



P.O. Box 13912, HATFIELD, 0028 | 2nd 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

BID/RFQ NUMBER:	RFQ0003176
CLOSING DATE:	21 September 2023
CLOSING TIME	14:00
BID VALIDITY PERIOD:	60 days
DESCRIPTION OF BID:	Terms of reference for the appointment of a consultant to facilitate a SANAC Strategic Planning Process
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: - Email address: beullah@sanac.org.za - Copied: Mbali@sanac.org.za	
Email submission is accepted for this request	

1. INTRODUCTION

The South African National AIDS Council Trust (SANAC Trust) seeks to appoint a consultant/ service providers to develop the first 5 Year SANAC Trust strategic plan and a Board of Trustees Corporate Plan for 2023 – 2028.

2. BACKGROUND

The SANAC Trust is a body mandated to coordinate the multi-sectoral response to the HIV, STI and TB epidemics by bringing together multiple sectors, namely, government departments, non-government organization (NGOs), civil society, the private sector, and the donor community, to build consensus and drive a national response to HIV TB and STIs. SANAC has just developed the National Strategic Plan (NSP) for HIV, Tuberculosis (TB), and Sexually Transmitted Infections (STIs) for the period 2023- 2028. In its current structure, the

SANAC Trust Structure has Seven main departments, namely (i) Governance and Administration; (ii) Strategic Information; (iii) Stakeholder Management and Campaigns; (iv) Communications; (v) NSP Implementation; (vi) Resource Mobilization and Donor Coordination; (vii) Technical Support Under these departments, there are several components and functions that operates to ensure the implementation of the NSP. To further facilitate the implementation of the NSP, the SANAC Trust recently finalised its Annual Performance Plan (APP) which seeks to assist with day-to-day operations of the Trust, as well as guide and measure performance against the goals and objectives of the NSP.

Over the years, it has become apparent that the NSP and the APP are not sufficient in ensuring that the Trust's coordinating responsibility of the sector is effective. The NSP is a multi-sectoral document that guides the entire sector. On the other hand, the APP is only effective in providing guidance for operational performance annually. Leadership and coordination should are important tasks in the effective running of SANAC and also serve as an anchor for effective monitoring, oversight and informed decision making. Therefore, to demonstrate effective leadership and coordination, the SANAC Trust has decided to develop a well-constructed Strategic Plan and Board Corporate Plan for 2023 – 2028. A Strategic Plan and Board Corporate Plan will ensure alignment and integration of roles and responsibilities of management and board of trustee's actions required to achieve the NSP goals and objectives in the next five (5) years.

The SANAC Trust believes that it is through a strategic planning and execution that it can reconcile its responsibilities with available resources and set strategic priorities. In addition, the Board of Trustees will have a clear understanding on their roles and responsibilities in their provision of strategic guidance, governance and performance oversight, stakeholder management monitoring and oversight as well operational management and administrative oversight.

3. PURPOSE AND OBJECTIVES OF THE CONSULTANCY

The overall purpose and objective of this consultancy/ service providers is to develop a well-structured SANAC Trust five-year Strategic Plan and the Board of Trustees Corporate Plan for the period 2023-2028. The Strategic Plan and Board Corporate Plan should ensure that SANAC work within its mandate as conferred by the Trust Deed, as well as consolidate work as articulated in the APP towards the same long-term goal in the furtherance of the NSP's objectives.

4. SERVICE AND SCOPE

SANAC is looking for consultants/ service providers to develop the first 5 Year SANAC Trust strategic plan and a Board of Trustees Corporate Plan for 2023 – 2028. The scope of work includes, but not limited to:

4.1. Desktop review

- Review of SANAC mandate including all SANAC departments and structures.
- Consult with Company Secretary; SANAC Executive Management and Board of Trustees for input throughout the process (Working group).
- Undertake a situation analysis of the SANAC Trust, including all its departments and structures.

4.2. Facilitation and drafting of strategic plans and

- Through a 2 days consultative process with SANAC Executive management and the Board of Trustees, apply appropriate tools of analysis, identify focus areas, and develop strategic objectives and key result areas.
- Review institutional capacity and set-up of SANAC and the board of trustees against their mandates and identify strategic objectives and key results areas and make recommendations, if any.
- Ensure integration and alignment between all SANAC departments and the sectors it coordinates.
- Propose a strategy for achieving strategic objectives and key results.
- Develop a Result and Resources Framework & Monitoring and Evaluation Framework for the planned period.
- Share drafts of the Strategic Plan and Board Corporate Plan.
- Finalize and validate the Strategic Plan and Board Corporate Plan.

5. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception plan/work plan and methodology with clearly defined timelines and outputs presented to SANAC.	#Working days	
2	Review of SANAC mandate including all SANAC departments and structures.	#Working days	
4	Consultative process with SANAC Executive management and the Board of Trustees	#Working days	
5	Institutional Mapping & Analysis	#Working days	
6	Drafting and submission of first draft strategic plan to SANAC.	#Working days	
8	Submit Second Draft SP/BCP 2023-2028 to the Working Group	#Working days	
9	Validation of SP/BCP 2023-2028	#Working days	
10	Prepare Final Version of SP/ BCP	#Working days	
11	Completion report?	#Working Days	

6. ASSIGNMENT MANAGEMENT AND ARRANGEMENT

- 6.1. The consultant / service provider will work under the overall guidance of the Company Secretary.
- 6.2. At key stages of the desk review, the consultant shall inform the executive and the Working Group of key updates on the design and implementation of the review process as may be required.
- 6.3. The Working Group shall ensure the relevant background information and documents are made available to the consultant.

6.4. SANAC shall facilitate the coordination of meetings and other activities regarding this consultancy.

7. LOGISTICS AND ADMINISTRATIVE SUPPORT TO CONSULTANT

SANAC will provide with office space, facilitate meetings, travel arrangements and offer administrative and logistics supports.

8. QUALIFICATIONS OF CONSULTANT

8.1. Academic Qualifications/Experience/Competencies

- A relevant qualification in a relevant field, years of experience in the public sector. Evidence of having undertaken similar assignments is a requirement.
- Prior work with NGO and government at senior level and a deep understanding of NGO and government structures and processes also required.
- Ability to work with minimal supervision, a high level of written and oral communications skills in English is also a requirement.

8.2. Competencies:

- Strategic planning, accuracy, punctuality, and reliability.
- Ability to communicate effectively in writing.
- Strong organizational and communication skills, ability to work in a team.
- Ability to use ICT as a tool and resource.
- Ability to work against tight deadlines.

8.3. Language and other skills:

- Ability to work against tight deadlines.
- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (government authorities; civil society, local communities, project staff); and

- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

9. 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.

#	Technical Capacity and Related Qualifications	Weight								
1	<p>Consultant's qualifications</p> <table border="1"> <thead> <tr> <th>Points</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Bachelors Degree in public health, ethics, law, public administration, business administration, or related field</td> </tr> <tr> <td>10</td> <td>Masters Degree in public health, ethics, law, public administration, business administration, or related Field</td> </tr> <tr> <td>15</td> <td>PhD in public health, ethics, law, public administration, business administration, or related Field</td> </tr> </tbody> </table> <p>(Include copies of qualifications)</p>	Points	Qualifications	5	Bachelors Degree in public health, ethics, law, public administration, business administration, or related field	10	Masters Degree in public health, ethics, law, public administration, business administration, or related Field	15	PhD in public health, ethics, law, public administration, business administration, or related Field	15
Points	Qualifications									
5	Bachelors Degree in public health, ethics, law, public administration, business administration, or related field									
10	Masters Degree in public health, ethics, law, public administration, business administration, or related Field									
15	PhD in public health, ethics, law, public administration, business administration, or related Field									
2	<p>At least fifteen years of professional experience in the public sector.</p> <p>1=0-3 years 2= 3-5 years 3=5-8 years 4= 8-15 years 5= 15 years +</p> <p>To be accompanied by CV's to support the statement with contactable references</p>	15								
3	<p>Prior work with government at a senior level.</p> <p>1=0-2 years 2= 2-3 years 3=3-4 years</p>	15								

	<p>4= 5-7 years 5= 8 years +</p> <p>To be accompanied by CV's to support the statement with contactable references</p>															
4	<p>Technical Proposal and Prior strategic planning and development work and evidence of undertaking similar assignments in the last 5 years.</p> <table border="1"> <thead> <tr> <th colspan="2">Methodology and Approach of the Technical Proposal</th> </tr> <tr> <th>Points</th> <th>Information provided</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Not clear</td> </tr> <tr> <td>10</td> <td>Methodology is poorly aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately</td> </tr> <tr> <td>20</td> <td>Methodology is adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately</td> </tr> <tr> <td>30</td> <td>Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately</td> </tr> <tr> <td>40</td> <td>Methodology is excellently aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately</td> </tr> </tbody> </table>	Methodology and Approach of the Technical Proposal		Points	Information provided	5	Not clear	10	Methodology is poorly aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately	20	Methodology is adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately	30	Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately	40	Methodology is excellently aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately	40
Methodology and Approach of the Technical Proposal																
Points	Information provided															
5	Not clear															
10	Methodology is poorly aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately															
20	Methodology is adequately aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately															
30	Methodology is well aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled appropriately															
40	Methodology is excellently aligned to the scope of work, linked to outputs, human resource allocation to activities are outlined, actions are scheduled Appropriately															
5	<p>Ability to work with minimal supervision, a high level of written and oral communications skills in English.</p> <p>1= very poor 2=average 3= good 4= very good 5= excellent</p>	15														
	<p>Total Score (Bidders are required to obtain 70 % to be evaluated on Price and BEE</p>	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%
---------------	-------------

10. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on 21 September 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:

- 10.1. Annexure A:** Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above.
- 10.2. 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
- 10.3. Annexure C:** Summary details and qualifications of proposed team
- 10.4. 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.
- 10.5. Annexure E:** CSD Summary report with a compliant status for businesses
- 10.6. Annexure F:** Reference letters of the previous work done.

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.