

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

Project number:
202122588-003

Studies for the Support of the "Vaccines for Africa: Roll-out and Production in South Africa (SAVax)" project

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Ministry for Economic Cooperation and Development
DSI	Department of Science and Innovation, Ministry of Science and Higher Education, Republic of South Africa
GIZ	German Corporation for International Cooperation GmbH (Deutsche Gesellschaft für Internationale Zusammenarbeit)
GMP	Good Manufacturing Practice
ToRs	Terms of reference
SADC	Southern African Development Community
SAVax	Vaccines for Africa: Roll-out and Production in South Africa

1. Context

a. Information about the project

The project "Vaccines for Africa - Distribution and Production in South Africa (SAVax)" was planned with great political attention from May to September 2021 and commissioned in October 2021 by BMZ (German Ministry for Economic Cooperation and Development) and will be implemented by GIZ between January 2022 and December 2024. The aim of the project is to provide improved access to high-quality vaccines for all population groups in South Africa. The project is divided in two components: distribution to the vaccine roll-out in South Africa and local manufacturing of vaccines for Africa. This project makes part of the vaccine production component.

In a worldwide comparison, Africa is particularly disadvantaged in accessing vaccines. Africa is a net importer, as only 1% of the various vaccines required are manufactured on the continent. Development of the continent's own vaccine production has been debated in Africa for several years (e.g. African Union, Pharmaceutical Manufacturing Plan for Africa, 2007), and this has undoubtedly gained more political prominence now, due to many reasons including the on-going COVID 19 pandemic. South Africa is a particularly interesting location for supporting a regional vaccine production because of its comparative advantages that include good infrastructure and the availability of qualified personnel and high research capacities. SAVax is intended to support the initiative of local vaccine manufacturing. The South African Department of Science and Innovation has conducted a capability audit for vaccine development and production recently which is the basis for a national vaccine strategy. This study is expected to provide additional and complementary information to that process.

The following project objectives are relevant for this tender:

Objective 2: *The biotechnological, bioengineering and good manufacturing practice (GMP) capacity of key stakeholders in the vaccine development and production 'ecosystem' in South Africa is strengthened*

To support this objective 2, two studies are planned to be conducted:

Study 2.1: Assessment of technologies, products, industrial capacities, and opportunities along the value chain of vaccine-related products in South Africa.

The safe production of vaccines depends on the supply chains with a variety of components that underlie their production, distribution and administration. A wide variety of goods are needed to produce, distribute and administer vaccines including adjuvants, stabilizers, vials, rubber stoppers, syringes, needles, cold boxes or dry ice. For the purpose of this tender, we call these products "vaccine-related products".

Different stages of this supply chain of vaccine-related products and vaccines could be located in different countries, so this study is expected to take note.

South Africa's academia and pharma industry are already engaged in the development and mass production of (new) vaccines. Beyond the vaccine development and production by the pharmaceutical sector, there might be opportunities for other industrial branches of the South African economy to expand

their business into this global value chain of vaccine-related products (I.e. “low-tech products”).

This study will describe the landscape of production of vaccine-related products relevant to the vaccine value chain from development to the production, distribution and administration in South Africa.

In addition, this analysis will include a summary of existing business analyses on production capacities for vaccines. GIZ understands that the situation regarding vaccine production in South Africa is currently constantly changing due to initiatives of public and private actors.

The study will be used to develop strategic plans for the support of specific industries and research projects on vaccine-related products.

Study 2.2: Projection of the types and numbers of skilled staff needed for vaccine production and vaccine-related industry including a gap analysis of current training capacities in the identified areas of skills.

The purpose of this second study is two-fold: (i) on the one hand, the study will elaborate a projection of the needed staff and their skill profiles required to achieve the goals for vaccine production as well as for a potential expansion of the vaccine-related industry in the next 5 and 10 in South Africa.

And (ii), the study will describe the landscape of existing training programs in occupations related to vaccine production and vaccine-related industry and identify gaps in comparison to need projections.

The projections should be elaborated through a participative process where industry, academia, vocational training institutions and relevant actors from the public sectors are collaborating in the analysis and projection development. The compiled results will be presented to these same stakeholders for discussion.

The study shall also include an assessment of the relevant trainings ranging from vocational training programs, higher education to PhD programs. The results of this part of the study and the discussion will enable the development of strategic plans to support new education programs and capacity building in biotechnology and vaccine production.

b. The client employs the contractor for the expected contract period four (4) months from the date of signing the contract.

c. Objectives of consultant services:

The overall goal of the consulting services is to provide information and analysis to the different aspects of the SAVax project.

These two studies will be used to develop plans for specifically supporting educational and training programs for the vaccine and vaccine related industry, support industrial research projects, and support for market development for South African industries including possibly providing grants to small and medium enterprises in the value chain. Because the training activities and support to innovation projects need to be concluded by the end of 2024, these studies are expected to provide very concrete recommendations that can be immediately

operationalised by SAVax. Details on available budgets for these two areas (training and cooperation with the private sector/ academia on innovation) will be provided by GIZ as part of the consultancy kick-off.

2. Tasks to be performed by the contractor

The contractor is responsible for producing the following two studies:

Study #1: Assessment of technologies, products, industrial capacities, and opportunities for vaccine-related products in South Africa.

This study shall describe the landscape of current production of vaccine-related products in South Africa and describe business opportunities for potential expansion.

