



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 11/0010/2023
CLOSING DATE: 27th November 2023
RE-ADVERT DATE:
BID VALIDITY PERIOD: 30 DAYS (COMMENCING FROM THE BID CLOSING DATE)

DESCRIPTION OF BID: THE APPOINTMENT OF A CONSULTANT TO DEVELOP YOUTH TREATMENT LITERACY MESSAGING BY CONDUCTING CONSULTATIONS WITH YOUNG PEOPLE AND PARENTS IN DIFFERENT PROVINCES TO SOLICIT TREATMENT LITERACY MESSAGING GAPS, MESSAGING IMPROVEMENT SUGGESTIONS AND DEVELOP AN INFORMED YOUTH FRIENDLY HIV LITERACY MATERIAL AND MESSAGING.

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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO DEVELOP YOUTH TREATMENT LITERACY MESSAGING BY CONDUCTING CONSULTATIONS WITH YOUNG PEOPLE AND PARENTS IN DIFFERENT PROVINCES TO SOLICIT TREATMENT LITERACY MESSAGING GAPS, MESSAGING IMPROVEMENT SUGGESTIONS AND DEVELOP AN INFORMED YOUTH FRIENDLY HIV LITERACY MATERIAL AND MESSAGING.



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1. Introduction`

The South African National AIDS Council (SANAC) seeks to the appointment of a consultant to conduct consultations with young people and parents in different provinces to solicit treatment literacy messaging gaps, messaging improvement suggestions and develop an informed youth friendly HIV literacy material and messaging.

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 young people living with and affected by HIV is expanded. Thus, the need to identify targeted comprehensive interventions to provide adequate and informed messaging to support for young people in knowledge on HIV treatment literacy.

3. Purpose

The purpose of a young people treatment literacy messaging material development is to provide relevant, informed, and youthful HIV treatment literacy 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 messaging for young people. The messaging and material aim to integrate critical health and social services on HIV treatment literacy awareness in a simplified youthful manner to ensure relatability and easy interpretation amongst young people infected and affected by HIV.

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 messaging material aligned to the Treatment literacy messaging:

- Review existing treatment literacy messaging with relevance to young people.
- Consultations with young people and parents across all provinces to solicit treatment literacy messaging gaps, messaging improvement suggestions and program planning discussions to test and finalise HIV literacy material and messaging.
- Develop youth friendly treatment literacy messaging material draft from the solicited consultations and shared information from the youth sector.
- Finalise the messaging material by incorporating the pilot results (Pilot will be done by the SANAC team and results will be offered to the consultant) of the developed draft.
- Submit final messaging material in a print ready format and digital social media sharable version.
- Disseminate the final product to national level stakeholders.

5. Expected Deliverables

1. Inception report detailing the approach plan outlining the
 - Desktop review of the treatment literacy material in South Africa
 - Policies, framework and guidelines that would be incorporated leading to a youth HIV treatment literacy messaging.
 - Physical consultation plans with young people and consultation with parents of young people living with and affected by HIV across all provinces
 - Timelines on the execution of the exercise
2. Consultations and development of a draft from the solicited information from the consultation with young people and consultations with parents to get informed and relevant youth friendly treatment literacy messaging material and incorporation of the youth sector inputs. This deliverable includes the below:
 - Physical consultation with young people in all 9 provinces living with and affected by HIV.
 - Physical consultations with parents of young people in all 9-provinces living with and affected by HIV.
 - Consolidation of the consultation feedback from the young people, the parents, and the available inputs from the youth sector.
 - Development of the draft material from the consolidated consultations
3. Review of the material based on the material pilot exercise results and submission of a final messaging material incorporated with the pilot results, in print ready and digital social media shareable version. This deliverable includes the below:



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- Reviewing the draft material using the pilot results
 - Incorporation of the pilot results recommendation into the material
 - Print ready material submission.
 - Digital shareable material development and submission
4. Presentation of the final product to the stakeholders.

6. Qualifications and Experience

The consultant's qualifications and experience should meet the following criteria:

- A master's degree in public health of related field
- A service provider with a track record in youth programmes
- Knowledge of HIV, TB and STIs in South Africa and the treatment priorities as per NSP.
- Consultancy experience of 2 or more years
- Experience with focus group discussion engagements
- Thorough understanding of HIV in the context of treatment, prevention and adequate understanding of challenges faced by young PLHIV.
- Minimum of 5 years proven track record in youth related sexual and reproductive health and/ HIV treatment literacy.
- Knowledge and/or understanding of the youth programmes.
- 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 sexual and reproductive health services and activities including HIV treatment literacy.
- 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 **04th December 2023 – 26 February 2024 (40 days), 2 weeks of festive holidays excluded, and 2 weeks flexibility of the pilot.**

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%).



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9.1 The qualification and methodology:

- 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%)

9.2 Financial proposal

- Finance 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 (<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



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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



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10. 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.

11. Supervision

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

12. Payment schedule for the task

This should be completed by the 22nd of January 2023.

The payment will be made as follows:

- 1st instalment – 30% (after delivering the first deliverable)
- 2nd instalment – 50% (after delivering the second and third deliverable), and
- Final instalment – 20% (after submission of the 3rd and final Deliverable)

13. Application process

Application must reach the below outlined email by **27th November 2023** at **12H00**. Only electronic submission will be accepted.

Beullah@sanac.org.za

13. Bid should be accompanied by the following documents:

- Proposal which includes a project approach, relevant documents to be incorporated (policies, guidelines, frameworks etc) and work plan with timelines.
- Project Staff credentials
- BEE and Tax Compliant pin
- Three similar/related work on in HIV Treatment literacy, SRHS and/ youth activities details



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- Examples of consultations done with young people and with adults
- Costing/ price quotation (2 separate quotations, one excluding the travel and accommodation cost and one including the travel and accommodation costs)
- Recent CSD Summary report (with active company registration status and Tax Compliant Status)

For bid submission enquiries, please contact beullah@sanac.org.za before the Closing date for the application is the 22nd of November 2023 @ 12h00.

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.