



BeyondZero

a partner in public health transformation

SUMMARY

Title	BI EVALUATION REPORTS
Reference	RFP BZ-BI-003-OCT 2021
Description	REQUEST FOR PROPOSAL FOR THE APPOINTMENT A CONSULTANT FOR THE DISSEMINATION OF BUMBINGOMSO(BI) EVALUATION REPORTS OUTCOMES
Submission by email only to:	procurement@beyondzero.org.za
Closing date for enquires/bid clarification	All technical enquiries must be emailed to pamq@beyondzero.org.za and all general bidding enquiries be emailed to procurement@beyondzero.org.za before 16h00 on 29 October 2021 No enquiries will be entertained after this date.
Deadline for submission	13h00 on 03 November 2021
Validity Period	90 days

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.
Annex 1	B-BBEE Status Level Verification Certificate or Valid Sworn Affidavit.
Annex 2	Valid Tax Clearance Certificate (South African Revenue Services) – Please provide Copy the certificate
Annex 3	CIPC Registration documentation.
Annex 4	Valid SARS VAT Registration Certificate
Annex 5	Company Profile
Annex 7	Completed and Signed Declaration of Interest.

Terms of Reference (ToR)

Background

Beyond Zero (BZ), a registered South African not for profit organization (NPO), was awarded the health intervention component of the bumb'INGOMSO (BI) programme in 2017. The health intervention seeks to advocate and promote access for health services to adolescent girls and young women aged 15-29 years residing in Buffalo City Metropolitan Municipality (BCMM) and selected areas in Amathole district Municipality (ADM) with main emphasis on:

- Creating an enabling environment for young people to access health care services.
- Create demand and advocacy in schools and communities for youth friendly services.
- Increase awareness to young people on HIV, TB and STI through dissemination of information in all platforms where young people engage.
- Provision of health services.
- Provision of differentiated models of care and innovative approaches to health seeking behaviours.

Although the the central focus of the project is on young women aged 15 - 29 years of age, given the high incidence of HIV infection in this age-group. However, it is understood that the incidence in this target group is strongly associated with male sexual behaviour and gender dynamics, and further concentrated in high-risk groups such as sex workers. Programmes such as the bumb'INGOMSO High-Risk Intervention were designed to address “hot spots” of HIV infection, linked to the primary target group.

Project Concept

HIV programming for AGYW needs to be comprehensive, adapted and layered, and be responsive to both the economic and social pressures that can result in risky sexual behaviour as well as improving access to key SRH and HIV services. The current BI project is designed to offer a variety of tailored approaches needed to reach the highly vulnerable AGYW and their sexual partners with a goal of *preventing new HIV infections and reducing vulnerability among AGYW in the BCMM*, which will advance the progress towards the Government of South Africa (GoSA) 90-90-90 targets and HIV epidemic control.

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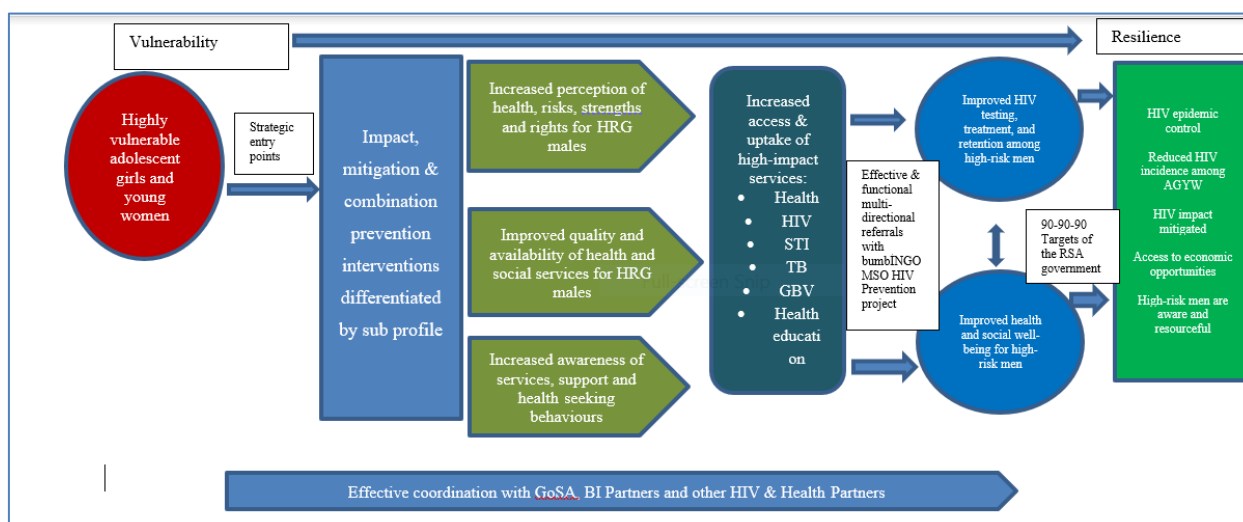


