



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: RFP SANAC 11/007/2023
CLOSING DATE: 27 November 2023 @ 11:00 am

BID VALIDITY PERIOD: 60 DAYS (COMMENCING FROM THE BID CLOSING DATE)

DESCRIPTION OF BID: THE APPOINTMENT OF A CONSULTANT TO DEVELOP AN IMPLEMENTATION GUIDELINE FOR CARE, TREATMENT AND SUPPORT FOR ADOLESCENTS AND YOUNG PEOPLE LIVING WITH HIV (AYLHIV) ALIGNED WITH THE U=U POLICY (YOUTH FOCUSED U=U GUIDELINE)

Please Indicate whether the bidder is a: Service Provider or Independent Consultant

RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:

Email address:

Beullah@sanac.org.za

Copied: Nthabiseng@sanac.org.za

Copied: Mandisa@sanac.org.za

Copied: Mbali@sanac.org.za

Only Email Submissions are Accepted for this request



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TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO DEVELOP AN IMPLEMENTATION GUIDELINE FOR CARE, TREATMENT AND SUPPORT FOR AYLHIV ALIGNED WITH THE U=U POLICY (YOUTH FOCUSED U=U GUIDELINE)

1. Introduction

The South African National AIDS Council (SANAC) seeks to appoint a consultant to develop an Implementation guideline for the optimisation of care, treatment, and support for AYLHIV within the youth prevention programme.

2. Background

Adolescents and young people (AYP) remain at the centre of the HIV prevention agenda globally and in South Africa due of the susceptibility and high prevalence of HIV among this cohort. Globally, more than 2 million adolescents are living with HIV, among whom 88% are in sub-Saharan Africa. A Human Science Research Council (HSRC) study on Adolescence Living with HIV has indicated that 3.7% of all adolescents in South Africa are living with HIV. Research highlights the complexities that AYLHIV face when making decisions around HIV and their own health and the challenges identified are developmental and contextual factors which require a need to focus on positive prevention of onward transmission and continuous care and support for AYLHIV. The South African National Strategic Plan (NSP) for HIV, TB and STI's (2023-2028) recognises AYP living with HIV as some of the key and vulnerable populations who require reinforced and sustainable efforts towards care and support as well as addressing social and structural factors which increase challenges faced by AYLHIV such as treatment fatigue, treatment default and reduced viral suppression. Adolescents living with HIV largely belong to two distinct groups—those who acquired HIV in infancy and are heavily antiretroviral therapy (ART)-experienced, and those who acquired HIV more recently during their teens.

The UNAIDS Global Strategy (2021-2026) has recognized the importance of integrating preventative measures with treatment and care interventions as a more effective and sustainable approach towards the reduction of new HIV infections and ultimately ending AIDS as a public health threat by 2030. These efforts would therefore enable countries to reach the 90-90-90 targets and ensure that there is progress towards reaching country, regional and global goals. The second result area stated in the strategy is focussed on ensuring that key populations including AYLHIV, know their status and are immediately offered and retained in quality, integrated HIV treatment and care that optimise their health and well-being. At a national level, these goals are grounded in goal 5 of the NSP which ensures human rights is at the centre of all HIV prevention efforts. One of the core sub-objectives is ensuring that the provision of rehabilitation, comprehensive psychosocial support and mental health services for



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people living with and affected by HIV and TB is expanded. Thus, the need to identify targeted comprehensive interventions to provide adequate care and support for AYLHIV to ensure they realize their rights and full potential.

3. Purpose

The purpose of an ALHIV Implementation guideline is to provide guidance towards the implementation of AYLHIV programmes aligned to the U=U policy and interventions and to optimize the impact of Sexual and Reproductive Health (SRH) services and ensure inclusive, targeted, and appropriate interventions for AYLHIV. The guideline aims to integrate critical health and social services and AYLHIV development programmes, social and behaviour change communication, and mobilisation for better access to and improved quality of health products and services for Adolescents and Young People.

4. Scope of Work

SANAC seeks to engage a service provider/consultant to undertake the following piece of work, grounded in youth focused HIV treatment literacy, and using the U=U policy as a guiding document:

- Refine the U=U policy for a youth friendly and youth focused ALHIV implementation guideline.
- Review existing AYLHIV data, and HIV cascade, linkage to HIV treatment and retention in care initiatives including culturally and contextually relevant youth friendly approaches.
- Conduct stakeholder consultations ensuring maximum participation of AYLHIV guideline.
- Lead the development of a AYLHIV implementation guideline that is derived from the U=U policy that is contextually customised and appropriate for young people.
- Develop a monitoring and evaluation tool for tracking progress of the AYLHIV implementation guideline.
- Develop a reporting guideline for the monitoring of the AYLHIV implementation framework.
- Conduct a gap analysis with the current Global fund my journey implementation and provide a detailed report

5. Expected Deliverables

1. Inception report detailing the approach plan outlining the policies, framework and guidelines that would be incorporated leading to a youth focused U=U guideline.
2. Consultations with different departments and youth focused entities to get an informed guideline.



