuses on getting to less than 10% of women, girls, people with HIV and key populations to experience gender inequality and violence.

The National Strategic Plan (NSP) for HIV, TB and STIs: 2017 – 2022 recognises that, despite South Africa being recognised globally for its positioning and response to human rights, there are still important gaps to close with regards to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Goal 5 of South Africa's National Strategic Plan for HIV, TB and STIs 2017-2022 aims to ground the response to HIV, TB and sexually transmitted infections (STIs) in human rights principles and approaches, to reduce stigma and discrimination, ensure equal treatment for all and to increase access to justice in the context of HIV, TB and STIs for all key and vulnerable populations. The Human Rights programme implementation is guided by the Three-Year National Implementation Plan for A Comprehensive Response to Human Rights-Related Barriers to HIV and TB Services and Gender Inequality ('the National Human Rights Plan'). The National Human Rights Plan sets out a comprehensive response to human rights and gender inequality for HIV and TB in South Africa for people living with HIV, people living with TB, key and vulnerable populations. Under the National Human Rights Plan, the implementation is structured according to seven programmatic areas.

- Reducing stigma and discrimination amongst people living with HIV or TB;
- Facilitating access to justice and redress for people living with, and vulnerable to, HIV and TB; and
- Promoting an environment that enables and protects human and legal rights and prevents stigma and discrimination.

2. SCOPE OF SERVICE

The national Human Rights plan is now due to be reviewed and a new plan developed. The new plan is expected to align with the National Strategic Plan on HIV and AIDS, TB and STI of 2023 – 2028. SANAC seeks to engage the services of a consultant to review the current plan and develop a new one. The scope of work for the project:

- Conduct a desktop review on the work done under the current Human Rights Plan including previous evaluations, assessments and other related work.
- Produce stakeholder consultation approach plan for both review and development.
- Conduct consultations with relevant stakeholders for the plan development.
- Facilitate review session on the draft plan.
- Produce print ready final Human Rights plan incorporating the reviews and consultations.

3. EXPECTED DELIVERABLE

A national Human Rights Plan will be the final document that will be produced for this project. Its development will follow an approach whereby the successful consultant/service provider will be expected to deliver on the following:

- Project inception report detailing the consultant's approach to the overall approach, project conceptual framework, and workplan with clear timelines.
- Literature review report of existing reviews, assessments, evaluations other related documents on the Human Rights programme and
- Lead consultation workshops / Focus group discussions
- Final print ready Human Rights plan with clear objectives, priorities, outcome indications and interventions.

4. QUALIFICATIONS AND EXPERIENCE

SANAC Trust intends to contract a service provider or consultant with extensive experience that includes:

- At least a master's degree, preferably in the field of public health, law or related social sciences.
- Excellent knowledge of national policies and strategies and plans on HIV& AIDS and TB is essential.
- Good understanding of the National Strategic Plan and Human Rights Plan.
- Demonstrate previous experience in reviewing HIV and AIDS strategies and policies.
- Good domain and understanding of the context of human rights issues of key populations
- At least 3-5 years of experience in conducting research and data analysis, particularly on HIV and TB response with key Populations.
- Strong track record of technical writing and editing high-level documents in English on HIV prevention-related Strategies.

- Knowledge and/or understanding of the SANAC and its stakeholders, with strong stakeholder management skills and experience working at different levels of the South African Government Structure

5. TIMELINES

The consultancy is expected to be completed in **60 consulting days** spread between **10th January 2023 and 30th April 2023**.

6. CRITERIA FOR SELECTION:

The selection of the best offer will be based on the combined scoring method:

Stage 1: The proposals will be evaluated on functionality. An evaluation panel will allocate points in respect of functionality according to the criteria set out on the functionality table.

	Maximum scores
<p>Technical proposal demonstrating a clear process and methodology for delivering high-quality product in line with the ToR.</p> <ul style="list-style-type: none"> • 0 points = No Project Plan proposed • 15 points = Project Plan proposed however no clear deliverables or understanding of the SANAC Trust sector and its mandate. • 40 points = Detailed Project Plan and an indication of understanding of the project. 	40%
<p>Demonstrated experience from previous work (e.g. reports, plans and other related documents) in reviewing plans and writing documents.</p> <p>1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years</p>	30%
<p>Demonstrated knowledge of Human Rights work on HIV and AIDS, TB and STIS for key and vulnerable populations. Applicant to share related examples from previous projects.</p> <p>1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years</p>	30%

5= 6-10 years	
---------------	--

Stage 2: Bidders who obtained 70 on Functionality will be evaluated on Price & BEE using preference point system of 80/20 as per the below table:

Preference point system (80/20)	Weighting percentage (Must add up to 100 %)
Price	80% of 100 Points
BEE	20% of 100 Points
Total:	100%

i. Price Calculations

A maximum of 80/20 point system has been allocated to this bid on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

ii. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

7. ASSIGNMENT MANAGEMENT ARRANGEMENTS

The consultant will work under the overall guidance of the Human Rights and Community Systems Strengthening Technical Support Lead.

8. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on 16th November at 14h00pm containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Proposals should include the following attachments:

- 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 and qualifications of proposed team
- iv) **Annexure D:** Financial plan must include 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. The consultant should also include budget notes to justify the cost items.
- v) **Annexure E:** CSD Summary report with a compliant status for businesses
- vi) Successful Bidders will be required to complete the SBD Documents

NB: Service providers to attach their Valid BEE Certificates, Tax Clearance Certificate, Certified ID Copies, Vat Registration Certificate where necessary, CIPC Registration documents. Failure to submit these will invalidate your proposal.