Figure 1: Conceptual Framework for the HRG Intervention in BCMM

The approach to the HRG is based on the understanding that reduction of HIV incidence among the AGYW in the BCM depends on reducing HIV incidence and viral load among the HRG males. This intervention is strategic and crucial to accelerate HIV prevention efforts among AGYW in the BCM amidst the positive, enabling household and community environment, and comprehensive, high-quality health and social services and support already offered by the current BI project.

The proposed project strategic approach supports the BI and GoSA multi-sector strategies and priorities for HIV mitigation and prevention, with an emphasis on minimizing negative impacts of HIV on AGYW by addressing social, behavioural, and structural drivers of HIV, and improving access to comprehensive SRH services to prevent new infections. The project is helping HIV-negative AGYW stay HIV-free and support those who are HIV-positive to lead healthy lives, ensuring that their basic needs are met and that they are protected from violence and abuse, have access to education and other social services, are economically secure, and develop critical life skills and social assets.

PURPOSE OF THE TOR

This ToR sets out to source the services of a consultant whose responsibilities will be to analyze data that was collected by the principal recipient (PR) Beyond Zero, during the implementation of the BI intervention project at Buffalo City Metro; write and publish manuscripts in peer reviewed scientific journals.

Objectives/Purpose of Assignment

Beyond Zero aims to disseminate the programme outputs of bumb'INGOMSO Intervention Programme that has been implemented in Buffalo City Metro of the Eastern Cape over the past 5 years, 2017 – to date. We seek consultants' assistance to write manuscripts for scientific publication in peer reviewed journals. The publications will cover how the programme has benefited its recipients, the lessons learnt during implementation period, how these have influenced policy decision-making and shaped the health programmes in this district.

DESCRIPTION

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Objective of the consultancy

The objective of the consultancy is to assist with the dissemination of BI programme outputs and outcomes by producing a summary of the contents of each evaluation report through information booklets and presentations

- Development and compilation of information booklets
- Preparing slides for oral presentation

Scope of the assignment/ work

During the implementation period 2017 – 2021, seven survey/ evaluation/performance reports were produced. The consultant is expected to review all reports and in line with the project objectives,

- Design and present the report findings in summary booklets
- Circulate draft booklets for comments and further inputs
- Facilitate layout, design, and printing of the booklets
- Prepare slides for oral dissemination

Final deliverables:

1. 7 booklets to be developed from 7 BI Reports (TBE)
2. 5 Oral presentations

Implementation arrangements

Consultant will work under the guidance and direct supervision of the BI Project Manager.

Timetable for the Consultancy

- Work will start in 10 November 2021
- Conception meeting with BI team
- Project plan to be submitted one day after consultation with BI team
- Task to be finalized by the 10th January 2021.

EXPECTED SERVICE PROVIDER EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

Applications from companies/organizations and individuals will be assessed on their ability to demonstrate the following qualifications and competencies:

- Advanced university degree in Economics, Public Policy, Social Sciences, Public Health, and/or a related technical field.
- Strong knowledge 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).
- A minimum of 5 – 10 years' experience in development, public health and monitoring and evaluation of HIV, TB and STI programs in South Africa including laws and policies, and political context.
- Extensive experience in working with Key Populations and vulnerable groups in South Africa, including focus on services for AGYW.
- Good track record of conducting similar reviews.

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- Expertise in quantitative data analysis techniques including employing rigorous statistical methods for large data sets.
- Excellent English writing skills and evidence of this ability.

