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BID/RFQ NUMBER:	RFQ 2023/001/08
CLOSING DATE:	01 September 2023
CLOSING TIME	14h00PM
BID VALIDITY PERIOD:	60 Days
DESCRIPTION OF BID:	The Appointment of Service provider for the INTEGRATED SCHOOL HEALTH PROGRAMME (ISHP)
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"> - Email address: Beullah@sanac.org.za - Copied: Mbali@sanac.org.za - Copied: nomfundo@sanac.org.za 	
Email submission is accepted for this request	

TERMS OF REFERENCE

CONSULTANCY FOR THE INTEGRATED SCHOOL HEALTH PROGRAMME (ISHP)

August 2023 - December 2023

1. INTRODUCTION

The South African National AIDS Council (SANAC) Trust seeks to engage a consultant to undertake specific activities under the GIZ Multisectoral HIV Prevention Programme” (MHIVP) that is supporting the Integrated School Health programme (ISHP). The ISHP is in a consolidation phase (July 2022- June 2024) and has outlined a set of specific activities.

2. BACKGROUND

South Africa has the highest number of people living with HIV in the world. Currently 8 million people are HIV positive in South Africa, which reflects a prevalence of 20%. The HIV infection rate largely differs depending on age, gender, and geographical location. Adolescent girls and young women aged 15–24 years are particularly vulnerable to HIV.

Since South Africa is a signatory to the United Nations Convention on the Rights of the Children and in the Bill of Rights of the South African Constitution, children are put first. The Government commitment aims at ensuring that children’s rights are upheld, thus enabling all children to reach their full potential. In 2010, in the State of the Nation Address, the President of the Republic of South Africa confirmed the country’s commitment in enhancing the health programmes in public schools, and this culminated into the development of the ISHP in 2012. The declaration of the ISHP as a priority in the Departments Health, Social Development and Basic Education, marked a new era for school health services in South Africa. The ISHP contains the policy directives for the functions, structures, and delivery of the school health services package.

The ISHP is a comprehensive, and multi-sectoral response to addressing the health needs and vulnerabilities of learners aged 6 to 19 years in South Africa affected by or at risk of HIV infection. To this end, a Memorandum of Understanding (MoU) has been signed by the three departments to define and govern their partnership and respective mandates on the implementation of ISHP.

3. PROJECT DESCRIPTION

SANAC was engaged by GIZ to support the consolidation phase of the Multisectoral HIV Prevention Programme” (MHIVP) from 1 July 2022 until June 2024.

This phase will ensure the institutionalisation of key components of the ISHP implementation approach at the national levels to be accompanied by the establishment of a financial sustainability framework for ISHP implementation. The strengthening of civil society organizations and the capacitation of the CBOs to become successful applicants to government and third-party grants will allow them to fulfil their advocacy role as school health

service supporter. Further, it is to improve coordination and capacity development and support the integration of ISHP implementation and lessons learnt into the new South African National Strategy for HIV, STI and TB (NSP) for 2023-2028, and to support the participation of civil society in the implementation of ISHP.

The DOH, DBE and DSD are the key role-players. However, other relevant government departments, other educational structures such as civil society organisations, School Governing Bodies (SGBs), and development partner organizations are also expected in contributing to the development of sustainable and comprehensive school health programmes. The consultancy therefore seeks to capacitate and sensitise community-based stakeholders are capacitated and understand the health needs and well-being of school going children.

4. OBJECTIVES OF THE CONSULTANCY

Support and coordinate the capacitation of key community stakeholders and structures on integrated school health programmes and preventative education activities.

5. SCOPE OF WORK

SANAC seeks to engage a consultant to provide the following services:

- Coordinate and support the training of community leaders in 4 provinces (North West, Limpopo, Mpumalanga, Free State).
- Develop a training plan for 125 SGBs trainings in three districts per province per month training in close cooperation with the DoE and Provincial Councils for AIDS.
- Analyse, and document pre and post training results for monitoring and evaluation purposes and inclusion in GIZ Project Progress Review (PPR) April 2024.
- Support the Provincial Implementation Plans (PIPs) development process.
- Monthly reporting of M&E results.
- Write final report of the trainings for integration in GIZ PPR.

6. EXPECTED DELIVERABLES

- Project workplan and monthly work plans.
- Minutes of meetings attended on the programme.
- Quarterly reports and supporting documentation.
- Comprehensive final report: project closure report.

7. QUALIFICATIONS AND EXPERIENCE

- At least a bachelor's degree, preferably in the field of health, community development or related social sciences.
- Excellent understanding of government annual planning processes, and budgeting systems, understanding medium term expenditure frameworks.
- Experience in working in education programmes on HIV, TB, and STIs and ISHP.
- At least 5–10 years of experience working in programme management.

- Knowledge and/or understanding and strong stakeholder management skills and experience working at different levels of the South African Government structure.

8. TIMELINES

The consultancy is expected to commence from August 2023 to December 2023. The consultant shall submit a budget that is inclusive of travel and accommodation costs, and per diem.

9. CRITERIA FOR SELECTION:

Functionality:	
Minimum Functionality Score	70
Total must equal:	100%

Bidders who obtained 70 on Functionality will be evaluated on Price & BEE using preference point system of 80/20 as per the below:

Preference point system (80/20)	Weighting percentage (Must add up to 1
%) Price	80% of 100 Points
Black Economic Empowerment (BEE)	20% of 100 Points
Total:	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
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

Ps = Points scored for price of bid under consideration

Pt = 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

1. 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

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on Friday 23rd November 2022 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.

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