



# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO DEVELOP A CONSOLIDATED NATIONAL FRAMEWORK FOR AIDS COUNCILS STRENGTHENING**

## **1. Introduction**

The South African National AIDS Council (SANAC) Trust seeks to appoint a consultant to review, consolidate as well as layout, design & print the consolidated framework for AIDS councils strengthening. This task will support overall the endeavour to strengthen and improve the functionality of all the subnational AIDS Councils structures (Provincial, District and Local AIDS Councils and their secretariats) to fulfil their mandates effectively and efficiently in coordinating, monitoring and evaluating the HIV, TB and STIs response.

## **2. Background**

The South African National AIDS Council (SANAC) was established in January 2002, and it is the custodian of the National Strategic Plans for HIV, TB and STIs (NSP), which guide the country/, approach and commitment to help achieve the goals set out in the NSP.

Since establishment of SANAC, a cascade of AIDS Councils has been established in South Africa. The NSP makes provision for the Provincial Council of AIDS (PCAs) and recommends that their structure and membership be like that of SANAC however, the provincial realities must determine the exact composition and size. To date, Provincial Councils on AIDS (PCA), District and Local AIDS Councils have been established to coordinate, implement, monitor and evaluate progress on implementation of the subnational plans (PIP, MDIPs and local plans); and to advise the Provincial Executive Councils and the Mayoral Councils on HIV, TB and STI policies and programmes.

The NSP recommends building the capacity of Provincial, District and Local AIDS Councils as they are SANAC structures that enable implementation at the local levels of the NSP through Provincial Implementation Plans (PIPs) and Multi-sectoral District Implementation Plans (MDIPs). The District AIDS Councils are well placed to ensure that system strengthening efforts, including multi-sectoral quality improvement and human resources strengthening, are occurring at facility and sub-district level as mandated by the NSP. These are supported by the SANAC Secretariat to perform this function effectively. SANAC has a responsibility for developing tools that will capacitate and strengthen the functionality of the Provincial, District and Local AIDS Councils. This role includes establishing and maintaining National PCA Secretariat Forum (PCA HoS) and Provincial AIDS Councils Secretariats Forum to facilitate this process.

The South African National AIDS Council (SANAC) is seeking the services of a consultancy firm for the Development of the Consolidate National Framework for AIDS Councils Strengthening. The Functionality Framework will be comprehensive and inclusive and will take into consideration all the AIDS Councils and their stakeholders

at provincial and district level including SANAC stakeholders. It is envisaged that the Consolidated National Framework for AIDS Councils Strengthening will enhance the AIDS Councils efforts towards meeting the goals and objectives of the National Strategic Plan for HIV, TB and STIs.

### **3. Scope of Work**

SANAC seeks to engage a consultant to undertaking the following pieces of work, using participatory approaches:

- a) Conduct a desk review and align the content of all the existing national, provincial, district and local / sub-district frameworks, documents and tools that guide the purpose, composition, roles & responsibilities and accountability of the structures of the AIDS Councils.
- b) Lead the development of the indicative outline of the Consolidated National Framework for AIDS Councils Strengthening
- c) Consolidate all frameworks, documents and tools that guide the structures of the AIDS Councils into a single National Consolidated Framework for the Strengthening of the AIDS Councils
- d) Lead the facilitation of 4 x workshops focus group discussions with key SANAC stakeholders to input on the Consolidated Framework for the Strengthening of the AIDS Councils
- e)

The Consultant shall;

- Have access to various key documents to ensure alignment with these documents is optimized. These include but not limited; *SANAC Procedural Guidelines; Provincial Council on AIDS (PCA) Procedural Guidelines; Civil Society Procedural Guidelines; Government & Civil Society Partnerships Strategy; Civil Society Self-Governance Terms of Reference; AIDS Councils Accountability Framework and Scorecard; Minimum Standards for the core mandate of District AIDS Councils (DACs); Quality Assurance Resource Book For Local AIDS Councils (LACs); Private Sector Forum.*
- Ensure that there is sufficient rationale on changing contents of the existing national, provincial, district and local / sub-district frameworks, documents and tools for the AIDS Council Strengthening.
- Ensure that by the end of the review and consolidation process, that the National Consolidated Framework for the Strengthening of the AIDS Councils is well edited and formatted and the end products are professional documents.
- Note that the Executive Manager: NSP Implementation will sign off on the final National Consolidated Framework for the Strengthening of the AIDS Councils once the SANAC Structures have endorsed the documents.

### **4. Expected Deliverables**

- a) Project Inception report – detailing the consultant’s approach to the overall approach, detailed project conceptual framework and workplan.
- b) Literature Review Report with recommendations on the reviewing and alignment of the existing frameworks, documents and tools that guide the structures of the AIDS Councils
- c) Consultation Workshops / Focus Group Discussions Reports and Revised Indicative Outline of the Consolidated National Framework for AIDS Councils Strengthening
- d) First Draft of the Consolidated National Framework for AIDS Councils Strengthening

- e) Preparation for the presentation of the Consolidated National Framework for AIDS Councils Strengthening to the Heads of AIDS Councils forum and Civil Society Coordinating Team
- f) Final Print-Ready Consolidated National Framework for AIDS Councils Strengthening
- g) Project Completion Report

## **5. Qualifications and experience**

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

- Bachelor's degree in Public Health, Social Sciences or Business Administration. A master's degree will be added advantage.
- Knowledge of STIs / HIV response in South Africa.
- Aptitude for policy, strategic planning, system development, and organizational skills, including results orientation.
- Proven expertise and experience in the area of Capacity Building and Organisational Development.
- The person should have at least 7 years of post-qualification experience of which at least 3 years should have been in capacity building and/or organisational design.
- Knowledge and / or understanding of the SANAC and its stakeholders
- Excellent English language writing and editing.
- Solid editorial skills with demonstrated ability for logical and analytical writing.

## **6. Competencies and special skills requirement:**

- Demonstrate strong written communication, research and analytical ability, and ability to rapidly integrate information from various sources.
- Knowledgeable of current SANAC and its structures, including the NSP.
- Good understanding of local government processes including HIV, TB and STI response at the local government level,
- Ability to work under pressure.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN Agencies and the private sector.
- Strong writing, presentation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team.

## **7. 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 demonstrates clear process and methodology for delivering high quality products in line with the ToR (40%).
- Demonstrated track record / knowledge in public health and HIV, TB and STIs response in South Africa (25%)
- Demonstrated track record in infographic design, data visualization and animation for high quality publications (15%)
- Financial proposal (20%)

## **8. Timeframes**

The proposed timeframe for the project is 90 days starting from 01 May 2021 to 31 July 2021.

## **9. Supervision and Coordination**

The consultant will be supervised by the NSP Unit at SANAC, who will work closely with the consultant to discuss the work and the review drafts and the final product.

## **10. Closing Date for the submission of proposals**

The closing date for the submission of proposals will be the 15th of April 2021 at 11:00. All proposals are to be electronically submitted to [procurement@beyondzero.org.za](mailto:procurement@beyondzero.org.za). No physical documents will be accepted due to COVID-19 restrictions.