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VAT No.: 496 026 5751

BID/RFQ NUMBER:	POR000000034
CLOSING DATE:	03 rd November 2023
CLOSING TIME	14h00PM
BID VALIDITY PERIOD:	60 Days
DESCRIPTION OF BID:	Terms of reference for the appointment of a service providers to conduct training for Traditional Leaders on Human Rights in the context of HIV and AIDS, TB and STIs for key and vulnerable populations.
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 HIV epidemic, 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 has made significant progress in reducing new HIV infections and AIDS related deaths by 39% and 50% respectively since 2010 (UNAIDS, 2018). Access to HIV testing and effective antiretroviral therapy (ART) has also improved substantially with the implementation of the test and treat initiative, and increased availability of affordable drugs with fewer side effects. Despite the Covid-19 pandemic having threatened to reverse the gains of the pre-pandemic efforts to address the inequalities caused by HIV, TB, and STIs, we are still making progress as a country and remain committed to reducing the burden especially in key and priority populations.

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

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.

The National Strategic Plan (NSP) for HIV, TB and STIs: 2023 – 2028 recognises that, despite South Africa being recognised globally for its positioning and response to human rights, there are still important gaps to close with regards to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Goal 1 of South Africa's National Strategic Plan for HIV, TB and STIs 2023-2028 aims to ground the response to HIV, TB, and sexually transmitted infections (STIs) in human rights principles and approaches, to reduce stigma and discrimination, ensure equal treatment for all and to increase access to justice in the context of HIV, TB and STIs for all key and vulnerable populations.

Traditional leaders are observed as a symbol of respect and influence in rural South African communities. People turn to them for guidance and solutions to challenges they encounter. As supported by literature, PLHIV and TB continue to experience stigma and discrimination in some communities. Traditional leaders, through advocating and driving social mobilisation initiatives that address HIV, TB and SGBV, could play a major role in the prevention of stigma and discrimination.

Access to legal support services and legal redress remains one of the challenging programmes in the Human Rights Plan. Traditional Leaders preside over customary law courts that exercise legislative power, and which maintain law and order in communities at grassroots level. If

properly explored, they can support access to justice at community level and within their traditional courts.

Traditional Leaders reach thousands of people in their communities through “imbizos/ lekgotlas” or community dialogues; they advise government on traditional affairs and influence policy making that affects the lives of millions of people in mostly rural populations.

It is in this light that we wish to embark on a sensitisation training programme for traditional leaders to support and respond to human rights violations, in the context of HIV, TB and STIs as well as SGBV for key and vulnerable populations in achieving goal 1 of the NSP.

2. SERVICE AND SCOPE

SANAC is looking for a service provider to review current sensitisation training material and conduct sensitisation trainings of 540 traditional leaders (including the master trainers that will form part of the group) on Human Rights in the context of HIV and AIDS, TB and STI as well as SGBV for key and vulnerable populations in 9 provinces. These trainings are to be aligned with the current curriculum.

The consultancy is two-fold.

- Development of a three-day train-the-trainer toolkit to elevate the role of Traditional on Human Rights in the context of HIV and AIDS, TB and STIs for key and vulnerable populations. This should be aligned with the outcomes of the South African Human Rights Plan and its seven (7) programmatic areas.; and
- Pilot the toolkit through a national three-day training on how to use it and adapt in various contexts and communities

The scope of work for the project includes:

- Facilitate the process of reviewing the existing training curriculum in collaboration with key stakeholders and partners. This should be inclusive of curriculum outline inclusive of aims, objectives, key messages, methods.
- Update the training curriculum according to the findings from the consultations that is aligned to the current NSP and other relevant policies.
- Session plan for 3-day participatory training programme (session outline should include: key topics, key messages, methodology, materials, time durations)
- Package the updated curriculum into a document that can be presented to the PR/Funder for review.
- Incorporate the comments post the review based on participants’ feedback. This should be inclusive of the graphic design of infographics and visualisations for a range of materials within a digital reference manual.

