

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

	Project number/ cost centre:
Development of South Africa's Funding Request to the Global Fund:	20.2155.8-003.01
Key populations Consultant	

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1. Context

The South African National AIDS Council (SANAC) brings together government, civil society and the private sector to create a collective response to HIV, TB and STIs in South Africa. SANAC released the fourth National Strategic Plan (NSP) for HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in 2017. This five-year plan (2017–2022) guides the multi-sectoral implementation of strategies to mitigate the impact of HIV, TB and STIs.

International donors such as the Global Fund (GF), support the implementation of TB and HIV programmes in SA, amongst others. The GF grant is coordinated through the Global Fund Country Co-ordinating Mechanism (GF CCM), which is a SANAC-hosted body set up to raise funds from the Global Fund to Fight AIDS, TB and Malaria (Global Fund). As part of its function, it oversees the development and submission of a request for funding proposal to the Global Fund (GF) every three-years.

Based on the Global Fund Board's decision in November 2019 on the funding available for the period 2022-2025, South Africa has been allocated US\$536,766,626 for HIV, tuberculosis and building resilient and sustainable systems for health (RSSH). The allocation amounts for all countries have been determined according to a methodology approved by the Global Fund Board, primarily based on disease burden and country-income level. South Africa is classified as an upper-middle-income country.

A technical team comprising of in-country and external TB and HIV experts is being identified to assist in the development of the funding request. Additional technical assistance for the HIV Funding Request Steering Group is required to ensure that all elements of the HIV components are consistent and sound.

In conjunction with the SA GF CCM and the SANAC Secretariat team, the consultant will serve as a key populations consultant for the next joint HIV, TB & Resilient and Sustainable Systems for Health (RSHH) Request for Funding (RFF) to be submitted to the Global Fund. The funding request/ proposal should be in accordance with the GF Allocation Letter, which stipulates that South Africa has been invited to submit a request for funding for 536,766,626 USD over three years (1 April 2022 to 31 March 2025).

The key populations consultant will work in collaboration with support writers, other expert consultants and technical working groups (TWGs) to develop the RFF.

This consultancy is supported and financed by GIZ BACKUP Health. The consultant will exchange regularly with BACKUP Health and will submit a final report to both SANAC and BACKUP Health. The contract will be issued and managed by GIZ South Africa.

The RFF Application Form comprises five main sections, namely:

a) Country Context

Applicants provide information on the current epidemiological situation and outline the constraints and barriers. They also provide an assessment of the country's current response to the disease.

b) Funding Request

In this section, the country will prioritize the interventions and programs to be included in the Global Fund grant(s) and referenced in the attached Programmatic Gap Table(s), Funding Landscape Table(s), Performance Framework and Budget.

c) Operationalization and Risk Mitigation

After defining and costing the interventions to be funded, countries detail how these interventions will be implemented, and by whom. They also cover risk mitigation measures that will be put into place.

d) Funding Landscape, Co-financing and Sustainability

Articulation of the current funding landscape and the anticipated future funding. This allows reviewers to understand the total commitments to the disease, both from the country and from other donors. In this section, countries also outline their commitments to co-financing and sustainability.

e) Prioritized Above Allocation Request

Applicants are encouraged to include a prioritized request for additional funding beyond the allocation with their application. The total amount should represent at least 30 to 50 percent of the funding request. The prioritized above allocation request will be reviewed by the Technical Review Panel and technically strong interventions will be registered as unfunded quality demand.

The consultant will bring to the programme design process previous experience from developing and writing successful integrated, multi-sectoral, key populations proposals involving several stakeholders for institutional donors. It is desirable that the consultant also brings a good understanding of issues relating to key populations.

2. Tasks to be performed by the contractor

The KP consultant will work closely with the GF CCM Request for Funding (RFF) subcommittee, CCM Secretariat, TSU, lead writer and the CCM and participate in consultations and in technical working groups to fully understand the direction and intention of consultations. This is where programmatic inputs and evidence will be reviewed to identify priorities within context and the details of programme content and implementation arrangements finalised. The consultant will also lead a special technical working group (TWG) that will work closely with civil society and relevant government departments and other stakeholders to develop a detailed key population's programme that will form an appendix to the RFF, as well as contribute to the development of the section in the RFF on KP and Vulnerable Populations (VP) programmes. The consultant will also work with the other consultants to, amongst others, costs the proposals and create the monitoring and evaluation (M&E) framework and strategies for the KP and VP programmes.

The consultant will bring to the writing team programme design process, previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for large donors in the realm of GF and PEPFAR. It is highly desirable that the consultant also brings experience and a good understanding of issues relating to key populations.

The key populations consultant is to work closely with the GF CCM RFF subcommittee, the CCM, CCM Secretariat, Technical Support Unit (TSU) and SANAC Secretariat; and other stakeholders to participate in HIV, TB and Key Populations stakeholder consultations participating in the implementation of the National Strategic Plan for HIV, TB and STIs (NSP). During the consultations, the consultant is expected to fully understand the direction and intention of consultations where evidence will be reviewed; priorities identified and aligned with the NSP priorities; and details of programme content and implementation arrangements finalised.

Regular briefing of the CCM and its RFF Subcommittee will be an integral component of the RFF development process. The successful candidate will need to meet all the requirements as set out in this RFP. Prospective bidders must be able to provide adequate information proving that he/she will be able to satisfy the CCM's set requirements. The request for funding (RFF) is to be a full review that contains a comprehensive overall review of a program's approach and strategic priorities.

