



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 11/005/2023
CLOSING DATE:	09 Feb 2024
CLOSING TIME	11:00
BID VALIDITY PERIOD:	60 days
DESCRIPTION OF BID:	THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN END-TERM REVIEW OF THE 2019-2022 NATIONAL SEX WORK PLAN AND TO DEVELOP THE NEW NATIONAL SEX WORK PLAN, 2025-2027
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.or.g.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 CONDUCT AN END-TERM REVIEW OF THE 2019-2022 NATIONAL SEX WORK PLAN AND TO DEVELOP THE NEW NATIONAL SEX WORK PLAN, 2025-2027

In Sub-Saharan Africa (SSA), sex workers are at the highest risk of HIV acquisition and transmission. The HIV prevalence among sex workers (SWs) and their clients is extremely high. It is estimated that approximately 37% of SW in the region are infected with HIV resulting from multiple contributing factors and difficulties in addressing these. The Thembisa model 4.5 reports 57.9% HIV prevalence in female sex workers, followed by transgender women at 51.9%, MSM at 29.9%, people who inject drugs at 21.8%, and 17.5% among people in correctional centres.

Several of factors contribute to the risk of HIV among sex workers including high rates of sexual partner exchange, inconsistent condom use, the use of drugs and high levels of alcohol consumption as common factors associated with risk. When designing interventions for sex workers the combination prevention package approach is delivered which includes the provision of biomedical, behavioural and structural interventions.

The National Strategic Plan on HIV, TB and STIs (NSP 2023-2028) recognizes that all key and priority populations need to be reached with customized and targeted interventions.

The South African National AIDS Council (SANAC) coordinated the development and launch of the Second National Sex Work Plan on HIV/AIDS, STI and TB 2019-2022 which was endorsed by the Minister of Health, and launched in October 2021 in collaboration with the National Sex Worker Sector, South African government agencies, and developmental partners.

The current sex work plan explicitly advocates for the decriminalization of sex work in line with the theme of the launch, 'Decriminalise Sex Work – Advance Health and Human Rights Now!'.



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The consultant is expected to review the implementation of the plan against the set targets and identify gaps that will inform the development of the new plan.

In December 2022, The Department of Justice and Constitutional Development gazetted the Repeal of Criminal Law (Sexual Offences and Related Matters) Amendment Bill for public comment. The Bill clause aims to:

- Repeal the Sexual Offences Act, 1957 and section 11 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007.
- Deal with the expungement of criminal records of persons convicted of, engaged in, rendering or receiving sexual services from persons 18 years or older.
- Handle the transitional provisions pertaining to criminal proceedings relating to sexual services rendered or received by persons 18 years or older, which were instituted prior to the commencement of this Act.

It is against this background that SANAC, through the support of CDC, aim to track progress towards targets in the second National Sex Work Plan (please specify year). These targets are listed below:



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PACKAGE	TARGET	GOAL
Peer-led service delivery	1 Reach 90% of Sex Workers in a catchment area (HTA) with a tailored package of combination prevention services	3
Healthcare	2 Initiate 14 200 Sex Workers on PrEP by 2022	1
	3 Provide regular access to HIV testing services for Sex Workers not knowing their status for at least 90% of Sex Workers in all gender and age sub-groups	2
	4 Provide appropriate ART initiation, compliance support and re-linking to services for Sex Workers living with HIV for at least 90% of Sex Workers in all gender and age sub-groups living with HIV who know their status	2
	5 Provide appropriate care to Sex Workers on ART for at least 90% of Sex Workers in all gender and age sub-groups living with HIV who are on ART to become and remain virally suppressed	2
	6 Screen all Sex Workers for co-infections: TB, symptomatic STIs and Hepatitis B	1
	7 Treat or link all Sex Workers diagnosed with co-infections: TB, symptomatic STIs and Hepatitis B to care	2
	8 Provide all Sex Workers with access to a comprehensive package of sexual and reproductive health services	1
Psychosocial services	9 Screen all Sex Workers in need of mental health services	4
Economic empowerment	10 Recruit 500 Sex Worker peer educators in the HTA programme and 500 Sex Worker peer educators through donor funding	4
Human rights	11 Reduce by 50% the number of cases of human rights violation perpetrated against Sex Workers and reported to law enforcement officers	5
Social capital building	12 Include Sex Worker representation in all AIDS Councils at all levels	6

Tracking the gains made in the plan will inform the development and prioritization of the new plan.

OBJECTIVES:

The objectives of the plan are to:

- Strengthen community systems and differentiated service delivery models for sex workers.
- Ensure equitable access to health services through the use of the National Department of Health's Sensitization Toolkit that aims to reduce stigmatizing and discriminating behavior.
- Continuously track and advocate decriminalization of sex work in South Africa.
- Strengthen sex worker-led and -driven programs and build capacity among SWs to advocate for change.