The study should include in detail:

- Description of existing industries for the vaccine-related products in South Africa their location, products, and current workforce including skills levels
- Description of technologies currently in use and possibly needed in the future to expand and be competitive in the local and international market
- Description of current production capacities for each vaccine-related product
- Summary of existing business and market analyses for the vaccine production sector regarding capacities and opportunities.
- Gap and opportunity analysis for this industrial sector to describe business opportunities for scaling-up production and expanding markets for the internal South African market, the regional African market and the global product market.
- Gap and opportunity analysis regarding workforce development in terms of types of training, numbers of graduates or level of skills. (Note: the overlap to the second study (see below) needs to be managed by the consultant to avoid duplication and leverage synergies)
- Recommendations on actions needed to realize these opportunities including actions needed for e.g., for industrial research, workforce development and for supporting small and medium enterprises in this sector

For the vaccine production sector: GIZ does not expect the consultant to generate business intelligence anew regarding the vaccine production sector but expects the consultant to summarize existing business analyses, market analyses, market and production projections etc.

For the vaccine-related products sector: GIZ expects the consultant to generate business intelligence anew through desk review of existing business analyses (if there exists), stakeholder interviews, business data and market analyses etc.

Study #2: Description of current training capacities in the areas of skills for vaccine production and vaccine-related industry with a gap analysis in reference to a projection of future needs for a potentially expanding industry.

The study shall include an analysis of current and future training capacities for all qualification levels ranging from vocational training programs, higher education to PhD

programs. The national priorities in terms of vaccine platforms and other relevant aspects of the national strategy should be carefully taken into consideration here.

The projection horizon for the gap analysis should be 5 to 10 years. Projection scenarios should be a result of a consultative and participative process with the private sector (especially pharma), university and training centers as well as relevant departments (public sector). These discussions should include the identified business opportunities that were developed in Study #1. The consultant is responsible for describing this consultative and participative process in the bid and for organizing it during the development of this study.

For reasons of comparability, the consultant will use National Qualification Frameworks currently in use in South Africa as reference for describing the different training programs.

The study shall describe:

- Existing training programs in occupations related to vaccine production as well as in the vaccine-related products industry.
- The locations, institutions, number of graduate and qualification levels as well as a brief of the curricula – ideally with gender-disaggregated data
- Job profiles for professionals in companies in the vaccine manufacturing and the vaccine-related products industry
- Projected training needs for the potential increase in production of vaccines and vaccine-related products in South Africa
- When available, cost or cost estimates of training programs, respectively future funding needs for the potential expansion of programs to meet the projected needs

The consultant is expected to present preliminary findings or results during the stakeholder consultation process in two workshops that will be organised by the Department of Science and Innovation, Ministry of Science and Higher Education, Republic of South Africa (DSI). One workshop will support the development of reasonable development scenarios for the industry, the second workshop will present findings of the draft final report to stakeholders for discussion.

The consultant is expected to keep updated lists of stakeholders, interview partners and relevant documents and closely coordinate to GIZ to ensure alignment and harmonization.

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
Inception report detailing approach, methods for achievement of outputs including a list of stakeholders for future interviews, a preliminary list of documents to be reviewed and a list of personnel working on the outputs	week 2 after contract signing
Workshop #1 as part of the consultation process for the elaboration of the market analysis and projection scenarios	week 6
Draft of final report for review by client and stakeholders	week 12

Submission of final report and presentation of results at workshop #2 A summary report of feedback from workshop #2	week 16
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Period of assignment: From November 2022 until February 2023

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept).

Technical-methodological 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 1). 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 the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

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.

Other specific requirements

Experience of consulting firm

The consulting firm is expected to

- Be a registered business in South Africa
- Have at least 10 years' experience in providing business intelligence (and analysis of business intelligence) to pharmaceutical companies in South Africa and/or similar setting, such as the SADC region
- Have at least 5 years experience in providing business intelligence (and analysis of business intelligence) to companies that produce vaccines or vaccine-related products in South Africa and/or similar setting, such as the SADC region
- Provide a pool of experts with the necessary qualifications and experience for the conducting of these studies.

The consultant firm is expected to provide details of its business experience in the bidding documents.

Detailed CVs of involved experts are not required as part of the formal bidding documents but they may be added as attachments. However, in the bidding documents, the bidder must demonstrate how the involved personnel (consultancy team members) meet the required qualifications and experience. The composition of the expert team, its experiences, qualifications and suitability to undertake the assignment will be assessed during the selection process.

The pool of experts that is involved in the production of the studies should include qualifications and professional experiences from fields of:

- Profound knowledge of the pharmaceutical industry, as well as the vaccine and the vaccine-related product markets
- Business administration, business finance and business analysis
- Market analysis and development of marketing approaches
- Production of business and market intelligence reports
- Business consulting and stakeholder engagement
- Education and training, including training needs assessments and use of qualification frameworks
- Skills assessment, human resource planning and human resource development approaches

The bidder is required to describe its backstopping plan. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Inputs from GIZ, DSI or other actors

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

- Provide strategic and technical guidance and assistance when needed
- GIZ and DSI making existing business and market analyses available to the consultant
- Organization of two workshops with stakeholders including providing workshops logistics

5. 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 (not with 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).

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

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **31.10.2022**, 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.
- 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.
- 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.

- 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.**

- **Questions & Answers will be placed on the link provided.**

Bids sent via Dropbox and WeTransfer will not be accepted.

6. Annexes

- The project Module proposal and Results model matrix