



P.O. Box 13912, HATFIELD, 0028 | 2<sup>nd</sup> 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

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BID/RFQ NUMBER:	RFQ 11/009/2023
CLOSING DATE:	27 November 2023
CLOSING TIME	11:00
BID VALIDITY PERIOD:	60 days
DESCRIPTION OF BID:	THE APPOINTMENT OF COMMUNITY ORGANISATIONS TO IMPLEMENT COMMUNITY-BASED TREATMENT LITERACY INTERVENTIONS
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES: <ul style="list-style-type: none"><li>- Email address: <a href="mailto:beullah@sanac.org.za">beullah@sanac.org.za</a></li><li>- Copied: <a href="mailto:mbali@sanac.or.g.za">mbali@sanac.or.g.za</a></li><li>- Copied: <a href="mailto:mandisa@sanac.org.za">mandisa@sanac.org.za</a></li></ul>	
Email submission is accepted for this request	

# TERMS OF REFERENCE FOR THE APPOINTMENT OF COMMUNITY ORGANISATIONS TO IMPLEMENT COMMUNITY-BASED TREATMENT LITERACY INTERVENTIONS

## 1. Introduction

SANAC Trust seeks to appoint community organisations to implement community-based Treatment Literacy interventions in (eThekweni, Ekurhuleni, OR Tambo, Bojanala and City of Tshwane); one organisation will be appointed per district. SANAC would like to appoint organizations that are already implementing Treatment Literacy interventions across the identified high burden districts to lead implementation, coordination, and monitoring of the interventions at community level. Preference will be given to People Living with HIV (PLHIV) led organisations. Data has shown that peer led community-based support services significantly improve HIV treatment outcomes and survival among people living with HIV (Meng et al. 2023; Franke.2013; Dave.2018), thus the above preference. PLHIV led organisations with good working relations with local health facilities in the chosen districts will be highly considered.

## Background

Treatment literacy means people, both individually and in communities, understand what HIV drugs are, why they are needed and what they can and cannot do (ICAP 2022). Treatment literacy translates medical information about Antiretroviral Treatment (ART) into languages and formats that are accessible and understandable to everyone.

Treatment education encourages people to know their HIV status, explains how to get access to treatment, offers information on drug regimens, offers support and ideas for adhering to treatment and helping others to do so, emphasizes the importance of maintaining protective behaviours and healthy living, and suggests strategies for overcoming stigma and discrimination and gender inequality "(UNESCO/WHO, 2005)

Treatment education is not only the responsibility of the health sector and should also include other sectors and constituencies such civil society organizations, education department, as education institutions often can reach further into communities around them (UNAIDS Inter Agency Task Team on Education, 2006).

To expand the reach of community-driven treatment education, SANAC is actively endorsing initiatives led by communities or peers. The implementers of HIV/TB treatment literacy should demonstrate a strong commitment and a focus on achieving tangible outcomes. Priority will be given to organizations that are driven by individuals living with HIV and are currently pivotal in coordinating and executing treatment literacy programs, with the goal of ensuring a generation free from AIDS by 2030.



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### **3. Scope of Work**

SANAC seek to engage community organisation/service providers to lead implementation, coordination of Treatment Literacy interventions. The service providers are expected to:

- a. Attend an inception meeting with SANAC Treatment Literacy Technical lead to present the project implementation plan.
- b. Attend trainings that will be convened by SANAC.
- c. Introduce the project to respective districts stakeholders, including DoH district office/health facilities.
- d. Appoint Treatment Literacy Promoters (10 per organisation) to lead community-based Treatment Literacy interventions.
- e. Actively lead the coordination of Treatment Literacy interventions
- f. Create a knowledge management hub to share lessons across their allocated districts.
- g. Lead treatment literacy interventions e.g. dialogues, awareness campaigns in communities and taxi ranks and any other populous areas, distribute TL material and conduct radio regular talks in collaboration with community radios. CBO must also be willing to innovate on effective strategies for scaling up treatment literacy in the community.
- h. Working with local facilities to strengthen patient referral to enhance the welcome back strategy and retention to care.
- i. Submit project inception, and monthly progress reports (program and finance).
- j. Attend virtual monthly progress review meetings and physical bi-annually program review meetings (convened by SANAC)
- k. Documents lessons learnt and best practises.
- l. Consolidate and submit a project close- up report.

