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TERMS OF REFERENCE

TENDER NO	RFP SANAC 06/001/2023
DESCRIPTION	The development of the Private Sector Mapping Tool, Monitoring & Evaluation (M&E) Framework, M&E Plan and M&E Tools to monitor the implementation of the National Strategic Plan for HIV, TB and STIs (2023 to 2028).
PUBLICATION DATE	15 June 2023
CLOSING DATE AND TIME	06 JULY 2023 @ 11:00 A.M
BID VALIDITY PERIOD	120 DAYS FROM CLOSING DATE
DELIVERY OF BID RESPONSES	SANAC TRUST (ATTENTION: PROCUREMENT OFFICER): 333 GROSVENOR STREET; BLOCK E; 2 ND FLOOR HATFIELD GARDENS HATFIELD 0028

Note: The TOR must be accompanied by the Bid Document Attached.

Terms of Reference

The development of the Private Sector Mapping Tool, Monitoring & Evaluation (M&E) Framework, M&E Plan and M&E Tools to monitor the implementation of the National Strategic Plan for HIV, TB and STIs (2023 to 2028).

Background

The South African National AIDS Council (SANAC) brings together government, civil society, and the private sector to create a collective response to Human Immunodeficiency Virus (HIV), Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in South Africa. SANAC released the fourth National Strategic Plan (NSP) for HIV, TB and STIs in 2017. The five-year plan (2017–2022), guides the multi-sectoral implementation of strategies to address the impact of HIV, TB and STIs. The NSP also contributes to the efforts of reaching the health-related and other relevant targets of the Sustainable Development Goals, including universal health coverage.

The 5th NSP series for HIV, TB and STIs (2023 – 2028), was approved by the cabinet for implementation from 01 April 2023. 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 NSP for HIV, TB and STIs 2023 – 2028 will respond to prevalent issues and have cognizance of South Africa's current socio-economic context. The new NSP aims to provide a sense of renewed hope in the fight against HIV, TB and STIs as well as reflect highly effective and high-impact interventions backed by evidence-informed analysis to enable the achievement of the UNAIDS 95-95-95 targets (95% of all people living with HIV to know their HIV status, 95% of all people with diagnosed HIV infection to receive sustained antiretroviral therapy, and 95% of all people receiving antiretroviral therapy to have viral suppression by 2025). This, in turn, could help propel the country towards the achievement of the Sustainable Development Goals 2030 goals.

A task team comprising of South African Business Coalition on Health and AIDS, SANAC Secretariat, the Presidency and the Department of Health was set up to coordinate and oversee the consultation processes leading to the establishment of the SANAC Private Sector Forum.

The former Deputy President of South Africa, Honourable David Mabuza, launched the SANAC's Private Sector Forum on June 11, 2021. The Private Sector Forum's vision is to be "a voice of the South African private sector united behind the pursuit of equality and an AIDS & TB free society by 2030; in support of the country's National Strategy for HIV, TB and STIs". The Private Sector Forum's mission is "to rally all private sector players in South Africa, big or small, towards a united and coordinated voice, that meaningfully contributes to the country's fight against HIV, TB and STIs." The establishment of the Private Sector Forum, therefore, completes SANAC's tripartite partnership (Government, Private Sector and Civil Society). To effectively achieve the goals of the NSP for HIV, TB and STIs, full participation of the private sector within SANAC is crucial.

The SANAC Private Sector Forum is made up of the following business formations:

- Business Unity South Africa
- Black Business Council
- Council for Medical Aid Schemes
- South African Informal Traders Alliance
- South African Waste Pickers Association

One of the Private Sector Forum milestone was the launch of its 2022 Strategic Plan on March 15, 2022, The SANAC Private Sector Forum strategic planning was undertaken to guide its contribution towards the national response to HIV, TB, STIs as well as the COVID-19 pandemic, gender-based violence and femicide and non-communicable diseases. The Strategic Plan has nine key strategic areas:

1. Governance Matters
2. Strategic Planning & Implementation

3. M&E Framework
4. Private Sector Data Mapping & Reporting
5. Operational Development
6. Resource Mobilization
7. Establishment of Provincial Structures
8. Review of SANAC Guidelines
9. SANAC-Private Sector Forum Chairpersons' Engagement

1) Purpose of the Consultancy:

SANAC seeks M&E consultancy services for the development of the Private Sector Forum Mapping Tool, M&E Framework, M&E Plan and M&E tools for HIV, TB and STIs 2023 – 2028. The above listed deliverables will ensure consolidation of private sector efforts towards the response of HIV, TB and STIs through a well-coordinated data collection, analysis, and reporting process. Additionally, consolidated private sector data will inform decision-making and programming within the private sector space as the country moves towards ending AIDS as a public health threat by 2030. The consultant/s will work in collaboration with the SANAC Secretariat, based at Hatfield, Pretoria and the South African Business Coalition on Health and AIDS. The M&E consultant/s should ensure that the Private Sector Forum M&E Framework and M&E Plan contain all the critical components of an M&E Framework and M&E Plan respectively, including indicators in response to the three epidemics, that must be consistent, sound and backed by cutting edge scientific evidence and aligned to the NSP 2023-2028.

