



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:	RFQ 11/006/2023
CLOSING DATE:	09 February 2024
CLOSING TIME	11:00
BID VALIDITY PERIOD:	60 days
DESCRIPTION OF BID:	THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE SECOND SOUTH AFRICAN NATIONAL LGBTQ+ PLAN 2024-2028.
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: Jabulile@sanac.org.za	
Email submission is accepted for this request	



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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE SECOND SOUTH AFRICAN NATIONAL LGBTQ+ PLAN 2024-2028.

Globally, key populations are at disproportionate burden of acquiring and transmitting HIV and other sexually transmitted infections. Key populations are recognized in the National Strategic Plan 2023-2028 and include people who use drugs, men who have sex with men (MSM), transgender women, sex workers, and people in correctional services

In South Africa, key populations are greatly affected by HIV and that they account for a disproportionate number of new HIV infections. However, HIV data on key populations in South Africa remains limited to programmatic data from donor funded programs and several bio-behavioural surveys and studies conducted by donor organizations.

Although some research has been done in SA there is room to scale research on HIV and non-normative gender identities and sexualities in relation to the HIV epidemic, especially women who have sex with women (WSW), lesbian, and/or bisexual female-identified populations, transgender men, and LGBTQ+ youth. Research with MSM, WSW, LGBTQ+ and other non-binary populations should be prioritized in South Africa to appropriately inform HIV prevention and treatment strategies that meet the specific needs of these marginalized groups.

Several issues contribute to the risk of HIV acquisition and onward transmission including evidence of socio-cultural and structural risk factors that continue to play a role in increasing HIV risk for MSM, WSW, and LGBTQ+ people. Gay, bisexual, and other MSM, for example, are at high risk for HIV infection as a result of individual level risks such as unprotected anal intercourse, having multiple sexual partners, drug use including chemsex and sexualized drug use.

Furthermore, South Africa is the fifth country in the world and the first in Africa to legalize same sex marriage. Under this legislative framework, LGBT people have a certain degree of visibility and protection in South Africa compared to many other countries around the world. However, reports of hate crimes, violence and discrimination towards LGBT people remain persistent,



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suggesting a disjuncture between legislation declaring the right to equality and the realities of everyday life.

As part of the global call to reach key and priority populations, SANAC commissioned the development of the South African National LGBTI Plan, 2017-2022 which was a milestone in the country's response to HIV, TB and STIs among LGBTQ+ communities. The Plan was developed under the leadership of the multi-sectoral LGBTI Technical Working Group, coordinated by the SANAC Secretariat. The LGBTI HIV Plan aimed to guide all stakeholders in HIV and STI prevention, care, and treatment for all members of the LGBTI populations in South Africa, inclusive of all sexual minorities living in the country.

The LGBTI HIV Plan brought us closer to a world in which members of the LGBTI populations can realise their health and human rights in an environment that is affirming of their sexual orientations, gender identities, and gender expressions.

In 2021, a mid-term review (MTR) of the plan was conducted to track the implementation based on the five interlinked service packages including health, empowerment, psychosocial support, human rights, and evaluation. The MTR findings depicted a significant amount of progress with the provision of health related services, specifically on issues such as expanded rollout of Pre-Exposure Prophylaxis (PrEP), training and sensitisation of health care workers (HCWs) and Peer Educators (PEs), and availability of gender-affirming hormonal therapy in public health facilities. However, the findings indicate that there are challenges of making health-related services widely available and accessible across wider geographical locations, whether rural or urban, as there is an increasing demand of LGBTQ+ focused services.

It is against this background that SANAC through the support of the US Centres for Disease Control and Prevention (CDC) are seeking a service provider to assist with the development of a second LGBTQ+ plan to align with the implementation of the National Strategic Plan, 2023-2028 and align with new funding applications.

OBJECTIVES:

The objectives of the plan are to ensure that LGBTQ+ people living in South Africa have access to:

- Equitable and respectful access to HIV and other health care services.



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- Tailored services supporting the HIV prevention and treatment cascades. These include gender-affirming hormonal treatment for transgender women.
- Improve the collection of strategic information on LGBTQ+ programs in the public and private health sectors.

SPECIFIC DELIVERABLES

- a. Compile inception meeting report which includes a detailed workplan outlining agreed upon key activities, major milestones, and clear methodologies (**Inception Report with workplan**).
- b. Conduct literature review & consult with stakeholders and individuals representing the LGBTQ+ communities to inform the development of the new plan (**Draft of the report and Key Informant data collection tools**).
- c. Conduct consultations with the relevant stakeholders (**provide registers, meeting agenda, minutes of the consultations**).
- d. Produce national plan with key recommendations based on the gaps with the current implementation and actionable recommendations. This plan must be aligned with the National Strategic Plan, 2023-2028.
- e. Share draft with key stakeholders to elicit comments and edits. Review and track draft versions of the plan.
- f. Present to the Technical Working Group.
- g. Proof read, and ensure layout design of the final plan.

