



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

CLOSING DATE:	10 th September 2024
CLOSING TIME	14h00PM
BID VALIDITY PERIOD:	60 Days
DESCRIPTION OF BID:	Terms of Reference for the Appointment of a Consultant to Review and Develop the National Human Rights Plan on HIV, TB, and STIs for Key and Vulnerable Populations, Including a Scorecard.
Please Indicate whether the bidder is a: Service Provider or Independent Consultant	
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
- Email address: Mbali@sanac.org.za	
- Copied: pholo@sanac.org.za	
Only Email submission is accepted for this request.	

1. BACKGROUND

South Africa (SA), with a dual burden of HIV and TB, remains the epicenter of the HIV epidemic. The country had approximately 7.9 million people living with HIV (PLHIV) in 2022 and is one of the countries with the highest incidence of TB (615 per 100,000 population in 2019). There are an estimated 600,000 undiagnosed PLHIV in SA, and 60% of individuals diagnosed with TB are co-infected with HIV. Achieving HIV and TB epidemic control remains a priority for the SA government and relevant stakeholders. The South African National AIDS Council (SANAC) is mandated to develop, coordinate, manage, and monitor the implementation of the country's 5th National Strategic Plan (NSP) for HIV, TB, and STIs 2023-2028. The NSP provides the strategic framework for a multi-sectoral approach that is people- and communities- centered to overcome the HIV, TB, and STI epidemics.

The country remains committed to the Joint United Nations Programme on HIV/AIDS (UNAIDS) targets that aim to ensure that by 2030, 95% of PLHIV know their HIV status, 95% of people diagnosed with HIV receive sustained ART, and 95% of people on ART are virally suppressed. The country is also committed to UNAIDS 10-10-10 targets for 2025, that calls for less than 10% of countries to have legal environments that deny access to justice and for less than 10% of people with HIV and key populations to experience stigma and discrimination. The final set of targets focuses on getting to less than 10% of women, girls, people with HIV and key populations to experience gender inequality and violence.

The National Strategic Plan (NSP) for HIV, TB and STIs: 2023 – 2028 recognises that, despite South Africa being recognised globally for its positioning and response to human rights, there are still important gaps to close with regards to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Goal 1 of South Africa's National Strategic Plan for HIV, TB and STIs 2023-2028 aims to ground the response to HIV, TB and sexually transmitted infections (STIs) in human rights principles and approaches, to reduce stigma and discrimination, ensure equal treatment for all and to increase access to justice in the context of HIV, TB and STIs for all key and vulnerable populations.

SANAC is therefore seeking a suitable service provider to conduct a thorough evaluation of the existing National Human Rights Plan related to HIV, TB, and STIs. This assessment will identify strengths, weaknesses, and areas for improvement. Following the review, the task is to develop a revised and enhanced National Human Rights Plan, incorporating the latest insights and best practices to better address these health issues.

The plan is expected to include a scorecard aimed at measuring and monitoring the progress and effectiveness of the new plan, with a particular focus on key and vulnerable populations. This will ensure that the plan's impact is accurately tracked and that adjustments can be made as necessary to optimize outcomes.

2. SCOPE OF SERVICE

The new plan is expected to align with the National Strategic Plan on HIV and AIDS, TB and STI of 2023 – 2028. The scope of work for the project is as follows:

1. Assessment and Analysis

- Evaluate the existing National Human Rights Plan and related documentation.
- Identify gaps, challenges, and best practices.
- Engage with key stakeholders, including government agencies, NGOs, and affected communities, to gather comprehensive insights.

2. Plan Development

- Develop a revised National Human Rights Plan addressing identified gaps and integrating stakeholder feedback.
- Ensure alignment with national and international human rights standards and best practices.
- Focus on strategies to combat HIV, TB, and STIs Human Rights Violations among key and vulnerable populations.

3. Scorecard Design

- Create a detailed scorecard to monitor and evaluate the implementation and impact of the revised Human Rights Plan.
- Define clear, measurable indicators and benchmarks.
- Ensure the scorecard is user-friendly and accessible for diverse stakeholders.

4. Stakeholder Engagement and Validation

- Present draft versions of the plan and scorecard to stakeholders for feedback.
- Incorporate feedback and finalize the documents.
- Conduct workshops or seminars to train stakeholders on the use of the scorecard.

3. EXPECTED DELIVERABLE

A national Human Rights Plan with a scorecard will be the final document that will be produced for this project. Its development will follow an approach whereby the successful consultant/service provider will be expected to deliver on the following:

- Project inception report detailing the consultant's approach to the overall approach, project conceptual framework, and workplan with clear timelines.
 - Comprehensive review report of the current National Human Rights Plan.
 - Proposed scorecard format that will be used with the plan
 - Workshop and consultation materials for stakeholder engagement.
 - A final report detailing the process, stakeholder engagements, and recommendations for future actions.
- Draft and final versions of the revised National Human Rights Plan with a scorecard.

4. QUALIFICATIONS AND EXPERIENCE

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

- At least a master's degree, preferably in the field of public health, law or related social sciences.
- Excellent knowledge of national policies and strategies and plans on HIV& AIDS and TB is essential.
- Good understanding of the National Strategic Plan and Human Rights Plan.
- Demonstrate previous experience in reviewing HIV and AIDS strategies and policies.
- Good domain and understanding of the context of human rights issues of key populations
- At least 3-5 years of experience in conducting research and data analysis, particularly on HIV and TB response with key Populations.
- Strong track record of technical writing and editing high-level documents in English on HIV prevention-related Strategies.
- Knowledge and/or understanding of the SANAC and its stakeholders, with strong stakeholder management skills and experience working at different levels of the South African Government Structure

5. TIMELINES

The consultancy is expected to be completed in **60 consulting days** spread between **15th August 2024 and 1st November 2024**.

6. 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%).

Technical proposal demonstrating a clear process and methodology for delivering high-quality product in line with the ToR	30%
Demonstrated experience in reviewing plans and writing documents.	30%
Demonstrated knowledge of Human Rights work on HIV and AIDS, TB and STIS for key and vulnerable populations.	25%
Project Costing	15%

7. ASSIGNMENT MANAGEMENT ARRANGEMENTS

The consultant will work under the overall guidance of the Human Rights Technical Support Lead.

8. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on Friday **10th September 2024** at 14h00pm containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Proposals should include the following attachments:

- i) **Annexure A:** Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) **Annexure B:** Summary of experience. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience
- iii) **Annexure C:** Summary details and qualifications of proposed team
- iv) **Annexure D:** Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference. The consultant should also include budget notes to justify the cost items.
- v) **Annexure E:** CSD Summary report with a compliant status for businesses
- vi) Successful Bidders will be required to complete the SBD Documents

NB: Service providers to attach their Valid BEE Certificates, Tax Clearance Certificate, Certified ID Copies, Vat Registration Certificate where necessary, CIPC Registration documents. Failure to submit these will invalidate your proposal.