



# BeyondZero

a partner in public health transformation

## SUMMARY

Title	<b>BEST PRACTICES AND INNOVATIONS DISSEMINATION CONSULTANT</b>
Reference	<b>RFP BZ-GF-012-OCT 2021</b>
Description	<b>REQUEST FOR PROPOSAL FOR THE APPOINTMENT A CONSULTANT FOR THE BEST PRACTICES AND INNOVATIONS DISSEMINATIONS</b>
Submission by email only to:	<a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>
Closing date for enquires/bid clarification	All technical enquiries must be emailed to <a href="mailto:raymond@beyondzero.org.za">raymond@beyondzero.org.za</a> and all general bidding enquiries be emailed to <a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a> before 16h00 on 29 October 2021 No enquiries will be entertained after this date.
Deadline for submission	<b>13h00 on 05 November 2021</b>
Validity Period	<b>90 days</b>

## SUBMISSION REQUIREMENTS

The proposals submitted must include the following documents as Mandatory Requirements:

1.	Completed SBD 1 with all the company details and contact numbers and email address.
2.	Detailed pricing required.
<b>Annex 1</b>	B-BBEE Status Level Verification Certificate or Valid Sworn Affidavit.
<b>Annex 2</b>	Valid SARS Clearance Certificate
<b>Annex 3</b>	CIPC Registration documentation.
<b>Annex 4</b>	Valid SARS VAT Registration Certificate
<b>Annex 5</b>	Company Profile
<b>Annex 7</b>	Completed and Signed <b>Declaration of Interest.</b>
<b>Annex 8</b>	Completed and Signed GF Code of Conduct for Suppliers



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## Terms of Reference (TORs)

Beyond Zero (BZ), a Global Fund Principal Recipient (PR) is seeking a service provider for the role of **webinar coordinator** to plan, manage, coordinate, execute, and expand the organisation's webinar series to disseminate best practices and innovations in Adolescent Girls and Young Women (AGYW), Men who have sex with men (MSM), Transgender people (TG) and Community Response & Systems (CRS) programme implementation.

### Purpose of webinars:

The purpose of these webinars is to bring together technical experts, programme implementers and policy makers to share key insights drawn from BZ's Global Fund (GF) programme implementation; and to generate a discussion around the results of the programme, and the implications for future policy and programme design.

### Key focus for coordinator:

The webinar coordinator will coordinate the production of and moderate BZ's best practices and innovation dissemination webinars; identify expert webinar presenters; and provide administrative and programme support for the dissemination webinar series. (The webinar coordinator will *not be expected to* create or present technical or programmatic content.)

BZ seeks to fill the webinar coordinator position immediately for an initial period of 3 months (November 2021 to 31 January 2022).

### Responsibilities:

- a) Develop and manage a calendar of webinars that will expand BZ's stakeholders' knowledge and skills
- b) Identify subject matter experts and assists with securing speaker agreements and confirmation letters.
- c) Collects presentations, bios and photos from speakers for use in webinars, marketing materials and on-site collateral; maintains speaker database.
- d) Coordinate scheduling and deliverables with webinar presenters
- e) Work with subject matter experts, operations and marketing team to develop webinar descriptions and identify additional topics
- f) Work closely with the webinar team to ensure the successful promotion of all webinars
- g) Review presentation materials and provide feedback to presenters
- h) Organize and provide training to presenters during webinar rehearsals
- i) Moderate webinar rehearsals and live webinars
- j) Develop and follow webinar best practices
- k) Update webinar guidelines and protocols for conducting webinars
- l) Develop benchmark criteria to measure webinar effectiveness and implement improvements as necessary



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- m) Increase the number of webinars offered per year and, by strengthening webinar offerings, the number of participants who attend each webinar.
- n) Schedules and attends session planning calls, rehearsals and potential recordings with event speakers.
- o) Assist in presentation edits
- p) Ensures all information is timely and accurate on the website; liaises with marketing and meeting planning to coordinate promotion efforts and encourage attendee usage.
- q) Acts as project manager for event setup; coordinates logistics among speakers, internal staff and platform
- r) Travel to events as needed to help manage speakers and logistics.
- s) Manages attendee evaluation process for assigned events.
- t) Manages web edits for webinars
- u) Performs other general administrative duties as assigned.

## Qualifications

- Bachelor's degree in Marketing, Communications, or health-related field.

## Required Experience

- a) 3+ years of relevant work experience.
- b) Ability to demonstrate solid project management, organisational and written/oral communication skills.
- c) Thorough and detail-oriented with the ability to work efficiently in a fast-paced environment and adhere to deadlines.
- d) Advanced computer skills in Microsoft Word, Excel, PowerPoint, and Outlook.
- e) Bilingual English/at least one official South African Language fluency (spoken and written) required.
- f) Strong written and verbal communication skills and an engaging, friendly, and confident "on-air" voice.
- g) Copywriting, editing and/or proofreading experience is a plus.
- h) Experience working remotely.
- i) An understanding of webinar technology.
- j) Demonstrated ability to investigate and solve practical problems.

NB. Please note that BZ may appoint an individual service provider or a team. If a team is appointed, the team lead should have the above minimum qualification, plus demonstrated experience leading/coordinating a team.



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## Hours

Minimum 30-40 hours per month. The webinar coordinator will need to have a flexible schedule to accommodate presenter schedules week to week.

## Responsibilities of BZ Headquarters Staff

- Promoting webinars to potential attendees, including posting webinar information on the BZ website.
- Providing supervision and overall strategic direction for the dissemination webinar series.

## Application Materials

To apply for the webinar coordinator position, please submit the following:

1. Letter of motivation, in which you address:
  - a. your experience working on webinars or online education and in programme management.
  - b. a personal assessment of your qualifications in relation to the minimum requirements above.
  - c. how you will accomplish the responsibilities of this position including establishing and maintaining standards, development of the webinar calendar, identification, and recruitment of subject matter experts, and how the webinars can be used to expand BZ's stakeholders' knowledge and skills; and
  - d. the types of webinar software or online education platforms you have used.
2. Curriculum vitae or résumé
3. Proven track record and experience in coordinating webinars in the public health environment.

### Criteria for selection of the Consultants

- The award of the contract will be made to the service provider whose proposal has been evaluated and determined as:
  - Responsive/compliant/acceptable, and
  - Technical Criteria weight: 100 points.
- **Only candidates obtaining a minimum of 75 points on the Technical Evaluation will be evaluated further on Price and BBBEE**

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Proof of registration as a South African entity (CIPC documents)	Pass/Fail
		A detailed and comprehensive proposal	
		BBBEE Certificate /Valid Sworn Affidavit	
		Valid SARS Tax Clearance Certificate	



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		Valid VAT Registration Certificate	
		CVs for the team	
		Completed and Signed GF code of conduct for suppliers	
		Completed and Signed Declaration of Interest	
TECHNICAL	100	<b>Ability to implement the Scope of Work</b>	
		Minimum of 3 years of relevant work experience	
		Sound technical proposal detailing their interpretation of the TOR, proposed methodology including sampling framework and work schedule submitted. (30 points)	10
		Evidenced by past works and the experience listed in the candidate's CV, e.g. webinar coordination of high level expert panel within the public health space (60 points)	30
			60
BUGDET	80	Pricing	80
B-BBEE LEVEL	20	B-BBEE levels scored on a scale	20
GRAND TOTAL			100