



## REQUEST FOR PROPOSALS

Summary	
Title	Consultant to support Civil Society Sectors of the Country Coordinating Mechanism (CCM) with the preparation of CCM Meetings.
Description	SANAC seek the services of a consultant to support with <b>preparation for pre- and post-Country Coordinating Mechanism (CCM) meetings</b> for <a href="#">key populations</a> , <a href="#">civil society</a> <sup>1</sup> and <a href="#">communities</a> <sup>2</sup> of people living with and/or affected by HIV and Tuberculosis
Submissions by email only to	Beullah Mthombeni - <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a>
Summary of what submission must include (Details below in the submissions section)	<ol style="list-style-type: none"> <li>1. Brief proposal</li> <li>2. Detailed quotation for the work with budget justification</li> <li>3. The CVs of the proposed consultant or team to undertake the work</li> <li>4. Evidence of having completed similar assignment</li> <li>5. Consultant/Company profile</li> </ol>
Deadline for submissions	9 December 2022

### 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. Part of the work of SANAC involves the development and coordination of the implementation of the National Strategic Plan for HIV, TB and STIs. This five-year plan guides the multi-sectoral implementation of strategies to mitigate the impact of HIV, TB and STIs. SANAC is also responsible for the mobilisation of resources to support the implementation of the NSP by the Government and Civil Society organisations. International donors such as Global Fund (GF) are pivotal in funding the NSP responses in SA through multi-year Grants that are coordinated by SANAC. The GF grant is coordinated through the Global Fund Country Coordinating Mechanism (GF CCM), a multi-stakeholder partnership that is responsible for developing and submitting GF Grant requests, selecting Grant implementers and overseeing the implementation of the grant. The SANAC Secretariat are hosts to the SA CCM Secretariat at their head office in Hatfield Pretoria.

[Engagement](#) of key populations, people living with and/or affected by HIV and TB, civil society and community representatives is a key principle that guides the activities of the CCM. Such engagement should continue throughout the grant life cycle to provide valuable input to strengthen the delivery of programs and achievement of targets. Each CCM should establish a mechanism to engage with these constituencies in a way that allows their input and voices to be heard.

<sup>1</sup> "Civil society" is the term the Global Fund uses to designate all those stakeholders who are neither government bodies nor private sector enterprises – groups such as international and national nongovernmental organizations, advocacy groups, faith-based organizations, networks of people living with the diseases, and so on.

<sup>2</sup> "Communities" is used to refer to people who are connected to each other in varied and distinct ways, such as people who are particularly affected by a given health problem or people who share particular characteristics or vulnerabilities due to gender, identity, geography, behavior, ethnicity, religion, culture or age. Community groups are also part of broader civil society.



To amplify the participation and voice of the CCM’s key populations, civil society and people living with and/or affected by HIV and TB constituencies, this assignment will assess ways to enhance their preparation and participation both prior to and following CCM (and relevant CCM Committee) meetings according to the quarterly CCM meeting schedule.

## 2. SCOPE OF WORK

### 2.1 Purpose and objectives

SANAC wishes to appoint a consultant to improve the capacity of the civil society constituencies of the CCM to effectively prepare for and participate in CCM meetings (and relevant CCM Committees). The consultant will review the CCM governance documentation, civil society communication/engagement plans (or similar) and relevant materials on the E-Learning module of the Global Fund to understand and align the principles of Engagement. The consultant will use this information and experience in working with the sector to develop relevant tools to assist with the engagement prior and post the CCM meetings. It is expected that the consultant will work with the relevant CCM representatives to enhance bi-directional feedback mechanisms between them and their various constituencies. The consultant will also develop a mentorship and handover framework to inform continuity in the CCM representation of the civil society and/or communities living with and affected by HIV and TB.

An inception meeting to agree on the project plan and timelines will be conducted by the consultant in collaboration with SANAC. The plan will be approved by the relevant CCM committee prior to execution.

