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| BID/RFQ NUMBER: | RFQ0002705 |
| CLOSING DATE: | 14 February 2023 |
| CLOSING TIME: | 11:00 a.m |
| BID VALIDITY PERIOD: | 90 Days |
| DESCRIPTION OF BID: | THE APPOINTMENT OF A CONSULTANT TO DEVELOP SANAC MULTI-SECTOR POLICY FRAMEWORK AND CONDUCT HIGH-LEVEL REVIEW OF THE SANAC PROCEDURAL GUIDELINES |
| Please Indicate whether the bidder is a: Service Provider or Independent Consultant | |
| RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: Email address: Beullah@sanac.org.za Copied: Lebowa@sanac.org.za Copied: Mbali@sanac.org.za | |
| Both Email and Hardcopy Submission are Accepted for this request | |

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO DEVELOP SANAC MULTI-SECTOR POLICY FRAMEWORK AND CONDUCT HIGH-LEVEL REVIEW OF THE SANAC PROCEDURAL GUIDELINES.

1. Introduction

The South African National AIDS Council (SANAC) is seeking services of a consulting firm/ Service Provider to develop SANAC Multi-Sector Policy Framework. The Multi-Sector Policy Framework will be a high-level consolidated founding document for SANAC and all its structures including Provincial Councils on AIDS (PCAs), District AIDS Councils (DACs), Local AIDS Councils (LACs) and Ward AIDS Committees (WACs) and all Sectors of SANAC at all spheres of government. The Framework will create an enabled policy environment to regulate and guide the multisector HIV, TB and STI response in the country including the establishment, management, and strengthening of the coordination structures for the response. At the core of this project will be a high-level review of the SANAC procedural Guidelines which will form a backbone of the Multi-Sector Policy Framework.

2. Organization Background

2.1 SANAC

SANAC was established in January 2002 through a decision of Cabinet as the highest body to advise government on all matters relating to HIV, TB and STI. SANAC is doing this through the development of 5 year term National Strategic Plans on HIV, TB and STIs and the country is now on the 4th generation of the strategic plans (NSP 2017-2022). Numerous reviews of the SANAC structure and functionality of SANAC and AIDS Councils have been conducted and a number of recommendations have been tabled for considerations. It is envisaged that the SANAC Multi-Sector Policy Framework will address all the recommendations including the report by the Government Technical Advisory Committee (GTAC). Overall, the Policy Framework will among others:

- Provide an enabled policy environment to coordinate and guide the multisector HIV, TB and STI response,
- Describe governance, leadership and coordination arrangements for the response in the country,
- Outline accountability mechanisms for the multi-sector response and describe consequence management for non-compliance,
- Ensure that all SANAC structures are streamlined and fit for purpose to achieve their mandates,
- Procedural Guidelines are revised and become a backbone of the Framework
- Outline the rules of engagement among all the structures of SANAC
- Outline standardised approach towards the strengthening of the AIDS Councils including SANAC and all its sectors,

2.2 Provincial, District and Local AIDS Councils

The first (2000-2005) strategic plan proposed that AIDS Councils be established at provincial and district levels to guide the implementation of the strategic plan. The Strategic Plan recognised the importance of provinces, districts and local government in the implementation of the NSP and called for the establishment of AIDS Council structures similar to SANAC at these levels. To date, Provincial Councils on AIDS (PCA), District and Local AIDS Councils have been established to coordinate, implement, monitor and evaluate progress on implementation of the subnational plans (PIP, MDIPs and local plans); and to advise the Provincial Executive Council and the Mayoral Councils. These structures like SANAC are supposed to be led by the highest political office, i.e. the PCA's by Premiers and; DACs and LACs by Mayors. At least all the PCAs have been established though they are at various levels of functionality. The DACs and LACs are still a point of concern as the PCAs report on only a very few of these being established.

2.3 NSP 2017-2022

The NSP is a guiding document for the national response for HIV, STI and TB response in the country. The NSP informs national, districts and community level stakeholders on strategic direction to be taken for the HIV, STI and TB response. It is also used by the AIDS Council structures to monitor implementation by sectors, provinces, districts and municipalities. The AIDS councils are key in ensuring coordination and monitoring implementation of the response. Success in the implementation of this mandate requires well-functioning AIDS Councils at all levels.