INSTITUTIONAL ARRANGEMENTS

- a. The consultant will report to SANAC KP Advisor. The SANAC TSU Advisor will ensure access to stakeholders.
- b. The SANAC KP Advisor will provide overall supervision of the assignment.
- c. The LGBTI TWG will provide oversight support to the process, working closely with the service provider.
- d. SANAC will render administrative support in terms of institutional arrangements not limited to issue of office orders, arrangements of meetings, and necessary logistics.



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- e. SANAC will introduce the study and service provider or consultant to all implementing partners and key stakeholders.
- f. SANAC and its stakeholders will provide comments and feedback on, and approval of, all deliverables within agreed timelines.

QUALIFICATIONS AND EXPERIENCE

SANAC Trust intends to contract a service provider or consultant with extensive experience that includes:

- a. Advanced university degree in Public Health, Epidemiology, Development Studies, Research, Economics, Public Policy, Social Sciences, and Monitoring and Evaluation of HIV, TB and STIs in Key Populations.
- b. Strong knowledge of the South Africa HIV and TB epidemic and national response, the legislative, and policy environment including the National Strategic Plan on HIV, STIs and TB (2023-2028).
- c. Ability to gather and synthesise information
- d. All team members should be fluent in English and familiar with the spoken indigenous languages in the areas where the study will be conducted.
- e. Demonstrated knowledge and skills in data collection, analysis and report writing.
- f. Good track record of conducting similar work.
- g. Excellent English writing skills and evidence of this ability.
- h. Proven project management skills.
- i. Respect for diverse culture, religion, gender, and human rights issues.
- j. Ability to work in highly political environments.
- k. Ability to deliver high quality work within tight timelines.

TIMELINES: The project is expected to be completed in 120 consulting days by the time contracting begins with possible additional time whilst endorsement of the plan is underway. Consultant's/ service provider's direct costs for travel and workshops / meetings should be included in the budget with justifications thereof.

CRITERIA FOR SELECTION:



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Functional evaluation criteria – Written proposal

The following Functionality Criteria will apply to this bid:

Only those bidders who score a minimum score of 80% in respect of the following functionality criteria will be recommended for short listing. 100 points are allocated for functionality.

Weight	Evaluation Criteria	Points Allocation
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20 Points	<p>Bidder must demonstrate experience in successfully executing similar project in writing of national policies, <u>strategies, briefs</u></p> <p>7 Years' and above: 10 Points</p> <p>4 – 6 Years' Experience: 05 Points</p> <p>1 - 3 Years' Experience: 03 Points</p> <p>The bidder must have demonstrable experience with <u>REFERENCE LETTERS of different institutions</u> in successfully executing similar projects</p> <p><u>IN THE LAST 3 YEARS.</u></p> <p><u>Reference letters must include project description.</u></p> <p>Provided Three references: 10 Points</p> <p>Provided Two references: 05 Points</p> <p>Provided One reference: 03 Points</p> <p>Not provided reference: 0 Points</p> <p>Evidence for this criterion will be:</p> <p>1. Reference letters with company letterheads</p>	
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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 (Must add up to 100 %)
Price	80% of 100 Points
BEE	20% of 100 Points
Total:	100%



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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. 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

1. Supervision

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



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2. 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.

3. 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 09 FEBRUARY 2024 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
3.	Evidence of having completed similar assignment (must include at least three reference letters)



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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)

4. 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.



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<p>30 Points</p>	<p>Bidder's proposed Team and capacity of resources</p> <p>The bidder must have qualified personnel that has knowledge of, or experience in working with key populations.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <p>List of qualified experts that will be deployed in the project including their qualifications and CV(s) depicting experience. The teams' qualifications must include Public Health, Epidemiology, Development Studies, Research, Economics, Social Sciences, and Monitoring and Evaluation of HIV, TB and STIs in Key Populations.</p> <p>Submitted list with 5 diverse expertise: Submitted list with 3 diverse expertise: Submitted list with 1 diverse expertise: Submitted 0 expertise:</p> <p><i>Evidence for this criterion will be: CV's and Qualifications with Certificates</i></p>	<p>30 Points 15 Points 10 Points 0 Points</p>
<p>50 Points</p>	<p>Bidders' Technical proposal and methodology</p> <p>Submit a detailed technical proposal including methodology demonstrating your value proposition to the SANAC Trust that sets you apart. The technical proposal should demonstrate the following</p> <ul style="list-style-type: none"> Critical analysis and understanding of the project objectives in line with the Terms of Reference (TOR) 	<p>50 Points</p>



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	<ul style="list-style-type: none"> • Completeness and clarity of the proposal (fully responded to the ToRs). • Clearly explained methodology to be followed • Gantt Chart or project management timeline <p>(50≤ points)</p> <ol style="list-style-type: none"> 1. Sound technical approach and methodology 2. Moderately technical approach 3. Technical approach and methodology 4. Poorly written proposal with no technical approach 	<p>50 Points</p> <p>30 Points</p> <p>10 Points</p> <p>0 Points</p>
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