The objectives of the assignment are:

- To develop Private Sector Forum mapping tool, M&E framework and Plan for data collection, reporting and analysis aligned to the NSP 2023-2028, including the development of corresponding M&E tools.
- To identify what needs to be measured to monitor Private Sector Forum and gauge results, impact, and outcome of Private Sector implementation.

- To review the existing Private Sector indicators tracked by all Private Sector entities for use in reporting Private Sector Forum efforts in response to the epidemic.
- To work closely with SANAC, South African Business Coalition on Health and AIDS, Private Sector Forum, the Private Sector Forum's Technical Team, and other stakeholders in developing the Private Sector Forum mapping tool, M&E Framework, M&E Plan, including corresponding M&E tools.

The general objective of the consultancy is to work in collaboration with SANAC, South African Business Coalition on Health and AIDS, the Private Sector Forum and Technical Team, as well as other possible stakeholders (e.g., academic institutions) where appropriate, to develop the Private Sector Forum mapping tool, M&E Framework, M&E Plan, and corresponding M&E tools for the NSP for HIV, TB and STIs 2023 - 2028. The consultant/s will lead the consultations in consolidating the HIV, TB and STIs indicators tracked by all Private Sector entities responding to the epidemic, ensuring alignment with the NSP indicator definitions and disaggregation (age; sex; target population, including people living with disabilities, geographical area).

2) Scope of Work:

a) Developing a Private Sector Forum mapping tool illustrating the following:

- Who is doing what towards the HIV, TB and STIs response? (Implementing Private Sector entities)
- What? (Specific interventions implemented and those that can be implemented; including indicators tracked)
- With whom? (Target population; including disaggregation)
- When? (Implementation period)
- Where? (Geographical area)

b) Development of the SANAC Private Sector Forum M&E Framework containing all components of an M&E Framework, for the National Strategic Plan for HIV, TB and STI's 2023 – 2028.

c) Development of a corresponding M&E Plan containing all components of an M&E Plan, for the National Strategic Plan for HIV, TB and STI's

2023 – 2028.

d) Development of corresponding M&E tools for the National Strategic Plan for HIV, TB and STI's 2023 – 2028.

The M&E Consultant/s will lead the development and finalisation of the Private Sector Forum mapping tool, M&E Framework and M&E Plan by ensuring alignment with the NSP indicators in terms of the following:

- Indicator definitions
 - Indicator disaggregation
 - Indicator calculations, including realistic baselines and targets within the Private Sector space.
- ✓ **Coordination:**
- The consultant/s will actively lead in drafting the mapping tool, M&E Framework, M&E Plan templates and present these to the Private Sector Forum, SANAC, South African Business Coalition on Health and AIDS and other relevant stakeholders, for approval then devise a method to confirm all indicators tracked by private sector entities responding to the epidemic.
 - Coordination includes but is not limited to:
 - Writing a short inception report and contributions to the roadmap.
 - Scheduling Key Informant Interviews with relevant personnel in the private sector space.
 - Ensuring that all draft products are reviewed and validated by the SANAC Strategic Information Unit, South African Business Coalition on Health and AIDS, the Private Sector Forum Technical Team, and other relevant stakeholders.
 - Facilitation of Private Sector Forum consultations.
 - Writing reports for all Private Sector Forum consultations and sharing timely.
- ✓ **Development of the draft Private Sector Forum Mapping Tool, M&E Framework, M&E Plan, M&E Tools:**

- Review of all information management systems within the Private Sector space, key data sources, frequency of reporting, data flow, databases, as well as reporting frameworks.
- Develop the M&E Framework and M&E Plan templates for the Private Sector Forum.
- Draft the M&E Framework and M&E Plan, aligned to the new NSP, based on inputs from Private Sector entities responding to the epidemic.
- Finalise the Private Sector Forum Mapping Tool, M&E Framework, M&E Plan, M&E Tools by incorporating inputs from the SANAC, South African Business Coalition on Health and AIDS, Private Sector Forum, Technical Team, and other relevant stakeholders.

3) Approach and methodology for implementing the assignment:

The consultants' team will consolidate all indicators tracked by all entities in the private sector space. This will entail:

- Mapping all Private Sector entities in line with the 5 "W" listed above.
- Facilitating discussions in a national Private Sector consultation workshop to determine the Private Sector efforts toward the response.
- Conducting Key Informant Interviews with M&E personnel in all the private sector entities.

