

Terms of reference (ToRs) for the procurement of services below the EU threshold

Resource Mobilisation Strategy to support the establishment, operations and sustainability of the Mpumalanga PHEOC	Project number/ cost centre: 21.2258.8-001.00
---	--

- 0. List of abbreviations 2
- 1. Context..... 3
- 2. Tasks to be performed by the contractor 3
- 3. Concept..... 5
 - Technical-methodological concept 5
 - Project management of the contractor (1.6) 5
 - Further requirements (1.7)..... **Error! Bookmark not defined.**
- 4. Personnel concept..... 5
 - Team leader 5
 - Key expert 1 6
 - Short-term expert pool with minimum , maximum members.....**Error! Bookmark not defined.**
- 5. Costing requirements 7
 - Assignment of personnel and travel expenses 7
 - Sustainability aspects for travel **Error! Bookmark not defined.**
 - Workshops and training..... 9
- 6. Requirements on the format of the tender 9

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMZ	German Federal Ministry for Economic Cooperation and Development
DoH	Department of Health
FK	Expert
FKT	Expert days
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
IHR	International Health Regulations
KZFK	Short-term expert
MPDoH	Mpumalanga Provincial Department of Health
PHEOC	Public Health Emergency Operations Centre
ToRs	Terms of reference
WHO	World Health Organisation

1. Context

SAVax - "Vaccines for Africa - Rollout and Production in South Africa (SAVax)" is a partnership programme agreed to between the Governments of Germany and South Africa. It is a technical cooperation programme co-steered at national level in a partnership between the Department of Health (DoH) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) with implementation footprints in the Provinces of Gauteng and Mpumalanga. GIZ is responsible for the implementation of the development contributions on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

SAVax aims to provide improved access to high quality vaccines and strengthen capacities for pandemic preparedness. The project has two components: support to vaccine roll-out and local production of vaccines for Africa in South Africa. SAVax delivers this through technical support focused on strengthening policy, organisational and delivery capacity. In line with the World Health Organisation (WHO), The International Health Regulations (IHR) have been activated several times since their adoption, including the SARS outbreak in 2003, the H1N1 influenza pandemic in 2009, and the Ebola outbreak in West Africa in 2014. The regulations have been instrumental in facilitating the global response to these public health emergencies and in promoting collaboration and information sharing between countries.

The Public Health Emergency Operation Centre (PHEOC) serves as a hub for improved coordination of the preparation, response, and recovery for public health emergencies. A functional PHEOC is critical to the implementation of the International Health Regulations (IHR 2005). Through the joint efforts of the National Department of Health and the WHO, the establishment of a PHEOC in Mpumalanga Province will strengthen the capacity to effectively respond to public health emergencies. By leveraging national and global expertise, Mpumalanga Province can enhance its preparedness, coordination, and response capabilities, ultimately safeguarding the health and well-being of its population. The Provincial Department of Health is initiating the process of establishing a PHEOC. All executive management officials have undergone training on the planning and establishment of a PHEOC. An annual plan to establish the PHEOC has been developed.

The sustainability of the PHEOC needs to be ensured and as such a resource mobilisation strategy needs to be developed. Resource mobilisation is essential for the establishment and successful functioning of a PHEOC. This will underpin the planning and budgeting for the PHEOC. It will ensure that the necessary infrastructure, skilled personnel, technology, equipment, supplies, and funding are in place for the effective and sustainable functioning of the centre.

It is against this background that SAVax will support the Mpumalanga Provincial Department of Health, in developing a Resource Mobilization Strategy. As such a service provider is sought to develop the strategy.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Develop a strategy to mobilise resources for the establishment, effective functioning, and sustainability of the PHEOC in Mpumalanga. The strategy will include the following:

- Conduct a rapid needs assessment of the resources required to establish the PHEOC.
- Undertake an internal and external stakeholder analysis and mapping exercise to identify potential funding partners and sources to leverage expertise and resource opportunities.
- Conduct a virtual or face to face meeting opportunity with potential funders/funding mechanisms that explores funding opportunities and requirements.
- Develop and roll out a capacity development programme on resource mobilisation, relationship management and writing funding proposals.
- Develop a multiyear funding plan detailing the required resources, with a prioritisation of these, and possible funders/funding mechanisms.
- Development of a planning & M&E framework with a standard operations procedure for the monitoring, management and coordination of resources, partnerships, and implementation of the strategy.

