



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 TO PILOT TREATMENT LITERACY FRAMEWORK IMPLEMENTATION**

### **1. Introduction**

SANAC Trust seeks to appoint a service provider to pilot Treatment Literacy Framework implementation. The plan is to appoint an implementing organization that is already implementing Treatment Literacy interventions across different high burden districts to lead HIV and TB Treatment Literacy coordination and monitoring across the identified districts.

### **2. Background**

Treatment literacy means people, both individually and in communities, understand what HIV drugs are, why they are needed and what they can and cannot do. Treatment literacy translates medical information about Antiretroviral Treatment (ART) into languages and formats that are accessible and understandable to everyone.

Treatment education encourages people to know their HIV status, explains how to get access to treatment, offers information on drug regimens, offers support and ideas for adhering to treatment and helping others to do so, emphasizes the importance of maintaining protective behaviours and healthy living, and suggests strategies for overcoming stigma and discrimination and gender inequality "(UNESCO/WHO, 2005)

Treatment education is not only the responsibility of the health sector and should also include other sectors and constituencies such civil society organizations, education department, as education institutions often can reach further into communities around them (UNAIDS Inter Agency Task Team on Education, 2006).

To elevate community led treatment literacy scale up, SANAC is promoting community and or peer led initiatives. HIV/TB Treatment Literacy implementers must be committed, and results driven consultants or organisations. Preference will be given to consultancy or organisations who are currently playing a key role in coordinating and implementing Treatment literacy interventions and ensuring an AIDS free generation by 2030.



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### **3. Scope of Work**

SANAC seek to engage an organisation/service provider to lead the coordination of Treatment Literacy Framework Implementation. The service provider is expected to:

- a. Identify high burdened districts with guidance from SANAC, attend an inception meeting with SANAC lead to present the project implementation plan, consolidate, and submit meeting report.
- b. Appoint Treatment Literacy Promoters
- c. Introduce the project to respective districts and stakeholders.
- d. Actively participate in the design, enhancement, and coordination of Treatment Literacy interventions
- e. Establish, coordinate, and facilitate peer-to-peer networks and create a knowledge management hub to share lessons across Districts.
- f. Lead treatment literacy awareness talks (community and media/radio campaigns)
- g. Advocate for integration of treatment literacy activities into HIV prevention and Treatment programs by local organizations
- h. Submit project inception, and monthly progress reports.
- i. Documents lessons learnt and best practises.
- j. Write and submit a project close- up report.

### **3. Expected deliverables.**

Based on the above scope of work and methodology, the prospective service provider must provide the following outputs:

1. Inception meeting report
2. Implement specified activities (per SANAC project description) across the identified districts.
3. Document best practices and lessons learned.
4. Write and submit an implementation progress report (monthly)
5. Write and submit a close-up report.

### **4. Experience**

- 1) Understanding of Treatment literacy land scape
- 2) Understanding of HIV treatment literacy challenges and benefits
- 3) Understanding of community development, social facilitation, and community mobilization.
- 4) Experience in developing and implementing HIV, STI and TB projects and literacy initiatives.
- 5) HIV project management

## 6. Competencies and special requirements

The service provider should meet the following criteria:

- Registered withing South African NPO/ CIPC requirements
- Have at least 5 years of experience, in delivering HIV Treatment Literacy interventions.
- Knowledge of HIV, TB and STIs in South Africa.
- Thorough understanding of HIV in the context of treatment and prevention and adequate understanding of challenges faced by PLHIV.
- Minimum of 5 years proven track record in designing, implementing, and monitoring Treatment Literacy interventions
- Knowledge and/or understanding of the SANAC and its stakeholders.

## 7. Timelines

The project will run over a period of three (3) month period (01 July- 30 September 2023)

## 8. 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. Proposal will be evaluated on a scale of 1-5 in accordance with criteria below.

ELEMENT	Rating	Weight	Rating score	Total
<p>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:</p> <p><input type="checkbox"/> Addressed poorly = 1 point  <input type="checkbox"/> Addressed but with limitations= 2 points</p>	<div style="display: flex; justify-content: space-around; height: 100px;"> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> </div>	30	1= very poor 2=average 3= good 4= very good 5= excellent	



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ELEMENT	Rating	Weight	Rating score	Total
<ul style="list-style-type: none"> <li><input type="checkbox"/> Addressed adequately = 3 points</li> <li><input type="checkbox"/> Adequately addressed with understanding in some areas = 4 points</li> <li><input type="checkbox"/> Extensively addressed with an advanced understanding, clear timelines, and deliverables as per the ToR =5 points</li> </ul>				
<p>Demonstrated experience and knowledge in implementation and of the HIV, TB and STIs response and literacy in South Africa. Attach implementing staff CV's and portfolio with company experience:</p> <p>0= No experience            1= 1 year            2=1-2 years            3= 3-4 years            4= 5-6 years            5= 7 years</p>		30	0= No experience 1= 1 year 2=1-2 years 3= 3-4 years 4= 5-6 years 5= 7 years	



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ELEMENT	Rating	Weight	Rating score	Total
<p>Demonstrated track record in developing and implementing similar work and contact details of organizations for which similar work has been conducted. Attached a minimum of three reference letters for successful project in the last 5 years.</p> <p>The information must have duration, value, and a project description.</p> <p>Points</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1= 1 References</li> <li><input type="checkbox"/> 2= 2 references</li> <li><input type="checkbox"/> 3= 3 references</li> <li><input type="checkbox"/> 4 = 4 references</li> <li><input type="checkbox"/> 5 = 5 references</li> </ul>		10	1= 1 References 2= 2 references 3= 3 references 4 = 4 references 5 = 5 references	
<b>Functionality Stage 1</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	80% of 100 Points
BEE	20% of 100 Points
<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. Point awarded for BBE 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

## 9. Supervision

The service provider will be supervised by Provincial Aids Council staff in collaboration with the SANAC Treatment Technical Lead: NSP Implementation unit at SANAC.

## 10. Conditions.

- The selected provider will be governed by and subject to SANAC Terms and Conditions for the individual contract.
- Travel and costs associated with the project will be covered by service provider.
- The service provider 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 proposal

- 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: “**PILOT TREATMENT LITERACY FRAMEWORK IMPLEMENTATION**” 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 11h00am on, **22 June 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.

### 11.1 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 that is fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference with concise budget notes, including stipends and other costs
3.	Evidence of having completed similar assignment

4.	The CV 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.	An organisation profile
6.	PIN for Tax clearance certificate verification
7.	Valid B-BBEE Certification
8.	PIN for Tax clearance certificate verification (verification will be done with SARS eFiling).

### **1. 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.







