



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 REFERENCE NO	RFQ0002667
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF PROVINCIAL IMPLEMENTATION PLANS (PIPs) FOR HIV, TB AND STIS 2023 - 2028
PUBLICATION DATE	02 December 2022
CLOSING DATE AND TIME	09 December 2022 @ 16:00
BID VALIDITY PERIOD	90 DAYS FROM CLOSING DATE
EMAIL OF BID RESPONSES	SANAC TRUST (ATTENTION: PROCUREMENT OFFICER): Beullah@sanac.org.za Copy: Mbali@sanac.org.za Elliot@sanac.org.za Physical address: 333 GROSVENOR STREET; BLOCK E; 2 ND FLOOR HATFIELD GARDENS HATFIELD 0028



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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF PROVINCIAL IMPLEMENTATION PLANS (PIPs) FOR HIV, TB AND STIS 2023 - 2028

1. INTRODUCTION

The South African National AIDS Council (SANAC) Trust seeks to appoint a service provider that demonstrate the experience and knowledge in the development of Provincial Implementation Plans (PIPs) for HIV, TB and STIs 2023 – 2028, M&E and reporting frameworks (this can be an organisation, team of people or consortium).

2. 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 (SA). The country has embarked on the development of the 5th generation of the NSP for Human Immunodeficiency Virus (HIV), Tuberculosis (TB) and Sexually Transmitted Infections (STIs) 2023-2028. The NSP is regarded as one of the main documents for the country's response to HIV, TB and STIs since it will take the country towards the target of ending AIDS as a public health threat by 2030. The new NSP will respond to prevalent issues in an agile, radical, and in alignment with the 4th industrial revolution implications.

To operationalize the strategy, SANAC Trust in collaboration with the Provincial Council on AIDS (PCA) will develop Provincial specific HIV, TB, and STIs 2023 - 2028 implementation plans. The plans will be developed and aligned to the strategic goals and objectives of the NSP for HIV, TB and STIs 2023-2028 and build on the findings from the NSP End Term Review (ETR) and other key global and regional key documents.

It is against this background that the SANAC Trust is seeking an experienced service provider to develop 9xPIPs for HIV, TB and STIs 2023 – 2028 to accelerate provincial implementation to achieve the NSP for HIV, TB and STIs targets by 2028.



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

3. SCOPE OF WORK

The service provider will undertake the following pieces of work, grounded in human rights, and using participatory approaches:

1. Conduct a literature review on progress made to date against the appointed PIP 2017-2022 targets
2. Lead the facilitation of consultations with relevant stakeholders for consensus building on adequate approaches and interventions in line with the NSP for HIV, TB and STIs 2023-2028 goals and objectives and consider province specifics.
3. Develop contextual, costed and multisectoral PIPs for HIV, TB and STIs 2023-2028 using districts as entry points to the PIP development
4. Develop a corresponding PIP Monitoring and Evaluation (M&E) Framework with clear targets and accountability structures for tracking progress in the improvement of the delivery of PIP for HIV, TB and STIs 2023-2028
5. Develop a Reporting and Accountability Framework for the monitoring of the PIP for HIV, TB and STIs 2023-2028
6. Develop a template for multisectoral district implementation plans (MDIPs)

4. EXPECTED DELIVERABLES

- a) Nine print-ready PIPs for HIV, TB and STIs 2023-2028 with targets, costing and clearly defined accountability structures
- b) Nine print-ready M&E frameworks for tracking progress in the improvement of the delivery of HIV, TB and STIs targets
- c) Seven print-ready reporting frameworks for the monitoring of the PIP
- d) Final MDIP template
- e) Report on the literature review conducted
- f) Report on the stakeholder consultations including points of consensus and recommendations

5. QUALIFICATIONS AND EXPERIENCE

SANAC Trust intends to contract a service provider; organisation, or consultant with extensive experience, The key individual leading the project must have extensive experience that includes:

- Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&E
- Knowledge and/or understanding of the SANAC and its stakeholders mandate and operation
- Knowledge of HIV, TB and STIs response in South Africa.
- Knowledge of the District health model implementation



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

-
- Knowledge of developing an M&E framework
 - Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
 - Excellent English language writing with solid editorial skills with demonstrated ability for logical and analytical writing

Competencies and specific skills requirements:

- Demonstrate strong written communication, analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of current SANAC activities including the HIV, TB and STIs NSP and PIPs.
- Ability to deliver the requirements on time and be responsive to all communications from SANAC.
- Ability to work under pressure.
- Strong interpersonal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, development partners and the private sector.

