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BID/RFQ NUMBER:	RQF0002528
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 develop Human Rights Charters on HIV and AIDS, TB and STIs
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: - 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

This Bill of Rights¹ is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom. The rights within South Africa's Constitution have provided the backbone for advancing the rights of People Living with HIV and AIDS (PLHIV) and other marginalised populations in the country. In 1991, AIDS and human rights organisations met to discuss a proposal to draft a charter of rights for PLHIV. The Charter was discussed and amended at several meetings and the AIDS Consortium Charter for Human Rights was officially launched on World AIDS Day 1992. The Charter was supported by major political parties and its leaders. The Charter became the road-map to the development of the world's most progressive legislation on employment and access to medicine.

2021 marks the 30th Anniversary of the development of the Human Rights Charter for HIV and AIDS and numerous developments and progress were made in the country since then. This necessitates a review to update the Charter. The proposed development of an updated South African Human Rights Charter for Key and Vulnerable Populations infected and affected by HIV and TB will start at communities across South Africa and will become the foundation of the revised South African Human Rights Charter. This will give ownership of the development process to the communities. Community involvement in improving the Charter will not only create a greater awareness of rights of key and vulnerable populations and their responsibility toward them but will also help develop their knowledge and capacity to deal with human rights violations and longer-term sustainable solutions.

2. ABOUT THE COMMUNITY HUMAN RIGHTS CHARTER

The Community Development Charter or the Community Demand Charter is a written document containing the development needs of a community set within a framework of communal priority - as agreed by all groups within the community. In this case, the Charter is on Human Rights for key and vulnerable. It is a tool for citizen-state engagement and participation as it contains the representative needs of a community; gathered and compiled in an inclusive and participatory way. The charter is based on the following principles.

- A Charter is based on agreements between community stakeholders, not an imposed top-down
- It is based on community priorities, making it unique within each local area
- It is aimed to complement existing local documents, where available, rather than duplicating what is already available
- It empowers local communities on rights; showing them how to get involved and how they can uphold the rights of key and vulnerable populations, rather than just being passive observers.
- It is a living document in which priorities are set for a given period and reviewed regularly.

¹ <https://www.archives.gov/files/legislative/resources/education/bill-of-rights/images/handout-3.pdf>

3. SCOPE OF WORK

SANAC is looking for a consultant/service provider to lead a process to develop a community Human Rights Charter on HIV and AIDS for key and vulnerable populations in six provinces. A service provider will be expected to:

- a) Consolidate existing tools used to conduct community Human Rights charter development.
- b) Train local community leaders to conduct consultations to develop community charters in twenty-five communities across six provinces.
- c) To support community leaders and local facilitators during charter development process.
- d) To produce local charters for each community consultation conducted.
- e) To consolidate community charters from each province into provincial charters.
- f) To consolidate provincial charters into a national Human Rights Charter on HIV and AIDS, TB and STIs
- g) Produce a close out report for the whole project community charters.

4. Expected Deliverables

- a) Participate in the inception meeting.
- b) Inception report with a clear work plan demonstrating implementation approach to the community consultations and charters development strategy and methodologies.
- c) Trained local community leaders/facilitators
- d) Documented consultation processes and outcomes
- e) Written up community, provincial and national charters.
- f) Final project report.

5. Qualifications and experience

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

- Bachelor's degree in Public Health, Health or Social Sciences. A Masters' Degree in Public Health or Social Sciences will be added advantage.
- Knowledge of current SANAC activities including the National Strategic Plan.
- Knowledge in HIV and AIDS, TB and STI Human Rights responses in South Africa.
- Understanding of Stigma and Discrimination projects
- Extensive experience (at least 5 years) in conducting trainings/workshops/dialogues at community level.
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent inter-personal communication skills including experience in facilitation of trainings/workshops and presentations.
- Excellent command of written and spoken English.
- Ability to deliver requirements on time and be responsive to all communications.
- Ability to work under pressure.

1. TIMELINES

The consultancy is expected to be completed in **60 consulting days** spread between **1st October 2022 and 14th December 2022**.

2. 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 in facilitation and documenting community activities and producing reports. Applicant to share examples of previous work or reference letters.</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 examples of previous work or reference letters.</p> <p>1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years</p>	30%

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

3. ASSIGNMENT MANAGEMENT ARRANGEMENTS

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

4. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on 16th November 2022 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.