- Produce Training Plan and expected outcomes.
- Conduct a pre-training assessment prior to the training to evaluate the pre training knowledge, attitudes, and perceptions.
- Coordination and facilitation of trainings for traditional leaders using the agreed upon curriculum, that will respond to key issues on HIV/TB, health, and human rights of KVPs (including gender equality, harmful gender norms, GBV) as it relates to the targeted population.
- Conduct a post-training assessment to evaluate impact of the training and the trainer.
- Producing a report, observations, and recommendations for future trainings, accompanied by a training repository which include attendance registers.
- Award certificates of attendance or competence as per the sector requirements

3. EXPECTED DELIVERABLES

Production of an updated training curriculum and conducting of the sensitisation of law enforcers on Human Rights in the context of HIV and AIDS, TB and STIs and SGBV for key and vulnerable populations is the main deliverable for this project. The successful service provider will be expected to deliver the following:

- Attend inception meeting to present the approach and workplan.
- Project inception report detailing the consultant's approach to the overall exercise, project conceptual framework, and workplan with clear timelines.
- Facilitation of the curriculum review meetings
- Incorporation of the comments from the review into the draft curriculum for funder approval.
- Incorporation of the comments from the funder into the curriculum for finalisation of the curriculum document.
- Packaging of the final document as per SANAC requirements for printing.
- Producing training tools for the trainings.
- Conducting of facilitated trainings.
- Production of training reports based on assessments.
- Certification of the training attendees.

4. GEOGRAPHICAL DISTRIBUTION OF THE TRAININGS

The traditional leaders training will be rolled out in all the 9 provinces of the Republic of South Africa. The training of trainers will be conducted at a central venue to accommodate all provinces.

5. QUALIFICATIONS AND EXPERIENCE

SANAC Trust intends to contract a qualified service provider who meets the following requirements:

- Minimum of a three-year qualification in Public Health, Health sciences, Social Sciences or related.
- Additional qualification in education advantageous
- Demonstrated experience of working with traditional and/or cultural structures to deliver training content.
- Registration with a qualifications body as an assessor advantageous.
- Registration with a qualifications body as a moderator advantageous.
- At least five years training experience in HIV and AIDS, TB and STIs for the trainers.
- Demonstrate previous experience in training public officials on HIV and AIDS – Applicants to submit at least three references from previous contractors on similar appointments.
- Demonstrate previous experience in producing training tools and pre and post training assessments – Applicants to indicate personnel and their qualifications that will be used for conducting this assignment.
- Good domain and understanding of the context of human rights issues of key and vulnerable populations.
- Demonstrate knowledge of the Human Rights toolkit.
- Good experience in issues of HIV and TB in the context of key populations particularly of Human Rights related aspects.
- Knowledge and/or understanding of the SANAC and its stakeholders, with strong stakeholder management skills and experience working at different levels of the South African Government Structure

6. TIMELINES

The activities are expected to be completed in **60 consulting days** spread between **1st December 2023 and 31st July 2024**.

7. BUDGET

All service providers expected to submit a detailed budget breakdown that is all cost inclusive, with budget justification.

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.

	Maximum scores
<p>Experience in developing training material and delivering training workshops for diverse audiences in South Africa (min. 2 years)</p> <p>1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years</p>	20 Points
<p>Detailed technical proposal demonstrating a clear process and methodology for delivering high-quality product in line with the ToR.</p> <ul style="list-style-type: none"> • 0 points = No Project Plan proposed • 15 points = Project Plan proposed however no clear deliverables or understanding of the SANAC Trust sector and its mandate. • 40 points = Detailed Project Plan and an indication of understanding of the project. 	30 Points
<p>Demonstrated knowledge of the Human rights and law enforcement for key and vulnerable populations in the context of HIV/TB/STIs and SGBV, by sharing examples of previous work with references, similar or related trainings.</p> <p>1=<1 year 2= 1-2 years 3=3-4 years 4= 5 years 5= 6-10 years</p>	20 Points
<p>Demonstrated related qualifications of the team, by sharing CVs of team members with training experience.</p> <p>1= 5 Years' experience 2= 6-7 Years experience 3= 7-8 Years experience 4=8-9 Years experience</p>	30 Points

5=9-10 Years experience	
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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 (<i>Must add up to 100 %</i>)
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 03rd November 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. Please include at least three writing samples.
- 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:** References (a minimum of two)

v) **Annexure E:** CSD Summary report with a compliant status for businesses

vi) **Annexure F:** Reference letters of the previous work done

vii) 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.