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Fax: +27 086 667 8894

VAT No.: 496 026 5751

## REQUEST FOR PROPOSALS

Summary	
Title	Request for Proposals for Service provider to conduct training on Pandemic Preparedness for CCM members
Description	SANAC seeks the services of a service provider to provide training to the South Africa Country Coordinating Mechanism (CCM) and its stakeholders on pandemic preparedness including governance and advocacy, programme design and planning; and implementation during disasters
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 budget for the work including budget justification notes</li><li>3. The CVs of the proposed consultant and team to undertake the work</li><li>4. Evidence of having completed similar assignment (two reference letters)</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 at their head office in Hatfield Pretoria.

During the height of the COVID-19 pandemic, the work of the SA CCM was interrupted, as was the case with the GF programmatic implementation activities. The disruptions in the CCM work was related to the responses necessitated by the Country’s response to the pandemics, e.g. lockdowns, and the need for agility in responding to the challenges presented by the COVID-19 pandemic with regard to the GF funding arrangements and already planned coordination efforts. The GF and CCM processes, governance and oversight were affected resulting in suboptimal monitoring of the GF Grant.

## **2. SCOPE OF WORK**

### **2.1 Purpose and objectives**

SANAC wishes to appoint a service provider to conduct training of the SA CCM members and SANAC Secretariat personnel on pandemic preparedness. The training should equip and build the capacity of the CCM and its stakeholders. It is expected that the training will also draw from lessons learnt from COVID-19 and innovations implemented during this time. It is anticipated that the training will take a hybrid approach and will cover training for 180 people including the CCM members; SANAC Secretariat and Multi-Sectors; Selected GF Principal Recipients staff, Selected GF Sub-recipient staff, and other stakeholders that will be identified by the CCM and its Secretariat. The training will be carried out in three sessions; each targeting a slightly different audience and will cover stakeholders as outlined below.

Stakeholder	No of people joining training	Focus of training
CCM Members and SANAC	40 joining physically and 20 joining online	Pandemic preparedness: governance and advocacy during a pandemic.
SANAC and its multi-sectors	40 participants joining physically and 20 joining online	Pandemic preparedness: Advocacy and Programme design and planning and implementation during a pandemic
Grant implementers – PRs, SRs, IPOs	40 participants joining physically and 20 joining online	Pandemic preparedness: Implementation during a pandemic

The Service provider will be responsible for designing the contents and schedule of the trainings in line with international best practices, that will amongst others, cover the following topics:

- Evolution of COVID-19 and other pandemics and epidemics and the role of policy makers, other governance structures and implementers in effective system readiness
- Advocacy and Programme design and planning and implementation during a pandemic
- Strategies to integrate community systems in during a disaster or pandemic
- Preliminary lessons learnt from COVID-19 on innovation and applicability in disaster response e.g. floods etc.
- Mapping stakeholders and their role in disaster response
- Monitoring disaster response efforts

## **2.2 Expected Deliverables**

**The successful service provider will be expected to:**

1. Conduct an inception meeting with SANAC.
2. After the inception meeting, develop inception report outlining the training plan with goals, outputs, budget and timelines for each training group;
3. Provide training content for review (might need to be reviewed to suit the context and audience). Service provider expected to share training materials with trainees
4. Conduct training sessions with the various identified stakeholders
5. Develop training report for each group
6. Conduct post training assessments using a questionnaire for each training
7. Develop a plan on how the CCM plan to utilise the training (only for the CCM group)
8. Conduct a once- off check-in after three months of training with the CCM to ensure that the plan has been implemented

### **Outputs/Deliverables:**

1. Inception report with a workplan and budget
2. Training content/materials
3. Training session reports with feedback from the trainees after each training conducted
4. Follow up session with CCM conducted
5. Final consultancy report

### **Work Relationships:**

- The successful trainer will report to the Executive Manager: Resource Mobilisation and Donor Coordination and the CCM Secretariat Manager who will be the direct supervisor. The Service Provider will be expected to also work closely with the CCM Performance Appraisal Committee, and may also need to engage with other members of SANAC Secretariat.

## **2.3 Timeframes**

The duration of the contract will be for a period of three months between 16 January and 31 March 2023 by which time the assignment must be completed. The actual trainings are expected to be

conducted be and completed by the end of February 2023. Training reports are expected 7 days after completion of each group training.

