



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> 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

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## **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 **Free State Province.****

### **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). The service is required in the following provinces: Gauteng, Eastern Cape, Free State, Limpopo, Mpumalanga, Northwest, KZN, Northern Cape and Western Cape.

### **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 5<sup>th</sup> 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 4<sup>th</sup> 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.



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### **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) Print-ready PIPs for HIV, TB and STIs 2023-2028 with targets, costing and clearly defined accountability structures.
- b) Print-ready M&E frameworks for tracking progress in the improvement of the delivery of HIV, TB and STIs targets
- c) Print-ready reporting frameworks for the monitoring of the PIPs
- 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
- Knowledge of developing an M&E framework



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- 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 special 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 May 2023 – July 2023

**7. CRITERIA FOR SELECTION:**

The selection of the best offer will be based on the combined scoring method: (the qualifications and methodology will be weighted 80%, combined with the price offer, which will be weighted 20%).

- **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.

ELEMENT	Rating	Maximum Score	Total
Detailed Technical proposal demonstrating a clear process and methodology with intermediate and final outputs, identified timeframes/milestones, and management of the Project for delivering high-quality products in line with the ToRs: <ul style="list-style-type: none"> <li>• Addressed poorly = 1 point</li> <li>• Addressed but with limitations= 2 points</li> </ul>	<div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> </div>	40	



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ELEMENT	Rating					Maximum Score	Total	
<ul style="list-style-type: none"> <li>• Addressed adequately = 3 points</li> <li>• Adequately addressed with advanced understanding in some areas = 4 points</li> <li>• Extensively addressed = 5 points</li> </ul>								
<p>Demonstrated experience and knowledge in interpreting policies, develop Implementation and monitoring and evaluation frameworks in relation to HIV, TB and STIs response in South Africa:</p> <ul style="list-style-type: none"> <li>• No relevant document = 0 point,</li> <li>• 1 relevant document = 1 points,</li> <li>• 2 relevant documents = 2 points,</li> <li>• 3 relevant documents = 3 points,</li> <li>• 4 relevant documents = 4 points</li> <li>• 5 or more relevant documents = 5 points</li> </ul>						4	30	24
<p>Qualification and public health sector experience:</p> <ul style="list-style-type: none"> <li>• Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&amp;E with 0-to-1-year relevant HIV/TB &amp; STIs experience = 0 Points</li> <li>• Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&amp;E with 1 to 3 years' relevant HIV/TB experience = 2 points</li> <li>• Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&amp;E with 3 to 5</li> </ul>							20	



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ELEMENT	Rating	Maximum Score	Total
years' relevant HIV/TB & STIs experience = 3 points. <ul style="list-style-type: none"> <li>• Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&amp;E 5 to 7 years' relevant HIV/TB &amp; STIs experience = 4 points.</li> <li>• Master's degree in Public Health, Epidemiology, Social Sciences, Biostatistics, or M&amp;E 7 to 10 years' relevant HIV/TB experience = 5 points.</li> </ul>			
Demonstrated track record in infographic design, data visualization and animation for high quality publications. References must include names and contact details of organizations for which similar work has been conducted in the last two years.  <ul style="list-style-type: none"> <li>• Points 1= 1 References</li> <li>• 2= 2 references</li> <li>• 3= 3 references</li> <li>• 4 = 4 references</li> <li>• 5 = 5 references</li> </ul>		10	
<b>Functionality Stage 1</b>		<b>100</b>	

**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	<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-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

### 8. Supervision

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



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## 9. Payment schedule for the task

- The payment will be made as follows:
  - 1st instalment – 25% (after delivering the Inception Meeting Report).
  - 2nd instalment – 50% (after delivering the 1<sup>st</sup> Draft of the 5 x Deliverables); and
  - Final instalment – 25% (after submission of Final Deliverables)

## 10. 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 service provider.
- 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.

## 11. SUBMISSION OF PROPOSALS

- Proposals must be submitted by email to [Beullah@sanac.org.za](mailto: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  
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Proposals must be submitted by email by no later than 17h00 on, **14 April 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.

### 10.1 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 with concise budget notes, including travel costs
3.	Evidence of having completed similar assignment (must include at least three reference letters)



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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"><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>
8.	Recent Central Supplier Database (CSD)

## 12. SUBMISSION OF PROPOSAL

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: Correctness and completeness

Service Providers must provide the above documentation as specified.

The absence of any of the abovementioned documentation automatically disqualifies the application

### 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.