



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> 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

## REQUEST FOR PROPOSALS

Summary	
Title	Service provider to facilitate CCM feedback into the NSP
Description	SANAC seek the services of a service provider to facilitate and report on inputs of the Country Coordinating Mechanism (CCM) for the Global Fund in South Africa into draft 1 of the NSP.
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</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. SANAC will release the fifth National Strategic Plan (NSP) for HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in 2023. This five-year plan guides the multi-sectoral implementation of strategies to mitigate the impact of HIV, TB and STIs. International donors such as Global Fund (GF) support the implementation of TB and HIV programmes in SA, amongst others. The GF grant is coordinated through the South Africa Country Coordinating Mechanism (CCM); a multi-stakeholder partnership responsible for developing and submitting grant requests, selecting grant implementers and overseeing the implementation of the grant. The CCM is responsible for overseeing the performance of the grant and the implementers and making strategic decisions at key opportunities during grant implementation, such as changing implementation arrangements or addressing PR capacity issues

### 2. SCOPE OF WORK

#### 2.1 Purpose and objectives

SANAC wishes to appoint a service provider to assist the CCM with inputs into the first draft of the NSP. The service provider is expected to conduct consultations with the 5 constituencies of the SA CCM, comprising the Civil Society, Development Partners, Private Sector, Provincial Councils on AIDS and Government to engage them on the contents of the draft NSP, and to receive

their comments and feedbacks to be incorporated into the draft NSP. The consultations can be conducted either physically, virtually or in hybrid formats. The consultations are expected to be a one day arrangement with the constituencies.

<b>Constituency</b>	<b>Venue for meeting</b>	<b>No. of participants</b> (including 10 members from CCM Secretariat and SANAC support staff)
Government (as represented in the CCM – DSD, DBE, NDOH)	Gauteng	30
Civil Society (CSF CCM members, CSF coordinating committee, CSF provincial co-chairs)	Gauteng	45
Provincial Councils on AIDS	Gauteng	30
Development Partners (UNAIDS, WHO, GIZ, French Embassy, PEPFAR)	Gauteng	20
Private Sector	Gauteng	25
<b>Total</b>		<b>150</b>

## **2.2 Activities and Expected Deliverables**

### **Activities and Tasks:**

1. Conducting of an inception meeting with SANAC;
2. Develop inception report outlining the consultation plan and implementation approach with goals, outputs, budget and timelines for each consultation group;
3. Conduct engaging and focus-driven consultation sessions with the various identified stakeholders
4. Develop feedback report for each group
5. Consolidate all inputs to one submission to SANAC

### **Outputs/Deliverables:**

1. Consultation plan & budget with budget justification notes
2. Consultation feedback reports
3. Consolidated feedback report with specific inputs into draft NSP

### **Work Relationships:**

- The successful service provider will report to the Executive Manager: Resource Mobilisation and Donor Coordination and will work closely with the CCM Secretariat Manager and relevant committees of the CCM –Management Committee
- The consultant will also need to engage with other members of SANAC Secretariat e.g. NSP Unit as and when required

### 2.3 Timeframes

The duration of the contract will be for a period of 15 days between 16 January and 3 February 2023 by which time the assignment must be completed.

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

- Education: Bachelor's degree in Public Health, Social Sciences or a related discipline
- Experience: At least 3 years' experience as a facilitator consultant or similar, with experience in HIV, TB and STI
- Understanding of public health issues as well as HIV, AIDS, STIs and TB in South Africa
- Exceptional written and verbal communication skills
- Good 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

- The candidate selected will be governed by and subject to SANAC Terms and Conditions for the individual contract.
- Travel and costs associated with consultations 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.

### 2.6 Payment Schedule

The payment milestones will be as follows:

Output / Deliverable	% of overall payment due
1. Submission of the inception report	25%
2. Presentation of the constituency reports and the consolidated report	50%
3. Revised consolidated report based on comments from SANAC, if any	25%

### 1. 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: "CCM NSP Feedback Consultations" 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.