2.4 SANAC Procedural Guidelines (PGs)

While the NSP has direct implications for the governance of SANAC, the SANAC Procedural Guidelines is currently a governance instrument that captures both the composition and the roles and responsibilities of the national structures of SANAC. The Guidelines are meant to ensure that the SANAC Plenary and its various committees are streamlined and fit for the purpose of incorporating good governance, accountability, and effective use of resources into all their activities. Good governance of SANAC is considered critical to overseeing the country's response to HIV, TB and STIs. These guidelines were first adopted in 2008 and revised in 2018. The guidelines address more the national structures while inadequately covering the sub-national structures (Provinces, Districts, Locals and Wards). To close this gap, SANAC developed PCA Procedural Guidelines that are a derivative of the main SANAC Procedural Guidelines, however, this also falls short of achieving standardisation of the SANAC structures. As a result, the development of the SANAC Multi-Sector Policy Framework will incorporate a high-level review and consolidation of the procedural guidelines at both national and sub-national into a single instrument that seeks to achieve standardization of all SANAC structures in all spheres for a unitary SANAC.

2.5 Strengthening of the AIDS Councils

The NSP recommends building the capacity of Provincial, District and Local AIDS Councils as they are SANAC structures that enable the implementation at the local levels of the NSP through Provincial Implementation Plans (PIPs) and Multi-sectoral District Implementation Plans (MDIPs). The District AIDS Councils in particular are well placed to ensure that system strengthening efforts, including multi-sectoral quality improvement and human resources strengthening, are occurring at facility and sub-district level as mandated by the NSP. As these structures are led by political leaders, it is also recommended that the strengthening of the AIDS Councils should also include formal induction and capacity improvement for the leadership to head the response. SANAC has a responsibility for developing tools that will capacitate and strengthen the functionality of the Provincial, District and Local AIDS Councils. The SANAC Multi-Sector Policy Framework for AIDS Councils will outline standard approaches for strengthening AIDS Councils and their structures.

3. Scope of Work

SANAC seeks to appoint a Service Provider to develop a SANAC Multi-Sector Policy Framework for AIDS Councils including conducting a high-level review of the SANAC Procedural Guidelines using participatory approaches:

- a) Review and align all existing national, provincial, district and local / sub-district frameworks, other guidelines, documents and tools that guide the purpose, composition, roles & responsibilities and accountability of the structures of the AIDS Councils for inclusion in the Procedural Guidelines
- b) Conduct a high-level review of the SANAC and PCA Procedural Guidelines and ensure they are consolidated into a single high-level founding document for SANAC and all its structures at all levels. To ensure that the consolidated SANAC Procedural Guidelines includes Provincial Councils on AIDS (PCAs), District AIDS Councils (DACs), Local AIDS Councils (LACs), Ward AIDS

- Committees (WACs) and all Sectors of SANAC and the AIDS Councils (Government, Civil Society and Private Sector)
- c) Outline recommended capacity development initiatives for strengthening of SANAC structures starting with SANAC going down to the provinces, districts and locals.
 - d) Lead the development of the indicative outline of a SANAC Multi-Sector Policy Framework for AIDS Councils as a consolidated key governance document for SANAC and all its structures including the AIDS Councils and their committees.
 - e) Facilitate focus group discussions with key SANAC stakeholders for input into the draft SANAC Multi-Sector Policy Framework for AIDS Councils.
 - f) Integrate the revised SANAC Procedural Guidelines into the Multi-Sector Policy Framework including consolidation of other existing SANAC governance, leadership, coordination and accountability instruments and tools.
 - g) Make recommendations on the gazetting of such a policy for the SANAC Structures and South African Cabinet.

The Service Provider shall;

- Have access to various key documents to ensure alignment with these documents is optimized. These include but not limited to; SANAC Procedural Guidelines; Provincial Council on AIDS (PCA) Procedural Guidelines; Civil Society Procedural Guidelines; Government & Civil Society Partnerships Strategy; Civil Society Self-Governance Terms of Reference; AIDS Councils Accountability Framework and Scorecard; Minimum Standards for the core mandate of District AIDS Councils (DACs); Quality Assurance Resource Book For Local AIDS Councils (LACs); Private Sector Forum.
- Ensure that there is sufficient rationale on changing contents of the existing national, provincial, district and local / sub-district frameworks, documents and tools for standardisation of the structures of SANAC.
- Ensure that upon the endorsement of the final draft of the SANAC Multi-Sector Policy Framework for AIDS Councils, that the document is well edited and formatted and the end product is a professional and finalised documents.
- Note that the Executive Manager: Stakeholder Management and Campaigns (SMC) will sign off on the final product once the SANAC Structures have endorsed the document.

4. Expected Deliverables

- a) Project Inception report – detailing the consultant’s approach to the overall approach, detailed project conceptual framework and workplan.
- b) Literature review report with recommendations on the reviewing and alignment of the existing frameworks, guidelines, documents and tools that guide the structures of the AIDS Councils including SANAC.
- c) Indicative outline of the SANAC Multi-Sector Policy Framework for AIDS Councils.
- d) First draft of the SANAC Multi-Sector Policy Framework for AIDS Councils including the revised SANAC Procedural Guidelines and recommended approaches for AIDS Councils Strengthening.
- e) Consultation Workshops/Focus Group Discussions Reports.
- f) Prepared PowerPoint Slides for presentation of the Policy Framework to the Heads of AIDS Councils Forum, Civil Society Forum, Private Sector Forum, SANAC Programme Review Committee (PRC), Inter-Ministerial Committee (IMC), SANAC Plenary and other key structures of SANAC.
- g) Final print-ready version of the consolidated SANAC Multi-Sector Policy Framework for AIDS Councils.
- h) Project completion report

5. Expected Service Provider Experience, Qualifications and Competencies

SANAC Trust intends to contract a service provider or consultant with extensive experience that includes:

Qualifications and Experience

- Bachelor's degree in Public Health, Social Sciences, Law or Business Administration. A master's degree will be added advantage.
- Knowledge of STIs / HIV response in South Africa.
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Proven expertise and experience in the area of Multi-Sector Approches for the Coordination of HIV, TB and STI responses.
- Experience in developing policies or legal documents will be an added advantage.
- The Consultant/Service Provider should have at least 5 years of post-qualification experience of which at least 3 years should have been in policy development including capacity building and/or organisational design.
- Knowledge and / or understanding of SANAC and its stakeholders.
- Excellent English language writing and editing.
- Solid editorial skills with demonstrated ability for logical and analytical writing.

Competencies, special skills required

- Demonstrate strong written communication, research and analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of current SANAC and its structures, including the NSP.
- Good understanding of local government processes including HIV, TB and STI response at the local government level,
- Ability to work under pressure.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN Agencies and the private sector.
- Strong writing, presentation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team.

6. Evaluation Criteria

The award of the contract will be made to the service provider whose proposal has been evaluated and determined as:

- Stage 1: Assessment of compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work.
- **Only candidates obtaining a minimum of 56.25 points (75%) out of a maximum 75 points on the Technical Evaluation will be considered for the Financial Evaluation (Price, B-BBEE) maximum points (25%)**

For applicants that satisfy the Stage 1 pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

| CRITERIA | WEIGHT | SUB-CRITERIA | POINTS |
|------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------|-----------|
| STAGE 1: ELIGIBILITY | N/A | CVs | Pass/Fail |
| | | Valid B-BBEE certificate | |
| | | SARS Tax Clearance Certificate / Tax Compliance Letter | |
| | | VAT Registration Certificate for all expenditure above R1 Million | |
| | | Bank account verification letter | |
| | | Code of Conduct for Suppliers of Services | |
| | | Completed and signed Declaration of Interest | |
| STAGE 2: TECHNICAL | 75 | Minimum 5 years' experience of undertaking similar, related projects and services. | 10 |
| | | Relevant qualifications and minimum of 5 years of relevant work experience of the project team . | 5 |
| | | Sound technical proposal detailing their interpretation of the TOR, proposed methodology and work schedule submitted. | 40 |
| | | Minimum of 5 projects in the same project field with letters of reference. | 20 |
| TOTAL: TECHNICAL | | | 75 |
| STAGE 3: PRICE AND B-BBEE (points to be allocated in accordance with PPPFA) | | | |
| PRICE | 80 | Price (to be based on the proposed staffing mix, with disclosure of the proposed rates per team member) | 20 |
| B-BBEE | 20 | B-BBEE | 5 |
| TOTAL: PRICE AND B-BBEE | | | 25 |

7. Duration

The proposed timeframe for the project is 60 days starting from **the date of award 2023**.

8. Supervision and Coordination

The consultant will be supervised by the Stakeholder Management Unit at SANAC, who will work closely with the consultant to discuss the project and review drafts and the final product.

9. Submission and deadline

Proposals must be submitted electronically to beullah@sanac.org.za or physically at the SANAC offices in Hatfield. No late submissions will be considered. SANAC Trust reserves the right to award to one or more service provider(s).

NB THE CLOSING DATE IS THE 14 February 2023

