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| BID/RFQ NUMBER: | POR000000033 |
| CLOSING DATE: | 23 October 2023 |
| CLOSING TIME | 14h00PM |
| BID VALIDITY PERIOD: | 60 Days |
| DESCRIPTION OF BID: | Terms of reference for the appointment of a Project Coordinator consultant to provide leadership, guidance, and management of the SANAC Global Fund (GF) C-19 response mechanism. |
| 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: Sewele@sanac.org.za - | |
| Email submission is accepted for this request | |

1. BACKGROUND

South Africa remains the epicentre of the TB and HIV epidemics, accounting for more than a quarter of new HIV infections in East and Southern African countries and an estimated 8 million people living with HIV (PLHIV) in 2018. The country had made significant progress in reducing new HIV infections and AIDS related deaths by 39% and 50% respectively since 2010 (UNAIDS, 2018), but had to witness Covid-19 reversing all the efforts of fighting these epidemics. Covid-19 affected access and provision of services and solutions as stated in the NSP. Whilst the access to HIV testing and effective antiretroviral therapy (ART) has started to gain momentum again, we need to implement collaborative efforts that are strategic in getting the HIV, TB, STI response back on track.

The country remains committed to the Joint United Nations Programme on HIV/AIDS (UNAIDS) 90–90–90 targets which aim to ensure 90% of PLHIV know their HIV status, 90% of people with diagnosed HIV receive sustained ART, and 90% of people on ART are virally suppressed by 2020, with these targets increasing to 95% by 2030 (UNAIDS, 2018).

The country is also committed to UNAIDS 10-10-10 targets for 2025, that calls for less than 10% of countries to have legal environments that deny access to justice and for less than 10% of people with HIV and key populations to experience stigma and discrimination. The final set of targets focuses on getting to less than 10% of women, girls, people with HIV and key populations to experience gender inequality and violence.

To encourage noticeable efforts to address the TB, HIV, STI epidemics and the human rights related barriers for the Key and vulnerable populations, there is a need to also engage in multisectoral strategic objectives to manage other pandemics such as Covid-19, that directly or indirectly affect the above-mentioned epidemics.

Covid-19 pandemic widened the underlying inequalities and put strain on a health system that was already overburdened. As a country we need to equally prioritise the interventions and activities of managing it to ensure that it and other pandemics do not continue impacting TB/HIV/STI management services.

establish and maintain effective and efficient systems that encourage monitoring, evaluation, research, and learning, which will inform the direction of the programmes and influence decision making. This is in line with Goal 3 of the National Strategic Plan 2023-2028, of building resilient systems for HIV, TB and STIs that are integrated into systems for health, social protection, and pandemic response. The NSP goal further promotes through its objectives, the use of timely and relevant strategic information for data-driven decision making.

It is in this light that the SANAC wishes to appoint a Covid-19 coordinator consultant to guide and ensure that activities aimed at managing Covid-19 collaboratively with TB/HIV/STI, are supported and implemented. This in line with Goal 3 of the National strategic plan, which supports the building of resilient systems for HIV, TB, and STIs that are integrated into systems for health, social response, and pandemic response.

2. Job Purpose

To provide leadership, guidance, and management of the SANAC. Global Fund (GF) Principal Recipients) PRs) and Sub-recipient (SR) led programmes funded by the GF. This includes the development and monitoring of workplans to ensure successful implementation of programmes. The incumbent will also engage and work with other stakeholders to identify, link and maintain key relationships that will strengthen and enable the SANAC SR to attain all programmes implementation goals under the GF Covid-19 Response Mechanism (C19RM) funding.

3. Duties of the Position

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| <p>Programmatic:</p> <ul style="list-style-type: none"> • Provide programmatic leadership and coordination of the C19RM activities. • Work closely with the Technical Leads and Unit Managers to develop implementation plans and catch-up plans or all C19RM activities implemented under the SANAC SR and those implemented through the GF PRs. Develop and manage quality assurance and improvement processes / procedures and monitor the application there-of. • Lead procurement and contracting processes and ensure timely execution of the C19RM activities to enable the continuity of programme implementation. • Identify opportunities to assist and support implementation of key activities through routine programme assessments including on-site visits as part of ensuring quality improvement. <p>Financial Management</p> | <p>40%</p> |
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|---|-----|
| <ul style="list-style-type: none"> • Work closely with the SANAC Finance management and Grant Management team to support financial management, budgeting and procurement of necessary goods and services. • Review forecasts and performance against budget and programme operational targets and objectives. • Oversee monthly and quarterly assessments and submission of reports to multiple stakeholders. • Ensure that the resources and systems for effective grant implementation and monitoring are in place. | 20% |
| <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Work with the Monitoring and Evaluation (M&E) Officer to develop Monitoring, Evaluation and Reporting (MER) tools to improve the implementation of the C19RM projects. • Review and analyze the programmatic performance against indicators to identify strengths and weaknesses and implement operational strategies, systems, and processes to enhance implementation efficiencies. • Document key lessons learnt, best practices and promote information exchange between the different modules. | 20% |
| <p>Stakeholder management:</p> <ul style="list-style-type: none"> • Develop and maintain open and professional relationships with key stakeholders, including funders, civil society sector and government agencies. • Maintain close collaboration with other partners (In-country and globally), Technical partners, Community based organisations (CBOs), and private health sector stakeholders to leverage opportunities for collaboration, avoidance of duplication and ensuring of programmatic alignment. • Promote collaboration across other GF PRs and SRs. | 20% |

4. Skills

- Fluency in in English, both written and verbal

- High level of Computer literacy (MS Office, Outlook, Excel)
- Strong negotiation and interpersonal skills
- Strategic thinking and management

5. Knowledge and Experience

- Advanced knowledge of the HIV and TB epidemics in South Africa and the country's response, with a particular focus on key and vulnerable populations.
- Knowledge of the Global Fund to Fight AIDS, TB and Malaria and its processes, rules, and regulations.
- Experience in HIV, STI and TB programme design, implementation, co-ordination, budget and expenditure tracking, and monitoring and evaluation, with at least 2 years of which would have been in a position focusing on provincial, national, or international level.
- At least 5 years' experience in successfully managing health programmes,
- Experience in stakeholder management, networking, and organization of policy level meetings, preferably in the health sector.

6. Qualifications

- Degree in Public Health, Public Administration, Social Science or other similar.
- A Postgraduate Degree will be an advantage.

7. TIMELINES

The consultancy is expected to be completed in **90 consulting days** spread between **01st November 2023 and 31st May 2024**.

8. CRITERIA FOR SELECTION:

The selection of the best offer will be based on the combined scoring method:

Stage 1: The candidates will be interviewed on the qualifications, experience, knowledge, skills, and approach to the tasks expected. An evaluation panel will allocate points in respect of functionality according to the criteria set out on the functionality table.

| | Maximum scores |
|--|----------------|
| Qualifications in relation to the M&E manager role <ul style="list-style-type: none"> • 0 points = No related qualifications • 15 points = Qualifications available but not related to the position • 40 points = Related qualifications to the position. | 25% |
| Demonstrated experience, by sharing examples of previous work with references, similar or related trainings. 1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years | 25% |
| Demonstrated skills by sharing the examples of related work or trainings 1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years | 25% |
| Demonstrated competency to the duties of the position, by sharing examples of previous work with references, of Human Rights work on HIV and AIDS, TB and STIS for key and vulnerable populations. 1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years | 25% |

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

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 |

9. 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

10. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on Friday 23rd October 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:

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.