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

- Education: Bachelor’s degree in public health a related discipline.
- At least 3 years’ experience in conducting similar trainings, which must be supported by at least two letters of reference from previous contractors.
- Experience in capacity building for pandemic preparedness, governance, advocacy, programme design and implementation
- Understanding of public health issues as well as HIV, AIDS, STIs and TB in South Africa
- In-depth knowledge of curriculum design, instructional methods, facilitation and training
- Good written and verbal communication skills
- Fluency in at least one of the local indigenous languages
- Proficiency in technology-based learning management systems
- Project and people management skills and the ability to deliver within timeframes as reflected in the work plan
- High degree of integrity, and highly organized and good analytical skills

#### **2.5 Conditions**

- Travel and costs associated with participants attendance of the trainings will be covered by SANAC
- The consultant will use his/her own equipment including computer to produce deliverables.
- All communications shall be done through available channels, and SANAC recommended virtual platforms
- The consultant must include all inclusive costs including his/her travel and logistics for the trainings

#### **2.6 Payment Schedule**

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

<b>Output / Deliverable</b>	<b>% of overall payment due</b>
Upon receipt of:	30%
1. Inception report outlining workplan and its various components	
2. Training content/material	20%

3. Training session reports with feedback from the trainees	30%
4. CCM plan on utilisation of the training	
5. Follow up session with CCM conducted	10%
6. Final consultancy report detailing the entire assignment	10%

## 7. 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: "Pandemic Preparedness Training" 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.

### 7.1 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 and separate justification for costs quoted.
3.	Evidence of having completed similar assignment in the form of at least two reference letters 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)

## 8. SUBMISSION OF PROPOSALS

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

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="464 322 1262 663"> <thead> <tr> <th>Points</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Bachelors Degree in instructional design, health or a related discipline</td> </tr> <tr> <td>10</td> <td>Masters Degree in instructional design, health or a related discipline</td> </tr> <tr> <td>15</td> <td>PhD in instructional design, education or a related discipline</td> </tr> </tbody> </table>	Points	Qualifications	5	Bachelors Degree in instructional design, health or a related discipline	10	Masters Degree in instructional design, health or a related discipline	15	PhD in instructional design, education or a related discipline	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 content in the health-related environment, esp. training within the NGO / public Sector.</b>  Scoring Guide: <table border="1" data-bbox="464 976 1262 1218"> <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		
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<b>3. Experience of the consultant/service provider team with curriculum design, instructional methods and developing training material and facilitating feedback using relevant tools in the NGO / public sector</b>  Scoring Guide: <table border="1" data-bbox="464 1451 1262 1760"> <thead> <tr> <th>Points</th> <th>Years</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No demonstration of years' experience</td> </tr> <tr> <td>4</td> <td>&lt; 1 year</td> </tr> <tr> <td>8</td> <td>1 – 2 years</td> </tr> <tr> <td>12</td> <td>3 – 4 years</td> </tr> <tr> <td>16</td> <td>5 years</td> </tr> <tr> <td>20</td> <td>6 – 10 years</td> </tr> </tbody> </table>	Points	Years	0	No demonstration of years' experience	4	< 1 year	8	1 – 2 years	12	3 – 4 years	16	5 years	20	6 – 10 years	20
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<b>EXPERIENCE ON PANDEMIC PREPAREDNESS IN THE HEALTH REALTED SECTOR</b> <i>25% of total</i>	<b>4. Familiarity with SANAC and the various sub-sectors in the structure</b>  <table border="1" data-bbox="464 1872 1262 2024"> <thead> <tr> <th>Points</th> <th>Familiarity</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Not Familiar</td> </tr> <tr> <td>5</td> <td>Familiar with SANAC</td> </tr> <tr> <td>10</td> <td>Familiar with SANAC and the various sub-sectors</td> </tr> </tbody> </table>	Points	Familiarity	0	Not Familiar	5	Familiar with SANAC	10	Familiar with SANAC and the various sub-sectors	10					
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	<p><b>5. Knowledge of HIV and TB epidemics and impact of COVID-19 on health systems. Evidence of completing related assignments</b></p> <p>Scoring Guide:</p> <table border="1" data-bbox="464 416 1273 602"> <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	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	15		
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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="464 741 1273 1480"> <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> <tr> <td>20</td> <td>Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately</td> </tr> <tr> <td>30</td> <td>Methodology is excellently 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	20	Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to 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	30
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<b>TOTAL</b>		<b>100</b>												

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

$P_t$  = 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0