### 2.2 Activities and Expected Deliverables

Activities/Tasks	Outputs/Deliverables
1. Inception meeting	Inception report indicating workplan and agreed upon timelines
2. Meet with relevant CCM members to interview them on Civil Society engagement in the CCM. This includes, but is not limited to, representatives for: <ul style="list-style-type: none"> <li>• Key populations</li> <li>• People living with and/or affected by HIV and TB</li> <li>• Civil society and community representatives – CSF coordinating committee</li> <li>• CCM Secretariat</li> <li>• CCM Management Committee</li> </ul>	Interviews with identified stakeholders undertaken



<ul style="list-style-type: none"> <li>• CCM Oversight Committee.</li> </ul>	
<p>3. Support preparation of up to 3 meetings (general CCM meetings, oversight committee, other sub-committees, technical meetings, etc.).</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Prior to each CCM meeting:</p> <ul style="list-style-type: none"> <li>• Key CCM meeting documents reviewed.</li> <li>• Timely consultation with constituencies conducted.</li> <li>• Speaking notes developed.</li> </ul>
<p>4. Facilitate debriefs from CCM meetings.</p> <ul style="list-style-type: none"> <li>• Conduct a facilitated discussion of the results achieved /decisions made during CCM meetings by the CCM civil society and community members and/or alternates.</li> <li>• Discuss and finalize the agendas to be raised in the next CCM meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual meeting conducted to discuss results achieved, decisions made at the last CCM meeting and next steps.</li> <li>• Bi-directional communication on the issues raised and decision made by CCM and its Committee related to civil society organizations, key populations and/or people living with and/or affected by the three diseases and community with respective constituencies.</li> </ul>
<p>5. Develop engagement or communication plan, tools, and/or templates for rapid sharing of data/information by CCM representatives of key and vulnerable populations, civil society, and/or communities living with and affected by HIV and TB to their constituencies – based on needs of constituencies and their representatives.</p>	<p>Engagement/communication plan, tools and/or templates developed for information-sharing and exchange pre- and post-meeting.</p>
<p>6. Develop a mentorship and handover framework to inform continuity in the CCM representation of the civil society and/or communities living with and affected by HIV and TB. Produced towards the end of the assignment</p>	<p>Mentorship and handover framework developed</p>
<p>7. Develop a summary report with key findings, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.</p>	<p>Report (maximum 3 pages) on meeting outcomes and next steps.</p>



### **Reporting:**

The successful applicant will report to the Executive Manager: Resource Mobilisation and Donor Coordination and the CCM Secretariat Manager who will be the direct supervisor. The consultant will be expected to also work closely with the relevant committees of the CCM - Performance Appraisal Committee, and Management Committee. The consultant will also work in close collaboration with the CCM representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by TB and HIV. The consultant may also need to engage with other members of SANAC Secretariat.

### **2.3 Timeframes**

Recommendation of at least 15 days level of effort (LoE) to support pre- and post-preparations for at least 3 CCM meetings between March and September 2023 with five days allocated to each CCM. The first five days also allocated to the inception and in-between activities.

### **2.4 Desired Competences, Technical Background and Experience**

- Education: Bachelor's degree required, with social science, public health, population studies orientation highly desirable.
- Experience and competencies:
  - At least 3 years of experience working with key populations, people living with and/or affected by the three diseases, civil society and community groups.
  - Ability to engage populations most vulnerable to and/or affected by HIV and TB and community representatives, encourage participation, keep people's attention and keep the discussion moving.
  - Understanding and experience of strategic, organisational, governance, financial and management issues
  - Ability to synthesize and summarize strategic information.
  - Ability to coach/mentor.
  - Good analytical and documentation/report writing skills.
  - Strong communication and facilitation skills.
  - Demonstrated commitment to the role of communities in responses to HIV and AIDS, and TB, and the principles of meaningful community engagement and participation.
  - Demonstrated expertise and experience of consulting with multi-stakeholder bodies



in the areas of civil society organizations engagement, management, capacity development, and/or rights advocacy of populations most vulnerable to and/or affected by HIV, TB and malaria and community groups.

- Working level of English as well as knowledge of the local language (particularly the one most widely spoken by key population representatives).
- Desirable expertise and competencies:
  - Demonstrated knowledge/experience of the Global Fund grant architecture and management process.
  - Demonstrated knowledge/experience of CCM governance related issues.
  - Experience in successful provision of technical assistance in the short and medium term.
  - Demonstrated understanding of civil society constituencies' role in the Global Fund.
  - Knowledge of SANAC work and structures

Preference will be given to consultants who are living with and/or affected by the three diseases and/or key populations themselves.

## 2.5 Conditions

- The candidate selected will be governed by and subject to SANAC Terms and Conditions for the individual contract.
- Travel and meeting logistics costs associated with consultations will be covered by SANAC and will be agreed upon at inception meeting.
- The consultant will use his/her own equipment including computer to produce deliverables.
- All communications shall be done through available and SANAC recommended virtual platforms.