6. TIMELINES:

The level of effort expected is **90 consultancy days** from January 2022 - March 2023

7. SUPERVISION

The service provider will be supervised by Provincial PCA Head of Secretariat in collaboration with the Executive Manager: NSP Implementation at SANAC.

8. PAYMENT SCHEDULE FOR THE TASK

- The payment will be made as follows:
 - 1st instalment – 25% (after delivering the Inception Meeting Report).
 - 2nd instalment – 40% (after delivering the 1st Draft of the 5 x Deliverables); and
 - Final instalment – 30% (after submission of Final Deliverables and approved by the Executive Manager: NSP Implementation as Final)

9. 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 must be included in the total project amount.



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

- The consultant will use his/her own equipment's, including computer to produce deliverables.
- All communications shall be done through available channels, and SANAC recommended virtual platforms, including emails and meetings with agenda for keeping of records.

10. SUBMISSION OF PROPOSALS

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

Evaluation Stage 1: PREQUALIFICATIONS

Service Providers must provide the below mandatory documentation as specified.

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, including travel costs
3.	Evidence of having completed similar assignment (must include at least three reference letters)
4.	The CVs of the proposed team to undertake the work (Team leader, M&E manager, budget accountant, and operations/project manager) 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"> • Copy of a certificate from a SANAS accredited Verification Agency. • A signed Exempt Micro Enterprise (EME) affidavit with the required information; or • A signed Qualifying Small Enterprise (QSE) affidavit with the required information.
8.	Recent Central Supplier Database (CSD)

NB: The absence of any of the abovementioned documentation automatically disqualifies the application.



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

Evaluation Stage 2: Technical Evaluation

The organisation must submit a proposal (document content must include: Cover Page, Body (all sections), References, and an Appendix including a Table describing: project workplan). 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.

Description	Maximum scores
<ul style="list-style-type: none"> • Technical proposal demonstrating a clear process and methodology for delivering high-quality product in line with the ToR. <ul style="list-style-type: none"> ○ 0 points = No project plan proposed ○ 15=project plan submitted, however no clear deliverables and understanding of SANAC Trust sector and its mandate including the project to be implemented. Proposal is lacking purpose and does not include an appropriate level of detail for the intended project. ○ 40= Proposal contains all required elements, and the sections are clearly separated, identifiable, and ordered. Document also contains a cover page, body (all sections), references, and an appendix including a table describing: project workplan. Proposal structure reflects the intended purpose and provides an appropriate level of detail for the intended project. The writers demonstrate the technical know how of implementing the project. 	<p>40%</p>



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

<ul style="list-style-type: none"> • Demonstrated track record/knowledge in public health and HIV, TB and STIs response in South Africa <ul style="list-style-type: none"> ○ 1=<1 year ○ 2= 1-2 years ○ 3=3-4 years ○ 4= 5 years ○ 5= 6-10 years 	30%
<ul style="list-style-type: none"> • Demonstrated track record in infographic design, data visualization and animation for high quality publications (10%). <ul style="list-style-type: none"> ○ 0 points= no show of previous work with infographics ○ 10 points= show of work in one project ○ 15=show of work with more than two projects 	10%
<ul style="list-style-type: none"> • Financial proposal <ul style="list-style-type: none"> ○ 0= no financial proposal ○ 10=financial proposal submitted but no clear breakdown of activities costed ○ 20=financial proposal submitted with clear breakdown of cost activities 	20%

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



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

Evaluation Stage 3: Price and BEE

Bidders who obtained the minimum points on functionality will be evaluated using 80/20 preference point system as follows:

Preference point system (80/20)	Weighting percentage (<i>Must add up to 100 %</i>)
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



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

SUBMISSION OF PROPOSALS

- Proposals must be submitted by email to Beullah@sanac.org.za
- No hard copy proposals may be delivered.
- Please use reference: “Development of PIPs” 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 **Wednesday, 9 December 2022**. Only proposals submitted by email to Beullah@sanac.org.za will be accepted and reviewed – no late proposals will be reviewed.