Desirable attributes include:

- Proven project management skills.
- All team members should be fluent in spoken and written indigenous languages and English
- 3 years' experience in multisectoral HIV prevention programming or HIV prevention programmes that utilize combination prevention strategies to HIV prevention
- Excellent skills and experience in evaluation approaches Vulnerable and high-risk populations such as AGYW and Men
- Demonstrated knowledge and skills in data collection, analysis and report writing.
- Ability to deliver high quality work within tight timelines.

DURATION OF ASSIGNMENT

The service provider will work for a fulltime equivalent of 2 months complete the entire assignment starting from 10 November 2021 to 10 January 2022.

SUBMISSION OF PROPOSALS

The proposal should include the following and should not be more than 20 pages long excluding appendices, and in Calibri font, size 11:

1.1 The proposal should follow the format below:

- Introduction
- Proposed workplan detailing their interpretation of the TOR, proposed methodology including sampling framework, work schedule and proposed budget.
- A capability statement demonstrating how they meet the required qualifications and competencies.
- Consultants including brief descriptions of relevant background and experience of key team members highlighted in the proposal narrative, with detailed CVs provided as an Appendix. The detailed CV should include the names and contact numbers of the staff/consultants assigned to the project. A summary of the role and responsibility of each staff person/consultant and estimated time to be spent by each staff member/consultant; CVs must address competencies of team members recommended above
- Team members time commitment and availability over the required period
- A detailed budget, provided as an Appendix, including daily fees for each staff member/consultant and breakdown of all other costs to be charged to the contract. The prospective Service Provider must submit a price exclusive of VAT for all activities proposed in the application.
- Evidence of similar or relevant work, as an appendix of weblink for published reports.

1.2 Disclosure - Conflict of Interest. Please disclose details of any circumstances, including personal, financial, and business activities that will, or might, give rise to a conflict of interest or state that there are none. Where the bidder identifies any potential conflicts, they should state how they intend to avoid such conflicts. BZ reserves the right to reject any proposal which, in BZ's opinion, gives rise, or could potentially give rise to, a conflict of interest.

Please note that short-listed candidates must be available immediately.

2. SCOPE OF PRICE AND PAYMENT SCHEDULE

- Consultants shall quote an **all-inclusive daily fee for the contract period**. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by

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the consultant in completing the assignment are already factored into the daily fee submitted in the proposal.

- Payments shall be done as reflected below upon verification of completion of deliverables and approval by the BZ Programme Director against the agreed timeline.
 - 20% on production of detailed workplan and methodology.
 - 60% on delivery of first draft abstracts (Summary of report contents) and presentation thereof.
 - 20% after submission of the final evaluation report and related products including executive summary, all tools and final presentation.

3. EVALUATION

The evaluation process will be conducted according to the following stages, as per the table below:

- Stage 1: Assessment of compliance with Mandatory Requirements. 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. Applicants need to achieve a minimum score of 75 points out of 100 of the technical competency requirements in order to be evaluated further on Price and BBEE
- Stage 3: Assessment of pricing submitted and B-BBEE score.

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 considered further for the Financial Evaluation.**

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
ELIGIBILITY	N/A	Proof of registration as a South African entity	Pass/Fail
		A detailed and comprehensive proposal	
		BBB-EE Certificate	
		Valid Tax Clearance Certificate (SARS) - Please provide Copy the certificate	
		Valid SARS VAT Registration Certificate	
		CIPC Certificate	
		CVs for the team	
		Completion of Beyond Zero code of conduct for suppliers	
TECHNICAL	100	Ability to implement the Scope of Work	10
		Minimum of 5 years of relevant work experience in HIV and AIDS especially among the key population e.g., AGYW and HRG populations	

		Sound technical proposal detailing their interpretation of the TOR, proposed methodology including sampling framework and work schedule submitted. (30 points)	30
		Excellent research, writing, and analytical skills, as evidenced by past works and the experience listed in the candidate's CV, e.g., publications in peer-reviewed journals on public health including HIV, AIDS and STIs. (60 points)	60
BUGDET	80	Pricing	80
B-BBEE LEVEL	20	B-BBEE levels scored on a scale	20
GRAND TOTAL			100