## 2.6 Payment Schedule

A milestone-based payment system will be finalised with the consultant who will be expected to sign a contract with SANAC, according to the following criteria:

Deliverable	% of overall payment due
1. Inception report: <ul style="list-style-type: none"> <li>a. Costed work plan with activities to improve the quality of pre-post meeting preparations.</li> </ul>	20%



<p>2. Support to CCM Meeting 1</p> <p>a. Develop engagement or communication plan, tools, and/or templates for rapid sharing of data/information by CCM civil society representatives.</p>	15%
<p>3. Support to CCM meeting 2</p> <p>a. Preparation documents and speaking notes summarizing the position(s) of representatives of key</p> <p>b. Quarterly reports (prior to CCM meetings) summarizing decisions made at CCM meetings and follow-up actions by representatives of key and vulnerable populations</p> <p>c. Evidence of functional and effective bi-directional accountability/feedback</p>	15%
<p>4. Support to CCM Meeting 3</p> <p>a. Preparation documents and speaking notes summarizing the position(s) of representatives of key</p> <p>b. Quarterly reports (prior to CCM meetings) summarizing decisions made at CCM meetings and follow-up actions by representatives of key and vulnerable populations</p> <p>c. Evidence of functional and effective bi-directional accountability/feedback</p>	15%
<p>5. Mentorship and handover framework developed</p>	15%
<p>6. Summary report, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.</p>	20%



### 3. SUBMISSION OF PROPOSALS

- Proposals must be submitted by email to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za)
- No hard copy proposals may be delivered.
- Please use reference: “Constituency Engagement for CCM Meetings” in the email subject line
- Address to be put on the Quote:

SANAC

2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028

VAT no: 496 026 5751

Proposals must be submitted by email by no later than 17h00 on Friday, 9 December 2022.

Only proposals submitted by email to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za) will be accepted and reviewed – no late proposals will be reviewed.

#### 3.1 Documents for submission

Section	Title
1.	Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
2.	Quotation - Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference
3.	Evidence of having completed similar assignment in the form of at least one reference letter from previous/current contractors.
4.	The CVs of the proposed team to undertake the work
5.	A consultant/company profile
6.	PIN for Tax clearance certificate verification (verification will be done with SARS eFiling).
7.	Valid B-BBEE Certification: <ul style="list-style-type: none"> <li>• Copy of a certificate from a SANAS accredited Verification Agency;</li> <li>• A signed Exempt Micro Enterprise (EME) affidavit with the required information; or</li> <li>• A signed Qualifying Small Enterprise (QSE) affidavit with the required information.</li> </ul>
8.	Recent Central Supplier Database (CSD)

### 4. EVALUATION OF PROPOSALS

Only submissions that meet the technical specifications in all aspects as stipulated in this terms of reference will be considered. Evaluation will be split into 3 stages:

#### Evaluation Stage 1: Correctness and completeness



Service Providers must provide the above documentation as specified. The absence of any of the listed documentation automatically disqualifies the Proposal.

**Evaluation Stage 2: Technical Evaluation**

Service Providers must obtain a minimum of 70 out of 100 to be shortlisted. Shortlisted service providers will be evaluated on Price & B-BBEE.