4) Approach and tasks:

The M&E consultant will present the inception report and methodology, including working arrangements to the SANAC Secretariat, South African Business Coalition on Health and AIDS and the Private Sector Forum Technical Team within three days of appointment. The work will be remunerated based on actual time worked substantiated by high quality documents as proof of work done by the consultant, meeting attendance and participation, as approved by SANAC Secretariat procurement procedures. Specific deliverables include:

- Developing the Private Sector mapping tool to ensure inclusiveness of all Private Sector entities responding to the epidemic.
- Developing the Private Sector Forum M&E Framework, Plan, and tools with inputs from national consultations and Key Informant Interview.
- Submitting the draft M&E Framework, Plan, and tools for review by SANAC, South African Business Coalition on Health and AIDS, the Private Sector Forum and Technical Team and other stakeholders.
- Incorporating inputs from all the reviews.
- Submitting the final M&E Framework to SANAC for endorsement.

5) Timeframe:

The level of effort expected is to be a maximum of **120 days**. This will spread over the **4 (Four) months** from the contract's commencement date, which is anticipated to be from **November 2023**.

6) Qualifications, Experience, and competencies

- Bachelor's or master's degree in public health, epidemiology, or any other relevant field.
- Proven experience in developing mapping tools, M&E frameworks, and plans, including M&E tools in the context of a national strategic plan.
- Proven experience in M&E system development in the areas of HIV, STIs and TB.
- Proven experience in the design and implementation of development indicators for data collection and analysis in developing countries.
- Experience of working with key and vulnerable populations/persons living with or affected by disease(s) will be an advantage.
- Sound knowledge and proven record working experience with international donor & development community in project implementation, will be an added advantage.
- Ability to develop an effective working relationship with Private Sector entities and other partners.
- Excellent organizational and interpersonal communication skills.
- Fluency in oral and written English language.

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation.
- Compulsory computer skills (e.g., Microsoft Word, Excel).
- Excellent knowledge of applicable computer software packages including, but not limited to Statistical analysis / Software will be an added advantage.
- Supporting the preparation of information for advocacy
- Contributing to results through provision of information
- Generating new ideas and proposes new, more effective ways of doing things
- Ability to work under pressure and adhere to deadlines.

8. EVALUATION AND SELECTION CRITERIA

- **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.
- Bidders must obtain the Minimum point of 70 out of 100 to be evaluated on
- Price & Black Economic Empowerment.
- Proposals will be evaluated on a scale of 1–5 in accordance with the 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 Terms of Reference.</p> <ul style="list-style-type: none"> • Addressed poorly = 1 point • Addressed but with limitations= 2 points • Addressed adequately = 3 points • Adequately addressed understanding in some areas = 4 points • Extensively addressed with an advanced understanding, clear timelines and deliverables as per the Terms of reference = 5 points 						40	1= very poor 2=average 3= good 4= very good 5= excellent	
<p>Demonstrated experience and knowledge in Developing mapping tools, M&E frameworks, and plans, including M&E tools in relation to HIV, TB and STIs response 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	

ELEMENT	Rating						Weight	Rating Score	Total
<p>Qualification and public health sector experience:</p> <ul style="list-style-type: none"> • Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or M&E with 0-to-1-year relevant HIV/TB & STIs experience = 0 Points • Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or M&E with 1 to 3 years' relevant HIV/TB experience = 2 points • Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or M&E with 3 to 5 years' relevant HIV/TB & STIs experience = 3 points. • Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or M&E 5 to 7 years' relevant HIV/TB & STIs experience = 4 points. • Master's degree in public health, Epidemiology, Social Sciences, Biostatistics, or M&E 7 to 10 years' relevant HIV/TB experience = 5 points. 						20			
<p>Demonstrated track record in M&E system development in the areas of HIV, STIs and References must include names</p>							1= 1 References		

ELEMENT	Rating					Weight	Rating Score	Total
and contact details of organizations for which similar work has been conducted in the last two years. The information must have duration, value, and a project description. Points <input type="checkbox"/> 1= 1 References <input type="checkbox"/> 2= 2 references <input type="checkbox"/> 3= 3 references <input type="checkbox"/> 4 = 4 references <input type="checkbox"/> 5 = 5 references						10	2= 2 references 3= 3 references 4 = 4 references 5 = 5 references	
Functionality Stage 1						100		

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
Black Economic Empowerment (BEE)	20% of 100 Points
Total:	100%

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

Pmin = 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) Supervision

The consultant will be supervised by the SANAC Strategic Information Manager.

8) Proposal Format

A detailed proposal in response to this Terms of Reference is due on 15 July 2023 at **11:00am** containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document.

- 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 Curriculum vitae of proposed team members, where applicable, illustrating the range of similar

assignments undertaken and the size of these assignments, three reference letters.

- iii) Annexure C: Summary details of proposed team
- iv) Annexure D: 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. **Pricing excludes venue hiring and travel arrangements for participants.**
- v) Completed Tender Bid Document