

TERMS OF REFERENCE

Development of the Limpopo Civil Society Coordination Strategy

RFP: BZ/LPAC/CSFSTRAT

SUMMARY	
Title	Limpopo Civil Society Coordination Strategy
Reference	BZ/LPAC/CSFSTRAT
Description (Summary for website - 100 words max)	BEYOND ZERO seeks the services of experienced service provider to develop the Limpopo Civil Society Coordination Strategy
Submission by email only to Technical queries:	crs-procurement@beyondzero.org.za simison@beyondzero.org.za NOT LATER than 09 November 2021
Submission must include	<ol style="list-style-type: none">1. Signed cover letter2. SBD1 Form3. Proposal including programmatic information as per guideline in Section 4.2 below4. Draft Implementation Plan5. Proposed implementation Budget6. Company profile7. B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)8. SARS Tax Clearance Certificate/Tax Compliance Letter9. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million10. Confirmation of Banking Details11. Signed Code of Conduct for Suppliers of Services12. Completed and Signed Declaration of Interest
Deadline for submission	12 Nov 2021 at 13h00

1 | BACKGROUND

Civil society includes the full range of formal and informal, non-governmental and not-for profit, organizations that publicly represent the interests, ideas and values of citizens and their members. Civil society organizations (CSOs) encompass a diverse range of groups, such as: international non-governmental organizations (INGOs), regional and national advocacy groups, service-delivery organizations, community-based organizations (CBOs), youth-led coalitions, professional associations, faith-based groups and service-providers, indigenous groups, charitable organizations, research and academic institutions, and more.

GOAL

Civil society is meaningfully engaged from sub-national to national to global levels, such that the full breadth of their skills and expertise can contribute to determining and achieving mutual goals and targets.

Objective

Stakeholders will agree and act upon a clear set of roles and responsibilities for enhancing civil society engagement that contribute to improved systems and processes at all levels, with particular focus on development, implementation, and accountability for country Investment Cases and health financing strategies.

2 | SCOPE OF WORK

Limpopo Provincial AIDS Council is looking to commission a consultant to develop a Civil Society Coordination Strategy

The assignment will include but is not limited to the following:

1. Situational analysis
 - a. Develop questionnaire for Key Informants.
 - i. Province
 - ii. District
 - iii. LAC
2. Mapping of CSOs in all 5 Districts in LP.
 - a. Name of an organization
 - b. Physical and postal address
 - c. Details of contact person
 - d. Year the SCO was established
 - e. Service rendered
 - f. Compile data base of all CSO in the aforementioned districts.
3. Functional Assessment (FA)
 - a. Develop FA questionnaire for CSO representatives.
 - b. Verify and consolidate response with evidence available
 - c. Align the evidence with priorities to NSP, MDIP and MLIP
4. Linkages
 - a. Check and verify the CSO linkage with the following institutions:
 - i. SAPS
 - ii. LAC
 - iii. District

- iv. Health facilities
- v. Legal through Social Workers
- 5. Capacity Building (for the sustainability of CSO)
 - a. Setting up priorities according to NSP, MDIP and MLIP.
 - b. Business Management
 - c. Financial management
 - d. Legal aspects
 - e. Report writing

Specific Responsibilities of the Consultant:

The consultant, through consultation with provincial key stakeholders must develop a Civil Society coordination strategy that encompasses but not limited to the following:

- **Advocacy:** Mobilizing resources and driving policy change
- **Monitoring and Accountability:** Holding leaders accountable to ensure results
- **Elevating Voices of Affected Populations:** Ensuring that policies and programs reflect local communities’ needs and priorities
- **Implementation:** Improving health outcomes by introducing and scaling up evidence-based solutions and reaching the most vulnerable
- **Research & Data Analysis:** Driving effective services and programs
- **Technical Assistance (TA):** Supporting decision-makers to implement policies and programs based on the best available evidence

Key deliverables and deadlines

Key deliverables	Deadline
Draft Report	10 December 2021
Draft report after consultation with various stakeholders and structures	15 December 2021
Final edited Report	20 December 2021

3 | REQUIREMENTS

Successful implementing agencies should have:

Qualifications & Experience

- Advanced university degree (Masters and Doctoral level) in Public Health, Development Studies, Demography, Economics, Public Policy, Social Sciences, and/or a related technical field.
- Strong knowledge and understanding of the South Africa HIV and TB epidemic and national response, the legislative, and policy environment including the National Strategic Plan on HIV, STIs and TB (2017-2022) and SANAC’s mandate
- Conversant with the structures and mandate of SANAC and PCA’s
- Strong understanding of multi-sectoral engagement

- A minimum of 10 years' experience in Public Health, Development Studies, Economics, Public Policy, Social Sciences, and/or a related technical field and Monitoring and Evaluation of HIV and TB.
- Aptitude for planning, system development and organizational skills, including results orientation.
- Excellent analytical and writing skills in English.
- Exceptional organizational and time management skills required to meet deadlines.
- Excellent interpersonal and communication skills.