While the content of the key populations component will depend heavily on existing analyses, the current state and content of the national strategic disease plans and health sector plans and country context; it would also include (but may not be limited to):

- 1) Analysis of the baseline assessments report to support development of the RFF;
- 2) Assessment on the current KP/VP grant and a strategic and informed approach in developing the RFF;
- 3) Analysis and understanding of core programs to address barriers amongst KP partners;

- 4) Optimized approach on the GF intensive support effort to scale up investments into, implementation, monitoring and evaluation of programs to address KP related barriers;
- 5) Assessment of the inclusion of information derived from communities' engagement in development of the RFF application;
- 6) An analysis of the country's economic and political situation - particularly as it pertains to the national disease responses to HIV and TB;
- 7) An epidemiological analysis of the disease context in country including a focus on the drivers of infection and any KP / VP that might be disproportionately affected;
- 8) An overview of the current structure of the health sector including an analysis of entities outside the public sector implementing programs;
- 9) An analysis of the reforms taking place in the health sector and their potential impact on KP;
- 10) Analysis of GF support, including major KP programme areas financed by the GF and other donors;
- 11) An analysis of the role of community and civil society organizations play in the national response, and the services they provide to KP.

The contractor is responsible for providing the following services:

- The principal delivery of this consultancy will be a timeously completed high quality key populations contribution that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025)
- Ensure that all relevant consultations have thoroughly taken place and documented adequately.
- To this end, the consultant should demonstrate clear understanding of the new GF approach to key populations and use the relevant and current tools to ensure to ensure high quality key populations component.
- Ensure optimal synergy of the overall key populations parts by ensuring these components are thoroughly unpacked for each module.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term and at particular locations:

Milestone	Deadline/place/person responsible
Completed high quality key populations component that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025)	31 st August 2021/ key populations consultant

Ensure that all relevant consultations have thoroughly taken place and documented adequately and inputs, where applicable, have been incorporated into the RFF	On-going/ key populations consultant in consultation with CCM Secretariat and TSU with support of admin consultant
Ensure optimal synergy of the overall RFF with key populations parts by ensuring these components are thoroughly integrated into each module.	31 st August 2021/ key populations consultant

Period of assignment: From 15 December 2020 until 31. August 2021.

3. Concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for this assignment and describe the **cooperation** with them.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Please refer to the attached GIZ assessment grid for guidance on scoring.

Other specific requirements

- Consultant must be based in South Africa
- Consultant must be available and willing to travel within South Africa

Reporting

The consultant will work primarily with the CCM secretariat, which will also coordinate their contributions with those of other consultants and stakeholders. The contract will be between the consultant and GIZ BACKUP Health and managed through GIZ South Africa. The consultant will therefore report to BACKUP Health on technical matters and to GIZ South Africa on contract matters and invoices.

In addition to the reports required by GIZ in accordance with GIZ's General Terms and Conditions of Contract (AVB) for supplying services and work (2018), the contractor submits the following reports/ deliverables:

- A completed, high-quality key populations contribution that forms part of the GF RFF for HIV, TB and RSSH (1 April 2022 to 31 March 2025) by 31. August 2021.
- A report documenting the work conducted under this assignment, including documentation on best practices and learnings which the CCM and GIZ can apply for future processes. The report will be due in August 31st 2021.

The bidder is required to draw up an **assignment plan** with explanatory notes that includes information on assignment dates (duration and expert days) and complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

- **Education/training (2.1.1):** graduate degree in public health, development studies, social sciences or relevant fields
- **Language (2.1.2):** Excellent business language skills in written and spoken English
- **General professional experience (2.1.3):** 7 years of professional experience in public health
- **Specific professional experience (2.1.4):** 5 years in participatory strategic planning processes
- **Regional experience (2.1.6):** 5 years of experience in projects in Southern Africa, of which at least 2 years must be in projects in South Africa
- **Development Cooperation (DC) experience (2.1.7):** 5 years of experience in DC projects
- **Other (2.1.8):**
 - 5 years of experience of HIV and TB programming, including the need to focus on gender issues, KP and human rights to meet GF requirements.
 - 5 years of experience in leading or being a major contributor to the writing of KP strategic documents
 - Previous experience in contributing to the development of Global Fund requests for funding focusing on key populations programme.
 - Previous experience in facilitating consultations and working with high-level officials from government, non-government and multilateral organisations

Soft skills

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

- Team management skills
- Ability to take initiative and build ideas
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working method
- Interdisciplinary thinking
- Demonstrate strong written communication, research and analytical ability, and ability to rapidly integrate information from various sources.
- Ability to work under pressure.
- Proficiency in Microsoft Office packages.

5. Costing requirements

Assignment of personnel

Assignment in Pretoria for 65 expert days (including a total of 28 travel days with approximately 3 working days for each of the 9 South African provinces, an additional day for the writing team retreat) and there will also be 15 expert days of desk-based work, to make the total of 80 days for the overall assignment.

Travel

The bidder is required to calculate travel costs based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Inputs of SANAC or other actors

SANAC and/or other actors are expected to make the following available:

- Boardroom/ workstations in the SANAC office
- Guidance on the approach of the RFF process

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (i.e. excluding criteria weighted zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CV in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Other requirement

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than 30th November 2020, 23h00 all documents must be in PDF.
- 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 currency
- 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.