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- Train sex workers on their legal and human rights and on HIV/STI, TB, and viral hepatitis prevention and treatment.
- Train and sensitize police on the needs of sex workers through the revised Dignity, Diversity and Policing (DDP) curricula.
- Strengthen economic empowerment programs for all sex workers regardless of age. Increase strategic partnerships for redress, representation, and litigation.
- Consistently update the Human Rights Violations register.
- Regularly track and evaluate the progress of the plan's implementation using standard indicators aligned to UNAIDS' Global AIDS Monitoring indicators.
- Provide prevention and treatment services to clients of sex workers.
- Ensure that health facilities provide friendly services to all sex workers without experiencing stigma and discrimination.

SPECIFIC DELIVERABLES

The deliverables for the activity will be in two parts starting with the end term review of the 2019-2022 plan:

- a. Convene an inception meeting with SANAC to discuss and agree on the deliverables.
- b. Compile inception meeting report which includes a detailed workplan outlining agreed upon key activities, major milestones, and clear methodologies (**Inception Report with workplan**).
- c. Develop data collection tools to track the implementation of this plan. (**Interview tools with key informants and beneficiaries; examination of programmatic and survey data to examine the progress towards UNAIDS treatment (95-95-95) and prevention (10-10-10) cascades**)
- d. Conduct literature review and consult with stakeholders using standardized tools to inform the development of the new plan (**Draft of the report**)
- e. Conduct consultations with the relevant stakeholders to determine implementation of the plan, and any gaps or challenges that may have hindered success (**registers, meeting agenda, minutes of the consultations**)
- f. Produce report on the end term review with key recommendations based on the gaps with the current implementation and actionable recommendation to be considered and aligned with NSP 2023-2028



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The development of the new plan:

- g. Conduct systematic review of literature
- h. Convene consultations with key stakeholders and consult programmatic and survey data (provided by SANAC) to validate collected and analysed data (**Workshop Report**)
- i. Produce a plan aligned to the objectives above, and to common themes arising from stakeholder and data analysis.
- j. Present to the Technical Working Group and to CDC
- k. Proofread, and layout and design the final plan
- l. Ensure approval of the plan by CDC South Africa.
- m. Convene a national dissemination national workshop (**Dissemination Workshop Report**)

INSTITUTIONAL ARRANGEMENTS

- a. The consultant will report to SANAC KP Advisor. The KP Advisor will have access to all stakeholders and the necessary information.
- b. The SANAC KP Advisor will provide overall supervision of the assignment.
- c. The service provider will actively engage the SANAC delegated team and where necessary the SANAC EXCO in all the steps and processes of the mapping to ensure complete transfer of knowledge upon the completion of the assignment.
- d. The sex work TWG will provide oversight support to the process, working closely with the service provider.
- e. SANAC will render administrative support in terms of institutional arrangements not limited to issue of office orders, arrangements of meetings, and necessary logistics during the field visits.
- f. SANAC will introduce the study and service provider or consultant to all implementing partners and key stakeholders.
- g. SANAC and its stakeholders will provide comments and feedback on, and approval of, all deliverables within agreed timelines.
- h. SANAC will issue a letter of introduction which the service provider will use when communication with stakeholders.



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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 Population.
- 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. Experience in development, public health and monitoring and evaluation of HIV, TB and STI programs in South Africa.
- d. Extensive experience in working with Key Populations in South Africa, including focus on services for SW, TG, MSM and PWUD.
- e. All team members should be fluent in English and familiar with the spoken indigenous languages in the areas where the study will be conducted.
- f. Demonstrated knowledge and skills in data collection, analysis and report writing.
- g. Good track record of conducting similar work.
- h. Expertise in quantitative and qualitative data analysis techniques
- i. Excellent English writing skills and evidence of this ability.
- j. Proven project management skills.
- k. Respect for diverse culture, religion, gender, and human rights issues.
- l. Ability to work in highly political environments.
- m. 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.



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CRITERIA FOR SELECTION:

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
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:</p> <p>4 – 6 Years' Experience:</p> <p>1 - 3 Years' Experience:</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:</p> <p>Provided Two references:</p> <p>Provided One reference:</p> <p>Not provided reference:</p> <p>Evidence for this criterion will be:</p>	<p>10 Points</p> <p>05 Points</p> <p>03 Points</p> <p>10 Points</p> <p>05 Points</p> <p>03 Points</p> <p>0 Points</p>



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	1. Reference letters with company letterheads	
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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 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) • Completeness and clarity of the proposal (fully 	<p>50 Points</p>



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

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



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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.

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.



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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,
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Proposals must be submitted by email by no later than 11h00 **09 Feb 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)
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).



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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.