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Fax: +27 086 667 8894

VAT No.: 496 026 5751

## REQUEST FOR PROPOSALS

Summary	
Title	Service provider to provide training for Pandemic Preparedness
Description	SANAC seek the services of a service provider to provide training to the SA Country Coordinating Mechanism (CCM) and its stakeholders on pandemic preparedness including governance and advocacy, programme design and planning; and implementation during a disaster
Questions by email only to	Beullah Mthombeni - <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a>
Submissions by email only to	Beullah Mthombeni - <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a> Copied: <a href="mailto:lerato@sanac.org.za">lerato@sanac.org.za</a> Copied: <a href="mailto:mbali@sanac.org.za">mbali@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 questions	3 February 2023
Deadline for submissions	10 February 2023

### 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 Global Fund Country Coordinating Mechanism (GF CCM), a multi-stakeholder partnership responsible for developing and submitting grant requests, selecting grant implementers and overseeing the implementation of the grant. COVID-19 however, undid the gains witnessed in the HIV and TB programmes. Programming was impacted, governance and oversight were hampered as the CCM could not effectively monitor the grant and HIV-and-TB-related advocacy slowed as people paid attention to the pandemic. The impact of this saw non-adherence to ART and TB medication, reduced testing and condom use, an increase in pregnancy, HIV and STIs.

## 2. SCOPE OF WORK

### 2.1 Purpose and objectives

SANAC wishes to appoint a service provider to assist the organisation to conduct training on pandemic preparedness. The training is aimed at building the capacity of the CCM and its various 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 train 180 people that include CCM; SANAC and Multi-Sectors; PRs; SRs, IPOs and CSOs. The training will be carried out in three sessions; each targeting a slightly different audience and will cover scope as outlined below.

Audience	No of people joining training	Focus of training
CCM Members and SANAC	40 join physically and another 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

### 2.2 Activities and Expected Deliverables

#### Activities and Tasks:

Activities/Tasks	Outputs/Deliverables
1. Attend inception meeting with SANAC and develop inception report outlining the training plan with goals, outputs, budget and timelines for each training group;	Inception report outlining workplan and its various components
2. Provide training content for review (might need to be reviewed to suit the context and audience). For the training, the service provider will be expected to share training materials with trainees	Training content/material
3. Conduct engaging training sessions with the various identified stakeholders	Training session reports with feedback from the trainees
4. Develop training report for each group	CCM plan

5. At the end of the session a questionnaire shall be disseminated to note feedback from the stakeholders	Check in session report with recommendations
6. Develop a plan on how the CCM plan to utilise the training (only for the CCM group)	Final consultancy report
7. Conduct a once- off check-in after three months of training with the CCM to ensure that the plan has been implemented	Recommendations

### **Work Relationships:**

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 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 20 February and 20 May 2023 by which time the assignment must be completed. Training is expected to be conducted and completed by the end of April 2023. Training reports are expected 7 days after training has been completed. The check-in session planned for March 2023.

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

- Education: Bachelor’s degree in instructional design, health or a related discipline
- Experience: At least 3 years’ experience as a training consultant or similar
- Experience pandemic preparedness for 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
- Exceptional written and verbal communication skills
- Advanced proficiency in technology-based learning management systems
- 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 performance will be evaluated on timeliness, alignment with TORs, and quality of work. 70% of the payment will be made upon satisfactory completion of all deliverables as per schedule below.

Output / Deliverable	% of overall payment due
Upon receipt of: 1. Inception report outlining workplan and its various components 2. Training content/material 3. Training session reports with feedback from the trainees 4. CCM plan on utilisation of the training	70%
Upon receipt of: 1. Check-in session report outlining progress with implementation of the CCM plan with recommendations 2. Final consultancy report detailing the entire assignment	30%

## 3. SUBMISSION OF PROPOSALS

- Proposals must be submitted by email to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za); copied [lerato@sanac.org.za](mailto:lerato@sanac.org.za) and [mbali@sanac.org.za](mailto:mbali@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, 10 February 2023**. PLEASE

NOTE: No telephonic queries will be entertained by any SANAC staff member. Written questions may be mailed with the heading "Pandemic Preparedness Training" in the subject line. Questions may be submitted until 17:00 on 3 February 2023.

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 (can include reference letters)
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>

## 4. 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.

Please note: The absence of the following documentation automatically disqualifies the Proposal:

1. Consultant/Company Profile
2. Proposal

### 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. 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 1456 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 2016"> <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"> <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"> <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>												

### 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

$P_t$  = 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