



BeyondZero

a partner in public health transformation

REQUEST FOR PROPOSAL FOR PROCUREMENT OF SERVICES FOR THE CONSULTANT TO REVIEW BEYOND ZERO HUMAN RESOURCES AND FINANCE POLICIES AND PROCEDURES

1. Beyond Zero organizational background

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces for the past 17 years, targeting key and vulnerable populations including: adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC), men who have sex with men (MSM) and people living with HIV amongst others. BZ is also one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022 in 7 provinces of South Africa.

2. Purpose of request for proposal for provision of services from a Consultant/Company

Beyond Zero is seeking the provision of services in working closely with the HR and Finance team on the following projects:

- Review the current HR, Finance and Supply Chain Management policies and related manuals in order to advice/ recommend drawing from the best practice and compliance to local laws and donor regulations.
- Review all BZ current Standard Operation Procedures to ensure alignment to the revised policies and where not in place, to support in the development of such identified SOPs.
- Support Operations in tracking and drafting all policy review changes for ratification by the Board and Finance Sub-Committee.

3. Period of contact

The services will be contracted to Beyond Zero for a period of 1 calendar month.

4. Expected Deliverables

- Within 4 days of signing the consultancy agreement, a project plan outlining the structure and content of all the HR, finance and Supply Chain policies will be submitted for approval.
- Within 15 days following the approval of the content and structure of the policies, a first draft review report and related annexes will be submitted.
- Within 4 days upon receipt of the BZ team feedback, a final review report, updated policies and updated annexes will be submitted.

5. How to apply

The application proposal should contain the following documents:

- A capacity statement demonstrating how the consultant/ company is capable of doing the job based on past professional experience and these RFP.
- A financial proposal detailing the various costs associated with the delivery of the above services.
- CVs of team member(s) that will be allocated to Beyond Zero that will be engaged on the project.
- 10 years experience in conducting similar review for local NGOs/PBOs.

6. Evaluation Criteria

PRICE PROPOSAL	30
Detailed proposed fee structure.	
FUNCTIONALITY CRITERIA	60
Detailed description of services with clear project plan to be offered by the Consultant/ Company.	30
Previous experience in conducting similar reviews within the local NGOs/PBOs.	20



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CV of company/consultant's that will be allocated to Beyond Zero and associates that will be engaged on the contract in public health transformation	10
BBBEE STATUS LEVEL CERTIFICATION	10
Total Points	100

Suppliers must score a minimum of 75% (45 points) on functionality to be considered for further evaluation.

6. Contact Details and closing date

Technical enquiries should be addressed to philip@beyondzero.org.za and Supply Chain Management enquiries should be addressed to procurement@beyondzero.org.za.

The closing date of this request for proposal will be 20 August 2021 at 17:00