### 1.1 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 with concise budget notes
3.	Evidence of having completed similar assignment (must include reference letters)
4.	The CVs of the proposed team to undertake the work (all individuals to be involved in the assignment)
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)

## 2. SUBMISSION 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 abovementioned documentation automatically disqualifies the application

### Evaluation Stage 2: Technical Evaluation

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

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. Demonstrable experience in conducting similar work</b> Scoring Guide	20													
	<table border="1"> <thead> <tr> <th data-bbox="368 338 560 383">Points</th> <th data-bbox="560 338 1241 383">Years experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 383 560 421">1</td> <td data-bbox="560 383 1241 421">&lt; 1 year</td> </tr> <tr> <td data-bbox="368 421 560 459">8</td> <td data-bbox="560 421 1241 459">1 – 2 years</td> </tr> <tr> <td data-bbox="368 459 560 497">12</td> <td data-bbox="560 459 1241 497">3 – 4 years</td> </tr> <tr> <td data-bbox="368 497 560 535">16</td> <td data-bbox="560 497 1241 535">4 – 5 years</td> </tr> <tr> <td data-bbox="368 535 560 573">20</td> <td data-bbox="560 535 1241 573">6 – 10 years</td> </tr> </tbody> </table>		Points	Years experience	1	< 1 year	8	1 – 2 years	12	3 – 4 years	16	4 – 5 years	20	6 – 10 years	
	Points		Years experience												
	1		< 1 year												
	8		1 – 2 years												
	12		3 – 4 years												
	16	4 – 5 years													
	20	6 – 10 years													
	<b>2. Experience of the consultant/service provider team with facilitation or similar, with experience in HIV, TB and STI</b> Scoring Guide	25													
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<b>FAMILIARITY WITH CCM AND SANAC</b> <i>20% of total</i>	<b>4. Familiarity with the Country Coordinating Mechanism for Global Fund in South Africa</b>	10													
	<table border="1"> <thead> <tr> <th data-bbox="368 1126 507 1171">Points</th> <th data-bbox="507 1126 1241 1171">Familiarity</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1171 507 1209">0</td> <td data-bbox="507 1171 1241 1209">Not Familiar</td> </tr> <tr> <td data-bbox="368 1209 507 1247">5</td> <td data-bbox="507 1209 1241 1247">Familiar with CCM</td> </tr> <tr> <td data-bbox="368 1247 507 1285">10</td> <td data-bbox="507 1247 1241 1285">Familiar with CCM and the various constituencies</td> </tr> </tbody> </table>		Points	Familiarity	0	Not Familiar	5	Familiar with CCM	10	Familiar with CCM and the various constituencies					
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<b>5. Familiarity with SANAC and its various sub-sectors</b>															
Scoring Guide:															
<table border="1"> <thead> <tr> <th data-bbox="368 1420 507 1464">Points</th> <th data-bbox="507 1420 1241 1464">Knowledge</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1464 507 1503">0</td> <td data-bbox="507 1464 1241 1503">Not Familiar</td> </tr> <tr> <td data-bbox="368 1503 507 1541">5</td> <td data-bbox="507 1503 1241 1541">Familiar with SANAC</td> </tr> <tr> <td data-bbox="368 1541 507 1576">10</td> <td data-bbox="507 1541 1241 1576">Familiar with SANAC and its sub-sectors</td> </tr> </tbody> </table>	Points	Knowledge	0	Not Familiar	5	Familiar with SANAC	10	Familiar with SANAC and its sub-sectors							
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<b>APPROACH &amp; PROPOSED METHODOLOGY</b> <i>35% of total</i>	<b>6. Clarity of Methodology and proposal</b>														
	Scoring Guide:														
	<table border="1"> <thead> <tr> <th data-bbox="368 1711 560 1756">Points</th> <th data-bbox="560 1711 1241 1756">Information provided</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1756 560 1800">5</td> <td data-bbox="560 1756 1241 1800">Not clear</td> </tr> <tr> <td data-bbox="368 1800 560 1957">15</td> <td data-bbox="560 1800 1241 1957">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> </tbody> </table>		Points	Information provided	5	Not clear	15	Methodology is poorly 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 adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately	35
	25	Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to	
		activities are outlined, actions are scheduled appropriately	
	35	Methodology is excellently aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately	
Total			<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)	Weighting percentage (Must add up to 100 %)
Price	80% of 100 Points
BEE	20% of 100 Points
<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>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

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*These terms of reference are issued by:*

**SOUTH AFRICAN NATIONAL AIDS TRUST**

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