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3. Submission of a final guideline document with clear processes linking from the existing HIV prevention implementation with a detailed monitoring and evaluation plan.
4. Presentation of the final product to the Global fund primary recipients with further dissemination power point presentation slides.

6. Qualifications and Experience

The consultant requires should meet the following criteria:

- A service provider with a track record of youth programmes
- Knowledge of HIV, TB and STIs in South Africa and the treatment priorities as per NSP.
- Youth focused HIV treatment aligned to the U=U policy.
- Thorough understanding of HIV in the context of treatment and prevention and adequate understanding of challenges faced by PLHIV.
- Minimum of 5 years proven track record in youth related sexual and reproductive health and/ HIV treatment literacy.
- Knowledge and/or understanding of Global fund My journey programme implementation.
- Excellent English language writing and editing.

7. Competencies and Special Skills Requirement

- Demonstrate strong written communication, analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of the U=U policy and the Global fund my journey programme activities including HIV, TB and STIs.
- Ability to deliver the requirements on time and be responsive to all communications from SANAC.
- Literature review and consolidation skills.
- Communication, and stakeholder engagement skills

8. Timelines

The level of effort expected is from **40 days**.



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9. Criteria for Selection:

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

- The qualifications and methodology will be weighted 80%, combined with the price offer, which will be weighted 20%.
- Methodology and approach (Proposal) to delivering the ToR (40%)
- Track record of similar work in the last 5 years (20%)
- Experience and capacity of Lead Consultant and the supporting team to meet the requirements of the TOR (20%)
- Financial proposal (inclusive of all costs) (20%)

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



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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. Supervision

The service provider will be supervised by Provincial PCA Head of Secretariat in collaboration with the Executive Manager: NSP Implementation at SANAC.

2. Supervision

The service provider will be supervised by the SANAC AYP lead and the Treatment literacy lead.

3. Payment schedule for the task

This should be completed by the December 2023.

The payment will be made as follows:

- 1st instalment – 25% (after delivering the first deliverable)
- 2nd instalment – 50% (after delivering the second and third deliverable), and
- Final instalment – 25% (after submission of Final Deliverable)



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4. Conditions.

- The candidate selected will be governed by and subject to SANAC Terms and Conditions for the individual contract.
- Travel and costs associated with consultations will be covered by service provider.
- The consultant will use his/her own equipment including computer to produce deliverables.
- All communications shall be done through available channels, and SANAC recommended virtual platforms.

5. SUBMISSION OF PROPOSALS

- Proposals must be submitted by email to Beullah@sanac.org.za
- No hard copy proposals may be delivered.
- Address to be put on the Quote:

SANAC, 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028

Proposals must be submitted by email by no later than 11h00 27 **November 2023**. Only proposals submitted by email to Beullah@sanac.org.za will be accepted and reviewed – no late proposals will be reviewed.

Bid Validity

The bid is valid for 60 days after closing date.

10.1 Documents for submission

Section	Title
1.	Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
2.	Quotation - Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference with concise budget notes, including travel costs



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3.	Evidence of having completed similar assignment (must include at least three reference letters)
4.	The CVs of the proposed team to undertake the work (Team leader, M&E manager, budget accountant, and operations/project manager) all individuals to be involved in the assignment).
5.	A consultant/company profile
6.	PIN for Tax clearance certificate verification (verification will be done with SARS eFiling).
7.	Valid B-BBEE Certification/ Sworn Affidavid
8.	Recent Central Supplier Database (CSD)

6. SUBMISSION OF PROPOSAL

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered. Evaluation will be split into 3 stages:

Evaluation Stage 1: Correctness and completeness

Service Providers must provide the above documentation as specified.

The absence of any of the abovementioned documentation automatically disqualifies the application

Evaluation Stage 2: Technical Evaluation

Once the proposals have been evaluated on Correctness and Completeness, an evaluation panel will allocate points (on a points scale specified per function) according to the criteria set out in the functionality table below.

Service Providers must obtain a minimum of 70 out of 100 to be shortlisted. Shortlisted service providers will be evaluated on Price & B-BBEE.

NB: Please indicate your ability, availability and overall scope coverage rate to undertake the terms of reference above (including travel, consultation hosting fees and daily subsistence allowance, if applicable). Applications submitted without the overall exercise cost and timeline will not be considered.