



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA,  
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VAT No.: 496 026 5751

<b>BID/RFQ NUMBER:</b>	<b>RFQ0002698</b>
<b>CLOSING DATE:</b>	<b>10 February 2023</b>
<b>CLOSING TIME:</b>	<b>11:00 a.m</b>
<b>BID VALIDITY PERIOD:</b>	<b>90 Days</b>
<b>DESCRIPTION OF BID:</b>	<b>THE APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A DONOR DATABASE FOR SANAC</b>
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
Email address:	
<a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a>	
Copied: <a href="mailto:millicent@sanac.org.za">millicent@sanac.org.za</a>	
Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a>	
Both Email and Hardcopy Submission are Accepted for this request	



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## **Terms of Reference**

### **Request for Proposals for the appointment of service provider/ Consultant to develop a Donor Database for SANAC**

#### **1. Background**

The South African National AIDS Council (SANAC) was established by the Cabinet of the South African (SA) Government to build consensus among government, civil society, private sector, and all other stakeholders to drive an enhanced country response to the epidemics of HIV, TB, and Sexually Transmitted Infections (STIs) in SA. SANAC operates under the leadership of the Deputy President and its functions are being supported by a Secretariat based in Pretoria.

SANAC has a mandate to develop and support the implementation of the National Strategic Plan (NSP) for HIV, TB and STIs in South Africa, which includes amongst other functions:

- The mobilization of domestic and international resources to finance the response to HIV, TB and STI (fund-raising from domestic and international institutions).
- Donor coordination to ensure efficiencies and amongst other, equity in the allocation and implementation of donor projects across the different SANAC sectors to ensure the multi-sectoral response and the NSP.
- Creation and strengthening of partnerships for an expanded national response to HIV, TB and STI among government departments and donor agencies, civil society, and non-governmental organisations (NGOs), the private sector and people living with HIV, TB and STIs.

Whilst the national HIV response in SA is funded primarily by the SA Government, the external development partners (Donors) also play a vital role in the management of



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the response to HIV and TB in the country. It is therefore important that the Donor investments are coordinated and aligned to ensure coherence with priorities identified in the NSP and to ensure additionality and sustainability to government investments.

## **2. Purpose and objectives of the consultancy**

SANAC seeks the services of a service provider to develop a Donor database / repository to enhance the tracking of Donor support, resources, programmes and implementation areas / geographies, amongst others. The desired database will serve as a central hub where all Donor funded implementers and their activities will be registered and archived. Visibility of Donor operations in the country will enable gaps in funding to be identified and will inform recommendations and donor funding requests to scale up operations to ensure there is focus for impact. The database will also be used to support resource mobilization and advocacy efforts, and strengthen stakeholder engagement. The successful service provider will be expected to develop a database that will track key information about all donors, including projects funded, areas of duplication, operational geographies, type of support (e.g. direct service delivery or technical assistance) and track performance of funded projects. The Donor repository will also enable management of Donor information, and enhance donor coordination by strengthening communication with donors and also enable successful fundraising requests.



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### **3. Scope of work (SOW)**

- a) To develop an electronic database the service provider will be required to undertake mapping of all NGOs and other entities in the country detailing the provinces, districts, and facilities that they support through donor funding. The mapping should include at least all major Donors / Funders in the country. The mapping should also include support from the Private Sector.
- b) Conduct a desktop review, key informant interviews, or other data collection mechanisms to establish the presence of any currently available systems in use in the country to manage/ track Donor support and ensure integration with the SANAC Donor repository that will be developed. This exercise should also draw lessons and best practices from other countries on how to develop, manage and sustain such repository.
- c) Develop the repository of Donor funded projects and implementers with built in functionality to track implementation progress, geographies and areas of duplication and service gaps.
- d) Work with relevant stakeholders to gather required information and ensure interphasing of the Donor database with the SANAC Situation room, currently under construction.
- e) Train end users (SANAC Secretariat) on the use and maintenance of the database / repository.