FUNCTION	RATING	POINTS											
<b>TRACK RECORD &amp; EXPERIENCE</b> <i>45% of total</i>	<b>1. Lead Consultant's qualifications</b> Scoring Guide: <table border="1" data-bbox="464 801 1262 1182"> <thead> <tr> <th>Points</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Bachelor's degree required, with social science, public health, population studies orientation highly desirable or related</td> </tr> <tr> <td>10</td> <td>Masters Degree in social science, public health, population studies or related</td> </tr> <tr> <td>15</td> <td>PhD in social science, public health, population studies or related</td> </tr> </tbody> </table>	Points	Qualifications	5	Bachelor's degree required, with social science, public health, population studies orientation highly desirable or related	10	Masters Degree in social science, public health, population studies or related	15	PhD in social science, public health, population studies or related	15			
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<b>2. For the (lead) consultant that will be responsible for signing off the recommendation report, Service Providers are to indicate the person's years of demonstrable experience working as a consultant delivering this and other related assignments</b>  Scoring Guide: <table border="1" data-bbox="464 1485 1262 1727"> <thead> <tr> <th>Points</th> <th>Years experience</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>&lt; 1 year</td> </tr> <tr> <td>3</td> <td>1 – 2 years</td> </tr> <tr> <td>6</td> <td>3 – 4 years</td> </tr> <tr> <td>8</td> <td>4 – 5 years</td> </tr> <tr> <td>10</td> <td>6 – 10 years</td> </tr> </tbody> </table>	Points	Years experience	1	< 1 year	3	1 – 2 years	6	3 – 4 years	8	4 – 5 years	10	6 – 10 years	10
Points	Years experience												
1	< 1 year												
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<b>3. Experience of the consultant/service provider team working with key populations, people living with and/or affected by the three diseases, civil society and community groups</b>  Scoring Guide: <table border="1" data-bbox="464 1966 1262 2002"> <thead> <tr> <th>Points</th> <th>Years</th> </tr> </thead> <tbody> </tbody> </table>	Points	Years											
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FUNCTION	RATING		POINTS																		
	0	No demonstration of years' experience	20																		
	4	< 1 year																			
	8	1 – 2 years																			
	12	3 – 4 years																			
	16	5 years																			
	20	6 – 10 years																			
<p><b>UNDERSTANDING OF ROLE OF COMMUNITIES IN RESPONSES TO HIV, AIDS, AND TB, AND THE PRINCIPLES OF MEANINGFUL COMMUNITY ENGAGEMENT</b></p> <p><i>25% of total</i></p>	<p><b>4. Solid understanding of role of communities in response to HIV, AIDS and TB</b></p> <table border="1" data-bbox="464 824 1270 1010"> <thead> <tr> <th>Points</th> <th>Familiarity</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No understanding</td> </tr> <tr> <td>5</td> <td>Understand Global Fund processes</td> </tr> <tr> <td>10</td> <td>Understand Global Fund processes and funding models</td> </tr> </tbody> </table> <p><b>5. Understanding of principles of meaningful community engagement and engagement with multi-stakeholder bodies in areas of civil society engagement.</b></p> <p>Scoring Guide:</p> <table border="1" data-bbox="464 1234 1270 1420"> <thead> <tr> <th>Points</th> <th>Knowledge</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No demonstrable knowledge and no evidence</td> </tr> <tr> <td>5</td> <td>Demonstrable knowledge and 1 reference letter</td> </tr> <tr> <td>10</td> <td>Demonstrable knowledge and 2 reference letters</td> </tr> <tr> <td>15</td> <td>Demonstrable knowledge and 3 reference letters</td> </tr> </tbody> </table>		Points	Familiarity	0	No understanding	5	Understand Global Fund processes	10	Understand Global Fund processes and funding models	Points	Knowledge	0	No demonstrable knowledge and no evidence	5	Demonstrable knowledge and 1 reference letter	10	Demonstrable knowledge and 2 reference letters	15	Demonstrable knowledge and 3 reference letters	<p>15</p> <p>10</p>
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<p><b>APPROACH &amp; PROPOSED METHODOLOGY</b></p> <p><i>30% of total</i></p>	<p><b>6. Clarity of Methodology and proposal</b></p> <p>Scoring Guide:</p> <table border="1" data-bbox="464 1559 1270 1962"> <thead> <tr> <th>Points</th> <th>Information provided</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Not clear</td> </tr> <tr> <td>10</td> <td>Methodology is poorly aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately</td> </tr> <tr> <td>15</td> <td>Methodology is adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately</td> </tr> </tbody> </table>		Points	Information provided	5	Not clear	10	Methodology is poorly aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately	15	Methodology is adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately											
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FUNCTION	RATING		POINTS
	20	Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to	30
		activities are outlined, actions are scheduled appropriately	
	30	Methodology is excellently aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately	
<b>TOTAL</b>			<b>100</b>

### Evaluation Stage 3: Price

Service Provers whose proposals achieve a minimum of 70% on the above technical evaluation will be evaluated on price. Proposals that do not meet the 70% threshold will be excluded from the process. The proposal scoring will weigh 80% of the total scoring.

The pricing will be weighted at 20% of the scoring

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)	<b>Weighting percentage (Must add up to 100 %)</b>
Price	<b>80% of 100 Points</b>
BEE	<b>20% of 100 Points</b>
<b>Total:</b>	<b>100%</b>

#### 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



Pt = Price of bid under consideration

Pmin = 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