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Brief monthly or bi-monthly reports on the implementation status of the project (2-4 pages)
- Close out report

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception meeting held	1 st of September 2023
Prepare and conduct needs assessment to identify resources required. Needs assessment report available	By 9 th of October 2023
Prepare and conduct stakeholder mapping and analysis Meeting/engagement with stakeholders Stakeholder mapping analysis report available	By 24 th of Nov 2023
Develop funding plan for the PHEOC for resources required	By 16 th of February 2024
Develop M&E approach/system and standard operational procedure to guide resource allocation and use within the PHEOC Include a milestone for close out meeting and final report	By 1 March 2024
Final strategy document and report submission	By 15 th of March 2024
Close out and hand over meeting	By 28 th of March 2024

Period of assignment: from 1st September 2023 until 28th March 2024.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1)

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Lead Consultant

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Ensure that each task in the Terms of Reference is delivered on resulting in a resource mobilisation strategy that can be implemented and monitored by staff that have had capacity developed in the relevant areas.

- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Master's degree in development finance, business administration or public and development management.
- Language (2.1.2): N/A *select an element*
- General professional experience (2.1.3): 8 years of professional experience in the realm of development finance, partnerships and the public sector (planning & budgeting)
- Specific professional experience (2.1.4): 3 years in development financing and/or strategy development for the public sector and/or the establishment of partnerships and strategy development. Advantageous will be some knowledge of the public health sector specifically public health planning and budgeting.
- Leadership/management experience (2.1.5): N/A
- Regional experience (2.1.6): N/A
- Development cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): N/A

Key expert 1 (Junior Consultant)

Tasks of key expert 1

- Support the capacity development concept and implementation.
- Assist in gathering information, data related to the stakeholder analysis and planning, budgeting and M&E
- Support facilitation, coordination, research, analysis and engagement with the department and potential funders and/or stakeholders.

Qualifications of key expert 1

- Education/training (2.2.1): Degree in Business Administration or Public Administration or related field.
- Language (2.2.2): N/A *select an element*
- General professional experience (2.2.3): 3 years' experience in consulting on development related issues.
- Specific professional experience (2.2.4): 2 years' experience in supporting or writing proposals for funding and/or Stakeholder engagement and/or management.
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): N/A
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills

- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	27	27	Lead Consultant
Designation of TL/key expert/short-term expert pool	1	15	15	Junior Consultant
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	16	21.50	344	This is calculated on a maximum of 8 days (quantity) for each consultant (Lead consultant and Junior consultant)
Overnight allowance in country of assignment	16	73.30	1 172.80	This is calculated on a maximum of 8 days (quantity) for each consultant (Lead consultant and Junior consultant)
Transport	Quantity	Price	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights	8	366.50	2 932	Flights within the country of assignment during service

				delivery. This is calculated on a maximum of 4 return flights for each consultant (Lead consultant and Junior consultant)
CO₂ compensation for air travel				A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)	15	23.50	352.50	Travel within the country of assignment, transfer to/from airport etc. This is calculated on a maximum of 15 days (quantity) of the rental car. 4500 private car kms for travel between Gauteng & Mpumalanga
<ul style="list-style-type: none"> • Rental car • Private car kms 	4500	0.23	1 935.00	
Other travel expenses				e.g. visa costs
Fixed travel budget				A budget is earmarked for travel to the following countries: You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops	3	244.40	733.20	The budget contains the following costs venue, technical systems and catering for maximum of 10 participants.
Subcontracts				The budget contains the following costs .

Procurement of materials and equipment				The budget contains the following costs .
Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: .
Other costs	18	25	450	The budget contains the following costs: telephone / mobile calls, internet, etc for a maximum of 18 days.

Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

- 3 workshops/training courses with a maximum of 10 participants per workshop
- The cost should include venue/room hire, technical systems and catering

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

7. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **22th September 2023** all documents must be in PDF.
- Submission to any other email address may invalidate your bid.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.

- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

- **Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.**
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**