Finance

- Legal status recognised to work in South Africa, enabling the Organisation to perform the above-mentioned tasks.
- Demonstrated ability to deliver quality programmes at a reasonable cost – *provide examples of recent programme delivery with evidence of costs per beneficiary.*
- Appropriate internal control systems, including policies and procedures, to prevent and detect fraud or misuse of resources.
- Accounting system that can correctly record all transactions and balances by source of funds with clear references to budgets and work plans.
- Ability to monitor actual spending in comparison to budgets and work plans.
- Ability to produce timely and accurate financial reports.

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

4 | SUBMISSION OF BIDS

To submit the application, write an e-mail to crs-procurement@beyondzero.org.za with BZ/LPAC/CSFSTRAT in the subject line. All proposals to be submitted by e-mail no later than 12 November 2021 at 13h00.

For all applications please ensure:

- Timely submission of all documents and reports if requested as part of the assessment of the entity's ability to implement the service.
- That appropriate staff are available on site if and when an on-site capacity assessment visit is done.

4.1 The proposal submitted must include the following documents and annexes:

1.	Signed cover letter on business stationery, including Contact Person, Email, Contact numbers	
2.	Proposal including programmatic information as per guideline in section 4.2 below	
Annex 1	Draft 5 weeks Implementation Plan	

Annex 2	<ul style="list-style-type: none"> Proposed Budget indicating relevant programme delivery cost categories. Bidders must develop their budgets on the geographically proportioned amounts (based on targets) provided in Section 3 of this document. A budget template is provided as a guideline. You can use this template or create a similar one. The template provides an example of costs under each category – once the cost per young woman and number of women targeted are inserted the costs are appropriated over the three sub-districts. Please note that the Programme Management costs cannot be more than 10% and is meant to cover administrative/overhead costs. All other costs related to the implementation of activities should be worked into the activity cost. The notes tab on the Excel sheet provides an example of a format to use to calculate the cost of an activity. Amounts must be excluding VAT. Description of financial systems and processes complying to requirements in Section 3 of the TORs. 	
Annex 3	Company profile with content on experience in the scope of work	
Annex 4	B-BBEE certificate: Valid Certificate or sworn affidavit for eligible entities as per Dept of Labour specifications.	
Annex 5	SARS Tax Clearance Certificate/Tax Compliant Letter	
Annex 6	Signed Code of Conduct for Suppliers of services related to Global Fund financing (sign each page)	
Annex 7	Completed and Signed Declaration of Interest	

4.2 The proposed solution (document 2 of the submission) must show evidence of previous work completed aligned with SANAC/ PCA mandates and requirements in Section 3:

- Examples of previous work completed similar to assignment required by the TORs.
- Letter of Recommendation where applicable (advantageous)

5 | PROPOSAL SUPPORT

Evaluation Criteria for Proposals

The evaluation of submissions will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the threshold for appointment. BEYOND ZERO will use the shortlist drawn by the PRC to recommend applicants to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of administrative compliance with pre-qualification/eligibility criteria. Applications that do not comply will not be evaluated further.
Stage 2: Assessment of technical competency focusing on the ability to fulfil the required scope of work. **Bidders obtaining a minimum of at least 60 out of 70 points of the technical competency requirements will be evaluated further on Price & BBEE.** Selection will be done by a PRC.
- Stage 3: On-site visit to service provider(s) to clarify details about the applicant.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Proof of Identity or legal entity	Pass/Fail
		B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)	
		SARS tax clearance certificate/Tax Compliance Letter VAT registration certificate	
TECHNICAL		10 years' experience implementing similar Scope of Work (20)	80
		Masters or Doctoral degree (10)	
		Technical experience/knowledge of SA HIV landscape and including (25)	
		Proposed timeframe (10)	
		Ability to provide excellent well written report. (15)	
PRICE	80	Price	80
B-BBEE	20	B-BBEE	20
Grand Total	100		100

Additional information linked to awards are listed below:

- Entities who are selected will undergo a further organisational and programmatic assessment by BEYOND ZERO which might lead to disqualification from the programme.
- BEYOND ZERO reserves the right to request the applicant to meet with us to clarify the proposal.
- BEYOND ZERO is not bound to accept the proposal.
- BEYOND ZERO may, entirely at its discretion, decide to –
 - award contracts to different organisations for different sections of the scope of work;
 - award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work;
 - delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability)
 - subject the award of contracts to specific conditions as BEYOND ZERO may determine at the stage of awarding the contract.

NB: The closing date for the submission of proposals is the 12 November 2021 at 13:00. No late proposals will be considered. All proposals must be sent to crs-procurement@beyondzero.org.za .