### **2. Expected deliverables.**

Based on the above scope of work and methodology, the prospective service providers must provide the following outputs:

1. Inception meeting/project plan report
2. Submit a detailed implementation and monitoring plan.
3. Implement specified activities (per SANAC project description) across the identified districts.
4. Document best practices and lessons learned.
5. Write and submit a program implementation and finance report (monthly)
6. Write and submit a close-up report (program and finance)

### **3. Experience**

- 1) Understanding of Treatment literacy land scape
- 2) Understanding of HIV treatment literacy challenges and benefits
- 3) Understanding of community development, social facilitation, and community mobilization.
- 4) Experience in developing and implementing HIV, STI and TB projects and literacy initiatives.
- 5) HIV project management

### **7. Competencies and special requirements**

The service provider should meet the following criteria:

- Registered withing South African NPO/ CIPC requirements
- Have at least 3 years of experience, in delivering HIV Treatment Literacy interventions.
- Knowledge of HIV, TB and STIs in South Africa.
- Thorough understanding of HIV in the context of treatment and prevention and adequate understanding of challenges faced by PLHIV.
- Minimum of 3 years proven track record in designing, implementing, and monitoring Treatment Literacy interventions
- Good working relations with local clinics
- Knowledge and/or understanding of the SANAC and its stakeholders.
- Preferrable be led by People Living with HIV

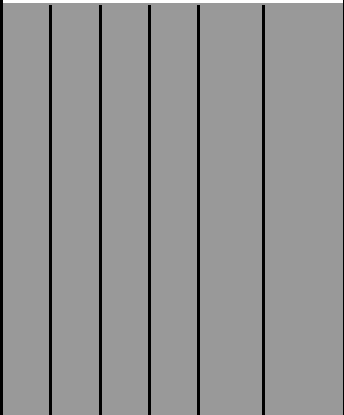
### **8. Timelines**

The project will run over a period of ten (10) month period (01 December 2023- 30 September 2024)

### **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. Proposal will be evaluated on a scale of 1-5 in accordance with criteria below.

ELEMENT	Rating	Weight	Rating score	Total
<p>Detailed Technical proposal demonstrating a clear process and methodology with intermediate and final outputs, identified timeframes/milestones, and management of the Project for delivering high-quality products in line with the ToRs:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addressed poorly = 1 point</li> <li><input type="checkbox"/> Addressed but with limitations= 2 points</li> </ul>		30	1= very poor 2=average 3= good 4= very good 5= excellent	



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ELEMENT	Rating	Weight	Rating score	Total
<ul style="list-style-type: none"> <li><input type="checkbox"/> Addressed adequately = 3 points</li> <li><input type="checkbox"/> Adequately addressed with understanding in some areas = 4 points</li> <li><input type="checkbox"/> Extensively addressed with an advanced understanding, clear timelines, and deliverables as per the ToR =5 points</li> </ul>				
<p>Demonstrated experience and knowledge in implementation and of the HIV, TB and STIs response and literacy in South Africa. Attach implementing staff CV's and portfolio with company experience:</p> <p>0= No experience            1= 1 year            2=1-2 years            3= 3-4 years            4= 5-6 years            5= 7 years</p>				



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ELEMENT	Rating	Weight	Rating score	Total
<p>Demonstrated track record in developing and implementing similar work and contact details of organizations/health facilities/districts for which similar work has been conducted. Attached a minimum of two reference letters for successful project in the last 3 years.</p> <p>The information must have duration, value, and a project description.</p> <p>Points</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1= 1 References</li> <li><input type="checkbox"/> 2= 2 references</li> <li><input type="checkbox"/> 3= 3 references</li> <li><input type="checkbox"/> 4 = 4 references</li> <li><input type="checkbox"/> 5 = 5 references</li> </ul>		10	1= 1 References 2= 2 references 3= 3 references 4 = 4 references 5 = 5 references	
<b>Functionality Stage 1</b>				

**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
<b>Total:</b>	<b>100%</b>



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**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. Point awarded for BBE 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



## 10. Supervision

The service providers will be supervised by SANAC Treatment Technical Lead/Project officer: NSP Implementation unit at SANAC.

## 11. Conditions.

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

## 11. Submission of proposal

- Proposals must be submitted by email to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za)
- No hard copy proposals may be delivered.
- Please use reference: “**APPOINTMENT OF COMMUNITY ORGANISATIONS TO IMPLEMENT COMMUNITY BASED TREATMENT LITERACY INTERENTIONS**” in the email subject line •
- Address to be put on the Quote:

SANAC, 2nd Floor, Block E, Hatfield Gardens, 333 Grosvenor Street, Hatfield, PRETORIA, 0028 VAT no: 496 026 5751

Proposals must be submitted by email by no later than 11h00am on, **22 November 2023**. Only proposals submitted by email to [Beullah@sanac.org.za](mailto:Beullah@sanac.org.za) will be accepted and reviewed – no late proposals will be reviewed.

### 11.1 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 that is fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference with concise budget notes, including stipends and other costs
3.	Evidence of having completed similar assignment

4.	The CV of the proposed team to undertake the work (Director/CEO, Team leaders, Grants officer/finance officer and HR officer/Manager) all individuals to be involved in the assignment).
5.	An organisation profile
6.	PIN for Tax clearance certificate verification
7.	Valid B-BBEE Certification or affidavit
8.	PIN for Tax clearance certificate verification (verification will be done with SARS eFiling).

### **1. 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.