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#### **4. Deliverables / Outputs**

- a) A project plan with clearly defined activities and timeframes indicating how all of the project deliverables in the SOW will be achieved.
- b) Mapping of Donor support/ activities in South Africa as indicated in the background and SOW.
- c) Donor database / Repository with ability to interphase with the SANAC Situation Room.
- d) Training plan to onboard SANAC end-users on the system.
- e) A comprehensive list of all the key informants who participated in the key informant interviews, and subsequently to the development of the database, with contact details and affiliation.

#### **5. Work Relationships:**

The service provider will report to the Executive Manager: Donor Coordination and Resource Mobilisation. Additionally, the service provider will work closely with the SANAC Strategic Information Unit in fulfilment of the technical aspect of the assignment, and may also need to engage with other members of SANAC Secretariat.

#### **6. Timeframes**

The duration of the contract will be for a period of three months between 1 March 2023 – 30 May 2023 by which time the assignment must be completed. Training is expected to be conducted and completed by the end of May 2023.



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## **7. Education, Desired Competences, Technical Background and Experience**

- a) Bachelor's Degree, (preferably Masters) in Computer Science, Information Technology, Software Engineering, Geographic Information System (GIS).
- b) At least post-qualification experience of which at least 5 years should have been in systems development, Project Management and GIS
- c) At least five years of experience in database design, development, implementation, administration, troubleshooting and maintenance
- d) Experience in Business Analysis and System Design
- e) Knowledge and/or understanding of the AIDS Response in South Africa including NSP, AIDS Councils (SANAC, PCAs, DACs, LACs and their stakeholders will be an added advantage

## **8. EVALUATION/ SELECTION CRITERIA**

Evaluation will be split into 2 stages:

### **Evaluation Stage 1: Functionality- Written Proposal**

- a) Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.



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- b) Service Providers must obtain a minimum of 70 points out of 100 points to be evaluated further on price and BEE. Shortlisted service providers will be evaluated on Price & B-BBEE.

**Evaluation Criteria**

- c) The award of the contract will be made to the service provider whose proposal has been evaluated and determined as follows:
- d) Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work.
- e) Only candidates obtaining a minimum of (75%) out of a maximum 100 points on the evaluation will be considered for the Financial Evaluation (Price, B-BBEE).

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
Relevant Qualifications	20	Bachelor's Degree, (preferably Masters) in Computer Science, Information Technology, Software Engineering, Geographic In-formation System (GIS).	20
Previous Experience	30	Post-qualification experience should have been in Systems development, Project Management and GIS including Evidence of having completed similar assignment and proof of databases developed accompanied by <b>Three (3) recent</b>	



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		<b>references for the work done within the past 5 years.</b>	
		< 3yrs Post qualification expérience	0
		.> 3- 5yrs Post qualification experience	10
		5 – 7yrs Post qualification experience	20
		>7yrs post Qualification experience	30
Project Plan & Methodology	40	Technical Proposal demonstrating ability to complete the assignment and produce a quality database / repository as per scope of work detailed above	
		No project plan submitted	0
		Inadequate Methodology and project plan	10
		Methodology and project plan cover the minimum requirements	20
		Methodology and project plan adequately meet the requirements	30
		Methodology and project plan fully adequately meet the requirements with clear deliverable project plan and timelines	40





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Knowledge & Experience	10	Knowledge & experience of evidence of knowledge of HIV, STI & TB donor landscape with 3 written references	10
Total Points	100		

### Evaluation Stage 2: Price and BEE

- f) Bidders who obtain a minimum points of 70 points will be evaluated for price and BEE

#### 8.1 Evaluation Stage 2: Price

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



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**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



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7	4
8	2
Non-compliant contributor	0

## 9. Documents for submission

- a) Technical Proposal demonstrating ability to complete the assignment and produce a quality database / repository as per scope of work detailed above.
- b) Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference, with appropriate cost justification.
- c) Evidence of having completed similar assignment (at least three reference letters) and proof of databases developed.
- d) The CVs of the proposed team to undertake the work
- e) A service provider / company profile

**Closing date: Friday, 10 February 2023**