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BID/RFQ NUMBER:	RFQ0002755
CLOSING DATE:	17 <sup>th</sup> February 2023
CLOSING TIME	14h00PM
BID VALIDITY PERIOD:	60 Days
DESCRIPTION OF BID:	Terms of reference to appointment of a service provider/consultant to update the HIV and AIDS, TB and STIs Human Rights toolkit and finalise development of Human Rights IEC materials for the programme.
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
<ul style="list-style-type: none"><li>- Email address: <a href="mailto:Beullah@sanac.org.za">Beullah@sanac.org.za</a></li><li>- Copied: <a href="mailto:Mbali@sanac.org.za">Mbali@sanac.org.za</a></li><li>- Copied: <a href="mailto:pholo@sanac.org.za">pholo@sanac.org.za</a></li></ul>	
Email submission is accepted for this request	

## **1. BACKGROUND**

South Africa remains the epicentre of the HIV epidemic, accounting for more than a quarter of new HIV infections in East and Southern African countries and an estimated 8 million people living with HIV (PLHIV) in 2018. The country has made significant progress in reducing new HIV infections and AIDS related deaths by 39% and 50% respectively since 2010 (UNAIDS, 2018). Access to HIV testing and effective antiretroviral therapy (ART) has also improved substantially with the implementation of the test and treat initiative, and increased availability of affordable drugs with fewer side effects. The country remains committed to the Joint United Nations Programme on HIV/AIDS (UNAIDS) 90–90–90 targets which aim to ensure 90% of PLHIV know their HIV status, 90% of people with diagnosed HIV receive sustained ART, and 90% of people on ART are virally suppressed.

The country is also committed to UNAIDS 10-10-10 targets, that calls for less than 10% of countries to have legal environments that deny access to justice and for less than 10% of people with HIV and key populations to experience stigma and discrimination. The final set of targets focuses on getting to less than 10% of women, girls, people with HIV and key populations to experience gender inequality and violence.

The National Strategic Plan (NSP) for HIV, TB and STIs recognises that, despite South Africa being recognised globally for its positioning and response to human rights, there are still important gaps to close with regards to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Goal 5 of South Africa's NSP aims to ground the response to HIV, TB and sexually transmitted infections (STIs) in human rights principles and approaches, to reduce stigma and discrimination, ensure equal treatment for all and to increase access to justice in the context of HIV, TB and STIs for all key and vulnerable populations.

Sensitisation of communities, programme implementors and service providers on human rights violations, in the context of HIV and AIDS, TB and STIs for key and vulnerable populations is key to the success of “breaking down barriers to enable access to health” initiative. A human rights toolkit and educational materials on human rights play an important role in creating capacity and visibility of the programme goals as highlighted in the national Human Rights Plan on HIV and TB. Several reviews and assessments have indicated a need to strengthen existing human rights tools aimed at strengthening implementation of the human rights programme.

## **2. SERVICE AND SCOPE**

SANAC is looking for a service provider to update the HIV and AIDS, TB and STIs Human Rights toolkit and finalise development of the Human Rights IEC materials.

The scope of work for the project includes:

- Consolidating reviews and assessments conducted for both the toolkit and IEC materials with the purpose of updating the toolkit and finalising the IEC materials.
- Work with key stakeholders, including civil society sectors, to develop relevant content for both the toolkit and the IEC materials.

- Update the Human Rights toolkit and finalise the IEC materials on human rights for key and vulnerable populations based of the reviews, assessments and feedback from stakeholders.
- Produce print ready updated Human Rights toolkit and IEC on human rights for key and vulnerable populations.

### **3. EXPECTED DELIVERABLES**

The service provider is expected to update the HIV and AIDS, TB and STIs Human Rights toolkit and finalise IEC materials for the programme as the main deliverables for this project. The successful consultant/service provider will be expected to deliver the following:

- Attend inception meeting to present the approach and workplan.
- Produce a project inception report detailing the consultant's approach to the overall exercise, project conceptual framework, and workplan with clear timelines.
- Facilitate engagements with relevant stakeholders for both the toolkit and IEC materials.
- Share draft updated toolkit and IEC materials for final review.
- Submit final print ready human rights toolkit and IEC materials with incorporated final feedback.

### **4. QUALIFICATIONS AND EXPERIENCE**

SANAC Trust intends to contract a service provider or consultant with extensive experience to deliver a quality product. The following is expected from applicants:

- The lead consultant to have relevant master's degree in public health, social sciences, or equivalent qualification – All CVs of the team members to be included.
- Have at least 5 years' experience in the field of HIV, TB and STIs.
- Demonstrate experience and understanding of the human rights agenda in the context of HIV, TB and STIS for key and vulnerable populations – Applicants to submit references or examples from previous work conducted.
- Demonstrate previous experience and work in:
  - conducting assessments,
  - facilitating focus groups and
  - developing related documents
- Demonstrate good experience in issues of HIV and TB in the context of key populations particularly of Human Rights related aspects.
- Demonstrate knowledge and/or understanding of the SANAC and its stakeholders, with strong stakeholder management skills and experience working at different levels of the South African Government Structure

## 5. TIMELINES

The consultancy is expected to be completed in **60 consulting days** spread between **15<sup>th</sup> February 2023 and 30<sup>th</sup> March 2023**.

## 6. CRITERIA FOR SELECTION:

The selection of the best offer will be based on the combined scoring method:

**Stage 1:** The proposals will be evaluated on functionality. An evaluation panel will allocate points in respect of functionality according to the criteria set out on the functionality table.

	Maximum scores
Technical proposal demonstrating a clear process and methodology for delivering high-quality product in line with the ToR. <ul style="list-style-type: none"> <li>• 0 points = No Project Plan proposed</li> <li>• 15 points = Project Plan proposed however no clear deliverables or understanding of the SANAC Trust sector and its mandate.</li> <li>• 40 points = Detailed Project Plan and an indication of understanding of the project.</li> </ul>	40%
Demonstrated experience, by sharing examples of previous work with references, similar or related trainings. <ul style="list-style-type: none"> <li>1=&lt;1 year</li> <li>2= 1-2 years</li> <li>3=3-4 years</li> <li>4= 5 years</li> <li>5= 6-10 years</li> </ul>	30%
Demonstrated understating, by sharing examples of previous work with references, of Human Rights work on HIV and AIDS, TB and STIS for key and vulnerable populations. <ul style="list-style-type: none"> <li>1=&lt;1 year</li> <li>2= 1-2 years</li> <li>3=3-4 years</li> <li>4= 5 years</li> <li>5= 6-10 years</li> </ul>	30%

**Stage 2:** 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

$P_t$  = 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

## 7. ASSIGNMENT MANAGEMENT ARRANGEMENTS

The consultant will work under the overall guidance of the Human Rights and Community Systems Strengthening Technical Support Lead and The Human Rights Implementation Manager, and will be accountable to the Global Fund Implementation Manager

## 8. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due by **17 February 2023** at 14h00pm containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Proposals should include the following attachments:

- i) **Annexure A:** Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) **Annexure B:** Summary of experience. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience
- iii) **Annexure C:** Summary details and qualifications of proposed team
- iv) **Annexure D:** Financial plan must include pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference. The consultant should also include budget notes to justify the cost items.
- v) **Annexure E:** CSD Summary report with a compliant status for businesses
- vi) Successful Bidders will be required to complete the SBD Documents

**NB: Service providers to attach their Valid BEE Certificates, Tax Clearance Certificate, Certified ID Copies, Vat Registration Certificate where necessary, CIPC Registration documents. Failure to submit